

# FYI

## University of Kansas Libraries

Number 638

January 7, 1982

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### CLASSIFIED VACANCY

John Scheirman has announced his resignation from the half-time Clerk III position in Circulation (Inventory Unit) effective January 12. Library staff interested in making application for this vacancy should contact Sandy Gilliland no later than Tuesday, January 12, 5:00 p.m.

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

### OPEN MEETING CONCERNING EVALUATION FORM AND PROCEDURES

The Libraries' Committee on Promotion and Tenure will hold an open meeting from 3:30 - 4:30 Wednesday afternoon, January 13, in the Library Conference Room. Evaluators (or non-supervisory librarians) interested in discussing, clarifying, or suggesting changes in the evaluation form and procedures, timetable, etc., are invited to come.

S. Williams

### INTEGRATED BUDGET REQUEST

Copies of the Library's integrated budget request for 1982/83 and 1983/84 are available for staff to review at the Reference Desk in Watson and in the Administrative Office. Below is the Library's priority list which was extracted from this budget request:

#### Section I

#### INTEGRATED PRIORITY LISTING OF BUDGET REQUESTS

##### For 1982/83

1. Improvement of Librarians' Salaries
2. Automated Catalogue Development Project
3. Acquisitions
4. Student Help
5. Supplies and Expenses
6. Area Study Cataloguing Program
7. Processing of Brief-Listed Collection

##### For 1983/84

Unless one or another of the above priorities is addressed so forcefully in the 1982/83 appropriations that it ceases to be a problem, the priorities would remain about the same. One qualifying consideration might be the nature and extent of student use of Watson Library following completion of the renovation.

PERSONNEL

Marty Miller will promote from his student hourly position in the Science Library to the Clerk II position in Copying Services effective Monday, January 11. Marty is replacing Sherri Stewart. S. Gillilan

HOURS CHANGED

Spring semester hours for the Art Library, Music Library and Engineering Library have been changed for Fridays from 8:00 a.m. - 10:00 p.m. TO 8:00 a.m. - 5:00 p.m. H. R. Malinowsky

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday, January 15, at 9:00 a.m. P. Willer

CLASSIFIED CONFERENCE QUESTIONNAIRE RESULTS

Attached to this week's FYI are the results of a questionnaire completed by classified staff members about the procedures for reporting of time worked and leave taken. Also included are comments from respondents to the questionnaire. This report has been submitted to Mary Hawkins for consideration. P. Willer

CLASSIFIED CONFERENCE ELECTIONS

Attached to this week's FYI is a ballot for electing group representatives and the secretary for the Classified Conference. All classified staff are urged to complete the ballot. Ballots must be returned to Pat Willer by Wednesday, January 13. P. Willer

KULSA

Attached to this issue of the FYI is a statement from the officers of KULSA regarding KULSA's future. S. Gilliland

LIBRARY BUDGET CONFERENCE

Attached is a report from Prof. Fred S. Van Vleck, the faculty representative at the Library's recent budget conference with Academic Affairs. J. Ranz

HOSPITALIZED

Marion Kliewer is recovering from a recent surgery and is in room 323 at Lawrence Memorial Hospital. He would welcome visitors. H.R. Malinowsky

Below is a report from Prof. Fred S. Van Vleck, the faculty representative at the Library's recent budget conference with Academic Affairs.

REPORT ON BUDGET CONFERENCES WITH ACADEMIC AFFAIRS:

LIBRARY

Tuesday, November 24, 1981, 1:30 - 3:30 p.m.

This meeting was more pessimistic about budget allocations than were the two previous conferences, Allied Health and Art Museum, that I attended. The previous meetings were prefaced with the comment to "expect no new resources to be available". This one started with that comment too, but, in addition, some of the questions were of the following nature: What if \_\_\_\_\_ is not filled? One of these "what if's" was concerned with the operation of the Art Library where two Research Assistant positions are currently filled from shrinkage but which were, by previous agreement, to be permanent. Another was concerned with the possibility of filling or not filling a vacant position that is currently being advertised.

The first major item discussed was funds to implement a computer-output-microform catalogue to replace the currently manually maintained public card catalogue which "offers no hope for the future". If no additional funds are available the Library administration feels it will be necessary to proceed anyhow even if they must stop cataloguing the 20%, or so, of new acquisitions that are not catalogued by (?) (The Library of Congress). This stoppage would last 4-5 months and would further increase the current backlog of 350,000 pieces of uncatalogued materials. The personnel necessary to catalogue these brief-list volumes was another item discussed. Two major items discussed were the declining salaries of KU Librarians as compared with their peers and the problem of an adequate acquisitions budget. One question raised was: If you can no longer afford to maintain a balanced acquisitions program, what do you cut -- monographs or serials? The acquisition problem may well have the most lasting and long-term effect on the quality of education and research at this university. It may also be very divisive, pitting what various segments of the faculty feel are important against each other and against the Library staff.

From the budget documents it was apparent that the faculty of the Library had made a considerable input into the budget process through reports of various Library Faculty Assembly Committees.

Fred S. Van Vleck.

12-18-81

KULSA

To the K.U. Libraries Staff:

We, the undersigned, would like to tender our resignations from the Executive Board of KULSA effective January 31, 1982. We would like to point out that this may mean the end of KULSA as a functioning organization.

We have tried many times to find volunteers to run as our replacements but have been unable to find a sufficient number of interested persons. This was also the situation when we agreed to take on our responsibilities in May of 1980. Our attempts to hold elections in May of 1981 were met with a resounding silence. Instead of resigning then, we attempted to renew our enthusiasm. However, the demands of our jobs and the seeming no end in sight to our KULSA responsibilities have caused us to come to our decision.

We have extended our effective date of resignation to the end of January to enable us to make arrangements for the remaining treasury funds. However, it is our hope that volunteers will step forward to take our place before this happens. Any interested persons are requested to let us know of their willingness to serve.

To those of you who have helped us in any way big or small, we extend our thanks. We would particularly like to thank Marion Kliever for his dedication as Hospitality Officer.

Sincerely,



Kendall Simmons  
President



Ruth Hurst  
Vice President



Mary Marshall  
Secretary-Treasurer

Results of the Classified Conference Questionnaire  
concerning the reporting of time worked and leave taken

Questionnaires were distributed to all members of the Libraries' classified staff. Respondents were asked to assign rankings 1-4 to the 4 options listed, with 1 being first preference, etc. (Questionnaire is attached to report.) The options included

- A. Use one card as needed for absences (eliminating reporting of hours worked).
- B. Use one card weekly for reporting both absences and attendance.
- C. Use one card monthly to report all attendance and absences.
- D. Use same procedures currently being used (pink and gray cards weekly).

Although there were 68 responses, only 54 respondents ranked all four options. For analysis I used only the complete responses. However, I have tabulated the 14 incomplete responses separately at the end of the report.

Using those responses which ranked all 4 options, I tallied the rankings assigned to each option by each respondent. The lowest total number would indicate the highest preference, etc. The results follow.

<u>total</u>	
88	A. Use one card as needed for absences.
112	B. Use one card weekly for reporting both absences and attendance.
164	C. Use one card monthly to report all attendance and absences.
172	D. Use same procedures currently being used (pink and gray cards weekly).

The results have also been tabulated for each option showing the number of responses for each ranking. Again, only the 54 complete responses were used.

<u>option</u>	<u>ranking</u>	<u>number of respondents</u>
A.	1	36
	2	7
	3	6
	4	5
B.	1	14
	2	22
	3	18
	4	0
C.	1	1
	2	17
	3	11
	4	25
D.	1	3
	2	8
	3	19
	4	24

Below are some significant percentages for respondents' rankings.

	1st preference	1st or 2nd preference	3rd or 4th preference	4th preference
A.	67%	80%	20%	9%
B.	26%	67%	33%	0
C.	2%	33%	67%	46%
D.	6%	20%	80%	44%

50 out of 54 respondents (93%) ranked either A or B highest preference.

14 out of the 68 respondents indicated that they were supervisors of classified staff.

The 14 incomplete responses indicate the following preferences:

<u>number of times ranked</u>	<u>Preference(s) Indicated</u>
1	A - 1st preference
4	A - 1st preference; B - 2nd preference
2	B - 1st preference
1	B - 1st preference; A - 2nd preference
3	B - 1st preference; D - 2nd preference
2	D - 1st preference
1	D - 1st preference; B - 2nd preference
0	C - no indications of preference

Attached are unedited comments from respondents to the questionnaire.

Comments:

I do not see any difference between gray cards and time clocks--I feel they are both demeaning. My current salary level (LAI) and the responsibilities of my job surely indicate I am trustworthy, as the vast majority of library staff is. Shouldn't the direct supervisor be concerned with supervisee's time, rather than the Administrative Office?

I don't mind taking 2 seconds to fill out the cards if it makes bookkeeping easier in the front office. I would suggest using just one card, however, when present supply of cards is exhausted.

How did the front office handle the LA's turning in only pink cards for absences and no gray cards?

I think it would be delightful to use 1 card - a real convenience.

Being made to submit cards, when the unclassified staff (and the rest of the University) are not required to, makes us feel as though we aren't trusted. We might as well be punching a time clock.

Of all the problems that could have been addressed by the Conference, why choose one that is this unimportant?

I feel it is an insult to classified staff to have to keep weekly records of our time. Unclassified staff don't so we shouldn't either.

It seems to make sense to use one card where more had been used, for time and convenience.

I think to be more accurate we should have time clocks.

I don't think any action should be taken that will make Darla's job harder.

It would be nice to avoid all the irrelevant hassle of cards - we are salaried.

It strikes me that one of the primary issues being debated is whether the Libraries' administration and the State of Kansas trusts the classified staff. I think the only report necessary for upper level classified staff is that which indicates vacation and sick time; this does not include general holidays. We are salaried employees, not hourly; as such we should be regarded.

I have no strong feelings about this matter at all, and although I ranked current procedures #4, I would not object to continuing to follow it if it is most convenient.

Option A used to be in use for LA's (before the introduction of the 3 level LA series) and it seemed to work then. Also--perhaps if the gray card (assuming one must be used) had supervisor's signature rather than department head signature, the cards might be turned in more promptly. In most departments (but not all) the immediate supervisor already is the one to sign the gray card. Student assistants report hours worked on a monthly basis--unclassified don't report hours worked at all--why are we considered any less trustworthy?

Comments, continued:

If the front office needs both, what's the big deal?

It would appear to me that keeping separate counts of absences and attendance on a weekly basis would make the record keeping easier for Darla. I don't see it as bothersome to me personally--as long as it is helping someone else being more efficient at their job.

What about sending in pink cards only? Why the need for gray? If we work full time, it's 40 hours per week unless there's a pink card to indicate when, why and how many hours gone for that week!

Why can't we assume that no pinkie = 40 hours worked that week. The pinkie used to record hours missed only. Isn't this how the librarians "do their time"? No pun intended. It can't be that hard .....

I suggest dispensing with gray cards and using pink only, whenever leave time is used.

What is the problem with eliminating the gray cards but retaining the pink cards to report absences? It is necessary to report absences so I would say retain pink cards. That pink card is all that librarians fill out and somehow that seems sufficient for them. If it is not confusing to keep score concerning absences for unclassified staff in this way, I see no reason why it would be confusing for classified staff to use this same method. And think of how much time would be freed for other tasks--not only for the staff reporting the time worked but also for Darla who must keep track of them. Also we would save money not having to print up the gray cards to start with.

Classified Conference Elections

Please vote for one nominee for group representative for your group (two if you are in Cataloging) and for one nominee for the secretary position. No one has accepted the nomination for co-chairpersons. Those positions will fall vacant unless and until staff members choose to run for co-chair.

Secretary: Mary Miller (Cataloging) \_\_\_\_\_ Mary Tefft (East Asian) \_\_\_\_\_

Group Representatives:

Group 1: Bindery Preparations, Periodicals, Administrative Office

Anita Alvarez (Admin. Off.) \_\_\_\_\_

Darla Perry (Admin. Off.) \_\_\_\_\_

Sara Tubby (Bindery Prep.) \_\_\_\_\_

Group 2: Microforms, Reserve, East Asian, SPLAT, Art, Slavic, Reference

Sherry Hawkins (Microforms) \_\_\_\_\_

Sara Townsend (SPLAT) \_\_\_\_\_

Group 3: Serials, Mail Room

Rich Crank (Serials) \_\_\_\_\_

Joe Hewitt (Serials) \_\_\_\_\_

Group 4: Interlibrary Services, Circulation, Photocopy

Paula Murray (Interlibrary Services) \_\_\_\_\_

Group 5: Acquisitions

Pat Nebgen (Acquisitions) \_\_\_\_\_

Brenda Owens (Acquisitions) \_\_\_\_\_

Group 6 and Group 7: Cataloging (Vote for two.)

Dick Borton (Cat.) \_\_\_\_\_

Sue Cunningham (Cat.) \_\_\_\_\_

Diane Warner (Cat.) \_\_\_\_\_

Group 8: Music, Math, Science, Engineering

Debbie Hodges (Science) \_\_\_\_\_

Pete Runyan (Engineering) \_\_\_\_\_

Group 9: Archives, Documents, Kansas Collection, Special Collections

Karen Hovermale (Special Collections) \_\_\_\_\_

Sheila Orth (Documents) \_\_\_\_\_

PLEASE INDICATE OF WHICH GROUP YOU ARE A MEMBER. \_\_\_\_\_

PLEASE RETURN TO PAT WILLER, ADMINISTRATIVE OFFICE, BY WEDNESDAY, JANUARY 13, 1982

# FYI\*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 81

January 11, 1982

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## FORECAST

Smoothing out, though you'll still need an extra sweater for camping in the west stacks.

At some unknown 90-minute period in the near future the emergency equipment will be tested some more. This must be done when the building is closed, because it involves shutting off all power, checking emergency lighting, sirens, buzzers, blinkers, horns, door-closers, brakes, ejection seats and parachutes. If you think of that as another normal day in the Circulation Department you won't worry about working off hours and finding yourself in the middle of the test.

If you spot leaks from the sprinkler system please report them to the Administrative Offices. Several have shown up, leading us to suspect that there may be more. Supposedly there is no water in the system now, but there was when it was tested and some seems to have got away.

## ROLLING

SPLAT and Slavic have moved into their new --- and final --- quarters on the west end of the second floor. They have gone from being crowded into drab, dirty dark spaces to being crowded into clean, colorful airy spaces.

Bindery Preparations and Repair are trying to wind up their move to the first floor, but each time the compressor comes on with a bang in the equipment room next door everyone jumps, stops, takes a deep breath through clenched teeth, and resumes work. This occurs every five to ten minutes, so John Glinka is investigating silencing measures.

Although Kent Miller is occupying his new second floor office, the Serials staff, Exchange and Gifts, Acquisitions and Collection Development people won't take over their finished spaces until the general Lippincott Exodus, expected in February.

East Asian is moving into its seminar rooms instead of offices. The office wall still wiggles and although a dozen different experts still haven't located the cause, it is now an Official Problem, subject to Official Solutions. Therefore nobody can ignore it out of existence just because we are working around it. The East Asian L.C. collection is moving into the East Asian Library space, leaving only their Dewey collection in the stacks. The resulting vacancy in the 4 Center stacks will be filled with PR-PS in the near future.

The technical Services moves in February will come in directly from outside onto the second floor, so the current moves are the last (can you believe it!) heavy traffic in the main and east elevators. The elevator floors can be finished at last.

## HOT GOSSIP FROM THE PLUMBING SECTION

The Facilities Operations plumber spent several hours giving the drippy new water fountains thorough attention. He discovered that hasty installation had omitted proper lubrication of handles (that's why they often stuck in the "on" position) and proper packing around the drain plates (causing water to leak outside the drain pipe and drip onto the floor). These problems he was able to correct. But a third difficulty, that of water spouting so close to the edge that it often overflows the basin, seems to be due to mineral deposits that have changed the shape of the hole, re-directing the stream of water onto your toes. Flushing and scoring efforts may or may not rate future press releases.

SING A SONG OF DAMPERS,  
DUCTS AND VENTS AND FLUES

If you thought the four-and-twenty parts of the ventilation system were all under the pie crust by now, guess again. For one thing the balancing process has not produced a final report yet; for another, a humidification system is now being added. It will couple the University's existing steam lines to each of our five air handling units. When the time comes to make the connection each unit will be shut down for two or three hours. This probably would not make a great difference in comfort, but workmen are trying to avoid doing it during this bitterly cold weather.

FOOTPRINTS AND FALLEN CRUMBS

Nancy Piper supervises our janitorial crew now. She doesn't do it occasionally or from a distance, she works the 5 p.m. to 2 a.m. shift right along with Teresa Whitaker, Bill Ward, Bobby Philips --- and Roberta Olson too when Ms. Olson returns in February after a long and serious illness. They collect all the trash, clean and resupply the twelve restrooms, sweep, mop, dust, strip off old wax and apply new, sweep or shovel the entrances, and report problems and maintenance needs. Then at the stroke of midnight when the staff and patrons turn into field mice, the janitors try to vacuum all the carpeting on five floors. Since that's not really feasible in two hours they do the heavily-used areas every night and rotate through the rest every few nights. When mud, dog footprints and split pea soup besmirch the scene they also shampoo sections.

When vacuum sweepers pick up paper clips and rubber bands they quickly jam, and the janitors have to stop, take them apart, clear and repair the machines (expletives deleted) and try to finish sweeping. This has been happening as often as two and three times a night, cutting efficiency drastically. So from now on if you leave rubber bands and paper clips on the floor you forfeit the pleasure of righteous grumbling about unswept carpets.

Clifford Powers is here half time on the day shift. He is in charge of sweeping the stacks, checking restroom supplies, mopping up the tears after budget hearings, and responding to other emergencies as needed.

COUP

Responding simultaneously to our pleas for more mirrors and more toilet paper dispensers, Facilities Operations is installing double-roll dispensers with such a shiny chrome surface that you can use them to adjust your contact lenses or practice your Public Service Smile.

# FYI

## University of Kansas Libraries

Number 638-639 January 14, 1982

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### PERSONNEL

Victoria Fu joined the library staff on January 7 as the half-time Library Assistant I in the East Asian Library. Vickie was previously working as a student assistant in the Religious Studies departmental library. S. Gilliland

Jim Neeley has been appointed Head of the Reference Department, effective January 18. Jim has been employed with the Department as Reference Librarian and Bibliographer since 1977, and has since 1979 served as Assistant Head of the Department. M. Hawkins

### VISIT FROM STEVENS & BROWN LTD.

Miriam Lindsay, manager of the approval/blanket order plan for Stevens & Brown, our main agent for publications from Great Britain, will be visiting the library on Wednesday, January 27. She will be accompanied by Bernard Howes from the S & B subscription department. Any persons wishing to meet with either or both of these people should make their intentions known to Roger Anderson in Acquisitions so that a schedule can be established. R. Anderson

### UNIVERSITY OF CHICAGO'S CERTIFICATE OF ADVANCED STUDY IN LIBRARY MANAGEMENT

The starting date of the program has been changed from the Spring to the Summer Quarter which begins June 22, 1982 (see FYI, November 25, 1981). Also, the deadline for the receipt of applications has been moved ahead to March 31, 1982. For a revised description of the program, please contact Jeannette Shawl (4-3038, 207 Lippincott). J. Shawl

### CENTREX II TELEPHONE SERVICE

Effective December 19 the University of Kansas was connected to a more efficient telephone service known as Centrex II. Three new features of Centrex II and instructions are as follows:

- 1) Add a third party to an ongoing telephone conversation or to drop one of the parties from an existing three-party conversation: Depress switchhook (button under the receiver); dial third party, (4 plus four digit number) (party answers); depress switchhook; now all three parties are on the same line--begin conversation. To drop one of the parties from the three-party conversation, any one of the three parties can hang up; the remaining two parties can converse.
- 2) To consult with a third party before bringing it into a conversation: depress switchhook; dial third party (party answers); begin conversation. To return to held call, wait for third party to hang up; depress switchhook twice; answer and resume conversation.
- 3) To transfer a call to another number and then drop out of the conversation: depress switchhook; dial third party (party answers); announce call; hang up. If unable to determine the correct number to transfer a call: depress switchhook; dial 0; ask K.U. operator to transfer the call and hang up.

For complete instructions and information on these three features of Centrex II, consult the December 22 memo and instruction pamphlet issued by the Communications and Transportation Department. Questions regarding Centrex II can be addressed to Dave Hanson (Communications and Transportation), 4-4191; Emma Deane Barland (4-4039); or the Library Administrative Office. S. Gilliland

(Continued)

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday,  
January 14 at 9:00 a.m.

P. Willer

TEMPORARY EMERGENCY PROCEDURES FOR WATSON

Attached to this issue of the FYI is a page of temporary emergency evacuation procedures that will be utilized until all departments are back in Watson.

K. Simmons/H.R. Malinowsky

CLASSIFIED CONFERENCE ELECTION RESULTS

The 1982 group representatives, alternates and secretary of the Classified Conference are:

Secretary - Mary Miller

Group 1 - Anita Alvarez  
Darla Perry (alt.)

Group 3 - Joe Hewitt  
Rich Crank (alt.)

Group 5 - Brenda Owens  
Pat Nebgen (alt.)

Group 8 - Debbie Hodges  
Pete Runyan (alt.)

Group 2 - Sherry Hawkins  
Sara Townsend (alt.)

Group 4 - Paula Murray  
Marty Miller (alt.)

Group 6/7 - Susan Cunningham  
Diane Warner  
Dick Borton (alt.)

Group 9 - Karen Hovermale  
Sheila Orth (alt.)

The new Classified Conference Executive Board (new group reps, and secretary) will meet Tuesday, January 19 at 10:00 a.m. in the Library Conference Room, 511 Watson. The first item on the agenda will be arranging for the election of the co-chair positions.

P. Willer

Temporary procedures until all departments are back in Watson.

EMERGENCY EVACUATION PROCEDURES

revised 1/6/82

In case of fire:

CIRCULATION	Days - clear west stacks Nights and weekends - clear west & center stacks, first floor lounges & rest rooms Exit - loading dock
ILS	Day - clear center stacks Exit - loading dock
MICROFORMS	Clear east stacks and 2nd floor rest rooms Exit - east fire stairs door
BINDERY	Days - clear first floor lounges and rest rooms Exit - public lounge fire door
REFERENCE	Clear reference area, rest rooms and south reading room Exit - front door
RESERVE	Day - clear west reading room and smokers' lounge After 10 pm Sunday-Thursday, after 5 pm Friday - clear entire 3rd floor Exit - front door
PERIODICALS	Days - clear 4th floor Nights and weekends - clear 4th and 5th floors Exit - front door
DEAN'S OFFICE	Days - clear mezzanine and rest rooms Exit - front door
EAST ASIAN	Days - clear East Asian reading room and faculty studies Exit - East fire stairs door
ALL OTHERS	Exit - nearest safe exit

Bomb Threat - a p.a. announcement will be made. Follow above procedures.

Tornado - Civil Defense sirens/p.a. announcement - evacuate to lowest stacks levels rather than outside building.

Note: the elevators will be shut off during an emergency. Use the stairs.

If you discover a fire or possible bomb, pull the nearest fire alarm and notify Circulation immediately. Do NOT call the fire/police departments.

# FYI

## University of Kansas Libraries

Number 640

January 21, 1982

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### LIBRARY FACULTY ASSEMBLY

A special LFA meeting on salary recommendation procedures will be held Thursday, February 4 at 3:00 p.m. in the Spencer Research Library Auditorium. K. Miller

### MUSIC LIBRARY

In order to devote more time to public service, Earl Gates will maintain his desk in the Music Library. He will continue to assist in the cataloging of music materials but will not have a desk in the cataloging department. At the same time, Ellen Johnson, under Earl's supervision, will also be working with the two recently acquired record collections: Seaver Collection of Opera and Wright Collection of Jazz. H. R. Malinowsky

### EXEMPT FROM WITHHOLDING

Those employees who claim exempt status from withholding tax must file a new W-4 form for 1982. Blank forms are available in the Library Administrative Office and must be completed by February 1 to insure continuation of exempt status. Many student assistants claim exempt status. Please notify the students in your department about the need to refile. P. Willer

### LIBRARY STAFF BROWN BAG LUNCH

All library staff are invited to listen to John Miller talk about his position with BCR. Please bring plenty of questions and your lunch. We'll meet in the Student Union, Alcove B from 12:00-1:00 p.m. on Tuesday, February 9. J. Shawl

### CLASSIFIED SENATE

The first meeting of the new Classified Senate will be January 28th at 7:00 p.m. in the Council Room of the Union. This transitional meeting of out-going and in-coming senators will be focused on information sharing and on planning for the new year. As always, all classified employees are welcome to attend.

S. Gilliland

### 1981 W-2 FORMS

W-2 forms for all current permanent and student staff members will be mailed from the University Payroll Office TO THE LIBRARY ADMINISTRATIVE OFFICE the week of January 25. When the forms arrive, department heads will be called and asked to instruct all staff and students to pick up their W-2's at the Library Administrative Office. W-2 forms for former staff members will be mailed from the Payroll Office directly to the employee's permanent address on file.

S. Gilliland

### STATEMENTS OF SUBSTANTIAL INTEREST

As a reminder, all employees earning at a rate of \$20,000 per year or more must file Statements of Substantial Interest by January 31, 1982. Excluded from this filing requirement are state employees under the Board of Regents who are "engaged over half-time in teaching". Blank statements have been distributed to Library employees required to file. If your earnings are at \$20,000 per year or more and you have not received a blank statement, contact the Payroll Office (4-4385). For assistance or further information, contact the Kansas Public Disclosure Commission, 8-561-4219 (Topeka).

S. Gilliland

(Continued)

THINK COM

The COM catalog project is progressing very well. The on-line and update systems are being programmed. The on-line system will permit the Cataloging Department to access the OCLC archival bibliographic tapes and authority records in KU's computer center without going through OCLC. This system will be fully operable by February, 1983 with earlier testing. The update system will permit the updating of the database with new bibliographic records every two weeks. The programming for this system is to be finished by July, 1982. Between now and February, 1983, the Cataloging Department will be verifying and coding all information that will be entered into the database for authority control. Beginning in February, 1983, the OCLC archive tapes from 1981 and 1982 will be entered. By May, 1983, the first stage of two years of OCLC tapes will be in the file. The 1983 tapes will then be added until we are up-to-date by July, 1983. From this time until about September, 1984, the database will continue to have current OCLC archive tapes added every two weeks. In addition the "see from" and "see also" cross-references will be added by the Cataloging Department. The first actual public COM will be available around September, 1984, with over 67,000 bibliographic records producing over 300,000 access points and over 200,000 authority records. Just prior to that first COM production, the entire pre-1981 OCLC archive tapes will be run against the authority file and all bibliographic records that are completely represented in the authority file (main entry, added entries, and subjects) will be added to the database. Beginning September, 1984 new archive tapes will be added every two weeks, needed modifications made, and then the older pre-1981 tapes will be systematically entered so that all headings are verified and brought up to AACR II standards.

Since authority control is key to the COM project, extra effort has to be given by everyone, especially the Cataloging Department. In order to gain the time for this extra effort the Cataloging Department will concentrate their cataloging on materials that are reference, rush, precedence, 050 copy from OCLC, and CIP copy from the book itself. They will delay all original cataloging and contributed copy cataloging unless it falls into the above categories. It is anticipated that 050 copy will increase as the Library of Congress begins to catch up with AACR II. We are well on our way to having the COM catalog. Think COM; talk COM; see COM!

H. R. Malinowski

KLIEWER EXTENDS THANKS

"I enjoyed the beautiful poinsetta and get-well card from KULSA. I am also grateful to colleagues who sent me cards and visited me while I was in the hospital. Your thoughtfulness means much to me."

1/15/82 Marion Kliever

CLASSIFIED CONFERENCE CO-CHAIR NOMINATIONS

The nominees for Co-Chairpersons of the Classified Conference are:

Barry Bunch \_\_\_\_\_

Marty Miller \_\_\_\_\_

Susan Walker \_\_\_\_\_

Please vote for 2 (two) and return ballots to Pat Willer in the Administrative Office by 5:00 Wednesday, January 27.

Mary Miller

REPORTING OF HOURS WORKED BY CLASSIFIED STAFF

"I want to thank those who responded to the questionnaire regarding staff preferences in the reporting of hours, and to assure you that the staff in the Library Office who submit these reports to Payroll will carefully consider ways to simplify these procedures. Since we are required by the Payroll Office to report for each classified employee the number of hours worked each day, rather than absences only or weekly totals of hours worked, we've resorted to this more detailed reporting by the employees and their supervisors. However, we'll be glad to explore alternate ways by which we can simplify the process and still meet University requirements. (Since no 1982 co-chairs have yet been elected for the Classified Conference, I'm using the FYI as a means of response to staff input in this matter, and will hope to have a more complete response soon regarding reporting alternatives.) Thank you for the suggestions received." M. Hawkins

MINUTES OF THE LAST GENERAL BOARD MEETING OF THE CLASSIFIED CONFERENCE OF 1981  
December 16, 1981 10:05 a.m.

Pat Willer opened the meeting with the presentation of Suzanne Cupp, President of the Classified Senate. Cupp spoke to the membership about the recent accomplishments, news and undertakings of the Classified Senate, including:

1. The new Classified Senate takes office at the first meeting in January.
2. The Senate's concern to be active on all levels of university planning and activity, and Chancellor Budig's interest in soliciting classified participation.
3. The Senate's continued interest and efforts in securing a dental rider to the university insurance policy and better retirement benefits.

Willer formally announced the resignations of Charlee Glinka, co-chair, and Carol Jeffries, Group 5 Representative and representative to the Budget and Planning Committee. The Board thanked both very much for all of their support and work during this past year.

Joe Hewitt was welcomed as Jeffries' replacement as representative to the Budget and Planning Committee.

Diane Warner, representative to the Professional Development Committee, reported on the recent events of the body:

1. Jeannette Shawl received confirmation from Gail Hamilton, Personnel Services, that it will be possible to offer five different training sessions/workshops for library personnel in the library.
2. Little money is available for travel grants.
3. The Committee has sent a budget proposal to Dean Ranz, asking that greater funds be made available for travel grants.
4. The Committee approved and referred to the Library Faculty Executive Board the proposed revision to the staff handbook concerning the composition of librarian search committees.

With 46 responses returned to date, the preliminary results of the "time card preference" questionnaire were given. The most popular alternative was one card to report absences only. The second alternative was one card weekly to report both hours worked and absences. The final results of this questionnaire will be given to the new Executive Board for further consideration and action.

Names were placed in nomination for officers and group representatives. The ballot will appear in a near future issue of the "FYI".

Announcement was made of the formation of a subcommittee on reclassifications. A lengthy discussion followed on what the parameters of this subcommittee should be. As a tangent to this discussion, it was noted that the Libraries currently have no place where an employee can go with problems. A suggestion was made for the formation of a grievance/advocacy board in the Libraries. The suggestion received unanimous approval. Willer said that such a suggestion would be included in her report to the new Executive Board.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

*Mary Borton*

Mary Borton,  
Secretary.

# FYI

## University of Kansas Libraries

Number 641

January 28, 1982

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### PERSONNEL

Lynne Renick promoted to the half-time Clerk III position in the Circulation Inventory Unit effective January 18. Lynne was previously a student hourly staff member in the Circulation dept. In addition to working for the Libraries, Lynne also holds a half-time teaching appointment at South Junior High School here in Lawrence. (She replaces John Scheirman.) S. Gilliland

Mary Finnegan has been designated Assistant Head of the Reference Department effective immediately. J. Neeley

### COLLECTION DEVELOPMENT ASSIGNMENTS

Rosemary McDonough has assumed responsibility for collection development in business administration.

Kathleen Neeley has assumed full responsibility for collection development in health services administration. J. Neeley

### SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for a Reference Librarian/Bibliographer vacancy, resulting from Jim Neeley's reassignment to Head of Reference: Jim Neeley, chairman; Carol Chittenden; Charles Getchell; Channette Mastin; Rich Ring; and Mary Hawkins. M. Hawkins

### TRAVEL FUND APPLICATIONS DUE

Applications for reimbursement of travel during April, May, and June are due February 15. Persons planning to travel to ALA in Philadelphia this summer are reminded not to apply for reimbursement at this time, as ALA will be held in July. Application forms are available from Paulette DiFilippo, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

### W-2 FORMS

W-2 forms for 1981 income are available in the Administrative Office. Please remind all staff members (including student staff members) to pick them up. S. Gilliland

### EXEMPT STATUS

Those employees who claim exempt status from withholding tax must file a new W-4 form for 1982. Blank forms are available in the Library Administrative Office and must be completed by February 1 to insure continuation of exempt status. Many student assistants claim exempt status. Please notify the students in your department about the need to refile. P. Willer

### LIBRARY STAFF BROWN BAG LUNCH

On Tuesday, February 9, John Miller will talk about his position with BCR. We'll meet in the Student Union, Alcove B, from 12:00 -1:00 p.m. Please bring plenty of questions and your lunch. J. Shawl

CALL FOR NOMINATION OF CANDIDATES FOR KULSA OFFICES OF PRESIDENT, VICE PRESIDENT SECRETARY & TREASURER. At least two candidates are needed for each office. Please send your suggestions to any member of the nominating committee: Elizabeth Stephens, Acq.; Paula Murray, ILS; or Rosemary McDonough, Reference. R. McDonough

ANNOUNCEMENT: The new Classified Conference Co-Chairpersons are Barry Bunch and Susan Walker. Congratulations. M. Miller

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING  
January 19, 1982 10:00 a.m.

Members present: B. Harsh, K. Hovermale, S. Cunningham, D. Borton, B. Owens, A. Alvarez, S. Townsend, D. Hodges, J. Hewitt, Marty Miller, Mary Miller, P. Willer

Pat Willer began the meeting by welcoming new Executive Board members and briefly explaining the format, function, and history of the Classified Conference.

Pat then brought several items of old and new business before the Board:

1. Election of co-chairpersons

It was decided to put the names of those who had agreed to run for co-chairperson in the January 21 edition of the FYI. Mary Miller, secretary, was to arrange this.

2. Distribution of keys for renovated Watson

The board was informed that a decision was to be made soon regarding a policy for distribution of keys to Watson. Board members expressed a concern for those staff members who might need to use the building at off-hours because of computer scheduling, etc. It was suggested that a letter or verbal input should be given to the Dean's office in the near future so that concerns of the classified and unclassified staff alike might be considered in formulating a policy. Joe Hewitt was designated to draft a letter from the Classified Conference Executive Board to the Administration on this issue. Mary Miller will type and send the letter.

3. Library grievance board

The University Senate Rules and Regulations have made it mandatory that all University units must provide a grievance procedure for their employees (faculty, staff, students). University departments may either use the model procedure provided by the Office of the Executive Vice Chancellor or may devise their own plan, which must then be approved by the University's General Counsel.

A copy of the procedure for the Libraries system had been submitted earlier to Pat Willer for immediate feedback to Mary Hawkins. The draft library grievance procedure is a modification of the procedure drawn up by the Office of the Executive Vice Chancellor. Pat discussed a few of her concerns regarding the draft policy, such as:

- 1) How to determine grievance board members.
- 2) How would the scope of the board be determined?
- 3) What is the liability of board members?

Overall, Pat thought the proposal was good. As soon as new co-chairpersons are elected, the board will discuss the proposal and make recommendations regarding its implementation.

4. Composition of unclassified search committees

The pending revision to the staff handbook regarding the composition of unclassified search committees was discussed. The proposed revision reads, "When a vacancy occurs in an unclassified position, the Dean will appoint the chairperson and members of an ad hoc search committee. Each such committee shall be composed of the Assistant Dean for Personnel, the supervisor of the vacant position, at least two other

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING (CONT.)

members of the professional staff, generally representation from the classified staff, and teaching faculty representation where appropriate to the vacancy." The proposed revision has been approved by the Library Committee on Professional Development and has been forwarded to the LFA Executive Committee.

A discussion followed, bringing up the following points:

- 1) Anyone hired in the library system would, either directly or indirectly, affect all levels of staff in the library.
- 2) What is the status of the proposal sent by the Classified Conference in the spring of 1981? (It is before the LFA Executive Committee, as noted above.)

5. Committee to revise the Constitution

A new committee needs to be formed that will revise the Classified Conference constitution as the 1981 committee never got off the ground.

6. Time card questionnaire

It was noted that a response is still pending from the Dean's office. The results of the questionnaire were submitted January 5, 1982.

7. Ad hoc committee to review reclassifications

A discussion occurred regarding the scope of the committee and its relation to the standing Personnel Committee provided for in the Classified Conference constitution. It was decided that the ad hoc committee would examine the possibilities of collegial review of reclassifications and would take a look at the purpose and function of the Personnel Committee. It may be possible that the Personnel Committee would include within its scope the activities of the ad hoc committee. It was also suggested that the ad hoc committee formulate a recommendation regarding future handling of reclassifications.

8. Responsibilities of the Classified Conference

A discussion took place regarding the role of the Classified Conference and possible reorganization of the Conference. Suggestions included:

- 1) Have standing committees parallel to or in conjunction with those of LFA.
- 2) Shorten the time-frame for decision-making by the Executive Board.
- 3) Have a chair and chair-elect instead of co-chairpersons.

A copy of the Libraries Budget Request was presented to the board by Pat Willer.

Pat reflected on her past year as co-chairperson. She will meet with the new co-chairs to discuss her year as co-chairperson and make suggestions for future activities.

The Board thanked Pat for her excellent service during the past year.

The meeting adjourned at 12:00.

Respectfully submitted,

*Mary Miller*  
Mary Miller  
Secretary

# FYI\*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 82

February 3, 1982

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## FORECAST

Steady, with occasional flooding in Readers' Lounge due to clogged storm drain.

## FROM THE SUNNY SIDE OF THE STREET

Second floor inspection was Monday, 2/1. Technically we have conditional occupancy as of 2/2 and could move in, but the groundhog sees this shadow: the Lippincott departments are so dependent upon their OCLC terminals that there is little point in moving them before 3/2, which is the earliest date that OCLC can arrange the move. And since the movers are on contract it is cheaper and more efficient for them to do the whole job at once. So it will boot you naught to call the Administrative Offices more than twice a day asking for an early moving date.

## SACKED BY A VISIGOTH MAYHAP?

When stack elevator floor numbers were peeled off as fast as we could post them we thought it was some pledge class gaining dubious proof that they had indeed been to the library, or a new fad like swallowing goldfish. But aside from the inconvenience many people were concerned about the safety problem; what if you were in the stacks, witnessed an assault or saw wires sparking, but wasted precious minutes trying to find your way out to call for help? This sense of urgency prompted Nancy Shawbaker to have Facilities Operations make engraved plastic number plates and rivet them in place. Within days the plate in the west stack elevator was broken and part was gone.

It's not a game anymore. The person(s) responsible are endangering us all. They have been active during holiday periods and weekends for several months, so it looks less and less like a student prank. Distasteful as it is, we have filed a complaint with the police and will press charges. If you have information that might help us deal with the situation you may discuss it confidentially with Ms. Shawbaker.

## SWEET ADELINE & FRIENDS

Fourth floor heating units and ducts that were singing in high piercing tones a few weeks ago have piped down. Disciplinary action with a hammer by the general contractor improved the units under the big windows, and the heating contractor is replacing the control unit for the ducts just east of Copying Services.

Perhaps they came as an afterthought, but the new lights in the Old Center stack stairs are such an improvement, a real bow to the twentieth century.

This building has more locks than the Panama Canal, and 21 of them will be changed as part of the finishing work. In the best of all possible worlds locks come with keys and keys go with people. But which people, keys and locks go together calls, in a place this size, for a system. John Glinka had a draft in preparation when illness stalled the process for a week, but he is now resuming work on it. Stay tuned.

When Glinka is not working on keys, moving plans, pencil sharpener distribution, equipment purchasing or holding some subcontractor's feet to the fire he is free to turn his attention to the ventilation problem in the staff lounge. We wouldn't say it's stuffy there, we'd just point out that the air was thick enough to trip the smoke alarms time after time after time last week.

(continued)

## THRONES

In planning new and refurbished office furniture one consideration was the need for some variety. Another was that the variety needs to be compatible so that we can shift things around in the coming century. How many chairs of what kind should be ordered, and how should they be distributed? If you want to know the details of the process, inquire of Jim Ranz. The results are: swivel armchairs were ordered equal to the number of librarians based in Watson. They are of three colors (dark blue, orange, tan tweed) with more of the neutral-color tweed ones. These are being distributed to the librarians, who seem to be choosing colors in about the same proportions that were ordered. But these chairs are not intended as perquisites of rank. It is assumed that they will diffuse gradually among the sitting staff, and already we see that some librarians prefer straight backed and secretarial chairs. We have on hand secretarial chairs in various conditions, from ghastly to spiffy; the former can be reupholstered, equipped with new casters and reconditioned for \$40 each, so they will be. With one of those and a first round draft choice you should be able to trade your way to any chair your heart desires. But keep in mind the words of Phil Ochs: "No matter how high or how great the throne, what sits on it is the same as your own."

## A TOUCH OF CLASS

The University will, as a matter of course, hold a rededication ceremony for Watson. But we feel the occasion deserves a variety of events over several days, so an internal Rededication Committee is at work to help guide the University's (yet-unnamed) Ribbon Cutting Committee, and organize the light and more varied aspects. The internal group -- shall we call them the "Champagne Committee" -- want the event to

- Point out to our public that good library service is an intergral part of a college education; that the renovation has improved the opportunities for undergraduates especially to use and become familiar with good library service; and that the improving the building we have made it a more inviting and comfortable place for everyone from incoming freshmen to advanced scholars.

- Be a good time, a memorable occasion for staff, a celebration.

- Be a token of gratitude to staff and public for their patience with the process.

As a matter of taste and good spirits, the occasion will not be used to plead our case for better library support or a west library building.

The Champagne Committee is Jim Ranz, Carol Chittenden, Charles Getchell, Sherry Hawkins, Nora Quinlan, Geri Slater and Eleanor Symons. They were named, among other reasons, to make sure that the project has contacts among classified and unclassified staff, public and technical services, old-timers and newcomers.

Some ideas under consideration are: a 2-day book fair (the first annual?) for booksellers from Kansas, Missouri, Nebraska, Oklahoma; an exhibit; a new library handbook (Rob Melton will edit this, and he, Quinlan, and Getchell are a subcommittee working on it already); an issue of Books and Libraries; lectures and readings; small musical events; mime performances; an open house to display the library memorabilia in the Conference Rooms; a fineless book return day. The Committee hereby solicits your suggestions for two things: more ideas for events, and names of talented people, especially library people. Leesa Duby's mime clown is already given, and the musical abilities of Barbara Jones and Elizabeth Stephens will be called upon: the emphasis will be on the beautiful and the fun, away from the grand and the silly.

Although a spring date was assumed at first, a close look at the calendar shows that we would better off in every way to aim for next fall. So the tentative date is the last week in September, with a ribbon-cutting on Friday, October 1. October 1-3 is Parents' Weekend, which also seems felicitous.

# FYI

## University of Kansas Libraries

Number 642

February 4, 1982

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### UNCLASSIFIED VACANCIES

REFERENCE LIBRARIAN/BIBLIOGRAPHER, Reference Department. 12-month, tenure-track position, available immediately. Duties: General reference service to undergraduate and graduate students and faculty in the humanities and social sciences and in related professional fields. Collection development in psychology, human development, sociology, and social welfare. Participation in library orientation and instruction. Some data base searching possible. Required Qualifications: MLS from an ALA-accredited library school. Subject background in social and behavioral sciences other than history. Ability to work effectively with library users. Knowledge of at least one foreign language (Western European). Preferred Qualifications: Reference experience in a university library. Experience in collection development. Advanced degree in psychology, sociology, human development, social welfare, or a related field. Salary: \$14,000 up, dependent upon qualifications. To apply, submit letter of application and resume to Mary Hawkins, 511 Watson Library. Applications must be postmarked no later than March 5, 1982.

RESEARCH ASSISTANT. (Full-time position) Grant funding anticipated from the National Endowment for the Humanities for a 4-6 month appointment, beginning March 1. Under supervision of Ann Hagedorn as Project Director, will assist in the development of a detailed subject thesaurus to KU's collection of books and pamphlets in the history of economics. Result of the project will be representation of the collection in book catalog format, to be published by G. K. Hall. Required Qualifications: Bachelor's degree and typing ability (45 wpm). Preferred Qualifications: Experience in subject indexing, Library of Congress subject cataloging, or thesaurus preparation; knowledge of the history of economics from approximately 1850 to 1930; experience in creating and accessing data bases; familiarity with OCLC and with word processing. Salary: \$1,000 per month. To apply, submit letter of application and resume to Mary Hawkins, 511 Watson Library. Deadline for Applications: February 15 (or postmark of February 15 if submitted by mail).

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

### STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, Feb. 16 at 9:00 a.m. Student time cards have been coming in promptly (and yes, even early!) the last few months--thanks so much! P. Willer

### FINANCIAL AID FOR STUDENTS

Students who wish to be considered for financial aid from KU for summer '82 and next fall and spring semesters should submit their applications by February 15. Application packets (which include the Family Financial Statement) are available in the Library Administrative Office and in the Student Financial Aids Office, 26 Strong Hall. Interested students or staff members with college student dependents may pick them up at their convenience. Please note: submission of these application materials is a prerequisite for the rewarding of WORK-STUDY, Pell grants, certain student loans, scholarships and other financial aid. P. Willer

(Continued)

COPYING SERVICES EXPANDS HOURS

Copying Services will have new hours beginning Monday, February 8. These hours will be in effect when classes are in session:

	Copying Services Office	Coin-ops
Monday through Thursday	8:00am - 11:00pm	8:00am - 11:30pm
Friday	8:00am - 9:00pm	8:00am - 9:30pm
Saturday	9:00am - noon; 1:00pm - 4:00pm	9:00am - 4:30pm
Sunday	12:00noon-11:00pm	12:00noon-11:30pm

Change will be available at the Copying Services Desk whenever the Coin Operated Machines are on (except from noon-1:00pm on Saturdays). Change will no longer be available at the Circulation Desk. Microform copying will be available whenever the Copying Services Office is open. Staff are encouraged to leave large copying orders for overnight copying.

Suggestions as to how we can improve our service are welcome.

M. Miller

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet on Thursday, February 11 at 10:30 a.m. in the Library Conference Room. Agenda items include: 1) Equipment Budget; 2) Peat, Marwick, Mitchell & Co. report; 3) Departmental FY83 Budget Requests. N. Shawbaker

EVALUATION QUESTIONS

Several weeks ago, the Committee on Promotion and Tenure held an open meeting to discuss any questions or concerns librarians might have about the evaluation form or process. Due to a small attendance, the Committee wishes to state that it will continue to accept for discussion any verbal or written comments regarding the evaluation process. Please contact Sheryl Williams, Chair, if you wish to communicate your thoughts to the Committee.

S. Williams

TRAVEL FUND APPLICATION DEADLINE

Applications for reimbursement of travel during April, May, and June are due February 15. Persons planning to travel to ALA in Philadelphia this summer are reminded not to apply for reimbursement at this time, as ALA will be held in July. Application forms are available from Paulette DiFilippo, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended.

P. DiFilippo

LIBRARY STAFF BROWN BAG LUNCH

On Tuesday, February 9, John Miller will talk about his position with BCR. We'll meet in the Student Union, Alcove B, from 12:00-1:00 p.m. Please bring plenty of questions and your lunch.

J. Shawl

KLA'S SOCIAL RESPONSIBILITIES ROUNDTABLE

KLA is attempting to start a Social Responsibilities Roundtable. A questionnaire has been designed by KLA in order to determine how much interest there is within the membership to support such a group. If you are interested in the formation of such a roundtable, please contact Jeannette Shawl (4-3038/207 Lippincott) for a copy of the questionnaire.

J. Shawl

NEW EXHIBIT ON OLD MANUSCRIPTS

"The Muniment Chest" is an exhibit made up of British family papers and legal documents from the 12th to the 19th century, now on show in the Main Gallery, Spencer Library. All the manuscripts are from the Department of Special Collections, the exhibit is the work of Ann Hyde, Manuscripts Librarian.

LEJ Helyar

(Continued)

HIXON EXHIBIT

A small photographic exhibit of the works of Kansas City photographer, Orval Hixon, will be on display in the Kansas Collection. Mr. Hixon passed away Friday, January 29. As a portrait photographer, Hixon's style was widely known and admired, particularly within the theatre world. He photographed many vaudeville entertainers, such as Al Jolsen, Ginger Rogers, Jean Harlow (as a child), Will Rogers, and Eddie Cantor.

S. Williams

PERSONNEL SERVICES TRAINING PROGRAMS FOR SPRING 1982

Registration is now open for training programs scheduled from February through June, 1982. Programs scheduled for managers and supervisors include Principles of Management, Principles of Supervision, Performance Evaluation, Interviewing (includes Equal Employment Opportunity), Counseling and Effective Communication on the Job. To register for these or other training programs, call the Personnel Office, 4-4942. A schedule of programs is attached for your information.

S. Gilliland

FIRE! (FALSE ALARM)

Wasn't that fun! The fire alarms on Wednesday (2/3/82) were caused by: 1)??, 2) a welder's torch, 3)?????. The evacuation ran as smoothly as it should have with only a few minor bugs. A quick explanation of how we (Circ.) handle alarms might help.

When the fire alarm sound, Circ. attempts to reset it (which silences the alarms).

- 1) If the alarm does not shut off, we call security/fire and all evacuation procedures should go into effect immediately.
- 2) If the alarm shuts off and stays off, Circ. has things to do but everyone else can go back about their business.
- 3) If the alarm shuts off momentarily but resounds, we attempt to reset it a second time. If it stays silent, fine. If it sounds a third time, we do not attempt to reset it, but call security/fire and evacuation should take place immediately.

These procedures have been worked out with the campus police and Facilities Operations and will stay in effect until further notice.

Hopefully, this explanation should clear up any questions you might have about when and if to take the alarm seriously enough to start evacuating the building. By now, most of you should be very familiar with the length of time it takes us to reset the alarm. Except under extraordinary circumstances, no p.a. announcement will be made in case of fire because 1) it can't be heard over the alarms in most places; 2) night and weekend manpower limitations; 3) a desire to not create a dependence on the p.a. system.

Three footnotes:

If the yellow trouble light on the front door fire panel is buzzing, Circ. is responsible for it and there is no need to evacuate/worry/etc.

If a fire door alarm is buzzing, please let Circ. know as we're supposed to shut them off but can't always hear them.

If you happen to see a red light lit up on the side of any of the smoke detectors in the building, note its exact location and notify Circ. immediately. You'll get a reward.

K. Simmons

## Personnel Services Schedule of Training Programs

## FEBRUARY 1982

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	
	1	2	3	4	5	6	
<i>Sunday</i>	7	8 8:15-10:00 Orientation  Performance 1:00-4:30	9  Evaluation 1:00-4:30	10 Principles of Management 8:30-5:00  Day 1 of 5	11	12 Principles of Management 8:30-5:00  Day 2 of 5	13
14	15 Principles of Management 8:30-5:00  Day 3 of 5	16	17 Principles of Management 8:30-5:00  Day 4 of 5	18	19 Principles of Management 8:30-5:00  Day 5 of 5	20	
21	22 8:15-10:00 Orientation	23 Principles of Supervision 8:30-5:00  Day 1 of 5	24  Performance Evaluation 1:00-4:30	25  1:00-4:30	26 Principles of Supervision 8:30-5:00  Day 2 of 5	27	
28							

(Continued)

Personnel Services Schedule of Training Programs

**MARCH 1982**

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	1	2 Principles of Supervision 8:30-5:00 Day 3 of 5	3	4	5 Principles of Supervision 8:30-5:00 Day 4 of 5	6
<i>Sunday</i>	7	8 8:15-10:00 Orientation	9 Principles of Supervision 8:30-5:00 Day 5 of 5	10	11	12
	14	15	16	17	18	19
	----- Performance Evaluation 1:00-4:30					
	21	22 8:15-10:00 Orientation	23 Principles of Management 8:30-5:00 Day 1 of 5	24 Performance Evaluation 8:30-4:30	25	26 Principles of Management 8:30-5:00 Day 2 of 5
	28	29 Principles of Management 8:30-5:00 Day 3 of 5	30	31 Principles of Management 8:30-5:00 Day 4 of 5		

**APRIL 1982**

				<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1	2 Principles of Management 8:30-5:00 Day 5 of 5	3
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>			
4	5	6 Principles of Supervision 8:30-5:00 Day 1 of 5	7	8	9 Principles of Supervision 8:30-5:00 Day 2 of 5	10
11	12 8:15-10:00 Orientation	13 Principles of Supervision 8:30-5:00 Day 3 of 5	14 Payroll/ Staff Benefits 8:30-5:00	15	16 Principles of Supervision 8:30-5:00 Day 4 of 5	17
18	19	20 Principles of Supervision 8:30-5:00 Day 5 of 5	21	22	23	24
	----- Interviewing 1:00-4:00		----- Interviewing 1:00-4:00	----- Interviewing 1:00-4:00		
25	26 8:15-10:00 Orientation	27	28	29	30	
	----- Performance Evaluation 1:00-4:30		----- Performance Evaluation 1:00-4:30	----- Performance Evaluation 1:00-4:30	----- Performance Evaluation 1:00-4:30	

Saturday

**MAY 1982**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Counseling 1:00-4:00	4 Counseling 1:00-4:00	5	6 Counseling 1:00-4:00	7	8
9	10 8:15-10:00 Orientation	11	12 Accounting Procedures 8:30-5:00	13	14	15
16	17	18	19	20	21	22
23	24 8:15-10:00 Orientation	25 Principles of Management 8:30-5:00 Day 1 of 5	26	27	28 Principles of Management 8:30-5:00 Day 2 of 5	29
30	31					

**JUNE 1982**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Principles of Management 8:30-5:00 Day 3 of 5	2	3	4 Principles of Management 8:30-5:00 Day 4 of 5	5
6	7 Effective Communication on the Job 1:00-4:30	8 Principles of Management 8:30-5:00 Day 5 of 5	9	10 Effective Communication on the Job 1:00-4:30	11	12
13	14 8:15-10:00 Orientation Effective Communication on the Job 1:00-4:30	15	16 Principles of Supervision 8:30-5:00 Day 1 of 5	17 Effective Communication on the Job 1:00-4:30	18 Principles of Supervision 8:30-5:00 Day 2 of 5	19
20	21 Effective Communication on the Job 1:00-4:30	22 Principles of Supervision 8:30-5:00 Day 3 of 5	23	24	25 Principles of Supervision 8:30-5:00 Day 4 of 5	26
27	28 8:15-10:00 Orientation	28 Principles of Supervision 8:30-5:00 Day 5 of 5	30			

# FYI

University of Kansas Libraries

Number 643

February 11, 1982

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## TRAVEL FUND APPLICATION DEADLINE

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## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, February 16 at 9:00 a.m. Student time cards have been coming in promptly (and yes, even early!) the last few months--thanks so much! P. Willer

## RETIREMENT SEMINARS

On Thursday, February 25, the Office of Staff Benefits will host two seminars on retirement benefits. Below are the agenda for both sessions:

### Afternoon

1:00pm Introductions  
1:15 Ed Jensen, TIAA/CREF Rep.  
2:30 Jim Handley, KPERS Rep.  
3:45 Adjournment

### Evening

7:00pm Introductions  
7:15 Jim Handley, KPERS Rep.  
8:30 Ed Jensen, TIAA/CREF Rep.  
10:00 Adjournment

Answers to common questions regarding retirement benefits, IRA's, naming your beneficiary, prior service benefits, death and disability benefits, and more, will be given. Both sessions are identical and will be held in room 303 Bailey Hall. Registration is not required. S. Gilliland

## FINANCIAL AID FOR STUDENTS

Students who wish to be considered for financial aid from KU for summer '82 and next fall and spring semesters should submit their applications by February 15. Application packets (which include the Family Financial Statement) are available in the Library Administrative Office and in the Student Financial Aids Office, 26 Strong Hall. Interested students or staff members with college student dependents may pick them up at their convenience. Please note: Submission of these application materials is a prerequisite for the awarding of WORK-STUDY, Pell grants, certain student loans, scholarships and other financial aid. P. Willer

## MICROCATALOG

I want to share the attached two articles by Rob Melton. They are from his Newsletter to the English Department. His explanation of the Microcatalog and AACRII are so well done for the non-librarian that I wanted everyone to see it. Think COM! H.R. Malinowsky

## MANKATO STATE ON-LINE CATALOG DEMONSTRATION

Dale Carrison, Dean of the Library, Mankato State University, Mankato, Minn. will make a presentation of the Mankato State on-line catalog to staff members of the Regents' libraries and data processing centers on Monday, March 1, from 10:00 a.m. to 2:00 p.m. in Battenfeld Auditorium, University of Kansas Medical Center. Mr. Earl Farley, Medical Center Librarian and host, will send maps and parking instructions. Because he is scheduling lunch in the Medical Center, he will need to know how many will be attending. Please call the Library Office (4-3601) on or before February 12 if you plan to attend. J. Ranz

## THE LIBRARY MOVES TOWARD A MICROCATALOG BY 1984

Because of all the confusion associated with renovation, I have waited until now to break some very important news to you about some changes which will perhaps be even more radical than the "mere" renovation of the building.

The KU Libraries are now firmly committed to converting the form of our catalog from one using cards to one produced on microfiche. Planning has been underway on this for the last two years, but with the completion of renovation this conversion is now the library's top priority.

Few of you have probably ever stopped to think of the time involved in filing catalog cards into the catalog. Each book cataloged by the library gets, on the average, around five or six cards in the public catalog alone, plus duplicate sets in branch libraries. We catalog anywhere between 45,000 and 75,000 books each year. Filing clerks are paid at least \$3.35 per hour. You begin to see how much money is spent simply in filing cards every year. In addition, the increase of roughly a quarter of a million catalog cards each year means that the library has to purchase and find room for, over a dozen catalog cabinets every year. Manual filing of cards--an extremely onerous task--also results in a significant number of misfiled cards; misfiled cards often mean that the book itself is for all intents and purposes "lost." Finally, it is virtually impossible to manually change anything on cards once they are produced. If an author's name is changed, or if a new phrase is adopted for a subject heading ("Negroes" replaced by "Afro-Americans," or "Linguistics--Psychological aspects" replaced by "Psycholinguistics," for example) cards (ideally) have to be manually changed, or completely re-done. Clearly, this is an extremely inefficient use of the already severely limited library staff, and is a ridiculous failure to apply available computer technology to such repetitive tasks. The thousands and thousands of person-hours devoted each year to these tasks could be used, for example, to catalog the several hundred thousand "brieflisted" books sitting in the Spencer basement, or (dare we hope) to retrospectively re-catalog our Dewey collections into LC so that all our materials are in a consistent classification system.

Since 1976, when KU joined the OCLC, Inc. shared cataloging network, the cataloging data for books added to the collection is in the computer memory of a data base located in Dublin, Ohio. Already, our catalog cards are produced by these computers in Ohio, but the data is also machine-readable, stored on magnetic tapes. This year, a number of computer programmers in KU's own computation center are working on a program which will convert this machine readable data onto microfiche, in a similar fashion to the Central Serials Record, which has been in a "COM" (Computer-Output-on-Microform) format now for about a year.

In addition to the elimination of almost all manual filing in the catalog, there are additional advantages to a Microformat catalog. First, the computer can be told to change all references in the subject structure, or the name structure, from one form to another, and will do it instantly. If we decide to use "Mark Twain" instead of "Samuel Longhorne Clemens" (which we have done; see next article), this can be done throughout the microcatalog almost instantaneously, without lifting a pencil! Secondly, with the purchase of a relatively inexpensive microfiche reader, you (i.e., the English Department, or even you individually) can have a very compact copy of KU's catalog (post-1975 purchases) in Wescoe Hall or in your own home. And, as I said, the freeing up of staff time will allow us to catalog books faster and make a dent in our enormous backlog of uncataloged material, thus serving faculty and students more efficiently.

Actually, it is hoped (but not definitely planned at this point) that the Microcatalog will actually be an intermediate step toward a fully ON-LINE catalog, which means that you will communicate with computer terminals and have information presented to you on a CRT (cathode ray tube) screen, similar to the Zip machines at the bank.

Now that I have convinced you of all the advantages of our soon-to-be Microcatalog, the library staff and administration want you to know that there will be some short-term drawbacks. The nature of these drawbacks have to do with the necessity of devoting considerable staff time to developing an authoritative language for the computer. The computer has to be told, for example, that Mark Twain

and Samuel Longhorne Clemens and Samuel L. Clemens and M. Twain are all the same, ditto D. H. Lawrence and David Herbert Lawrence; Marian Evans, George Eliot, and Marian Evans Cross; Brother Lawrence of the Resurrection and Nicolas Herman, 1611-1691 not to mention Will Shakspeer, William Shakespeare and countless other forms. And the name authorities are easy compared to making subject headings consistent. Building this "Authority Structure" into the computer must be done virtually from scratch, and will take approximately 2½ years. Since the university is not likely to provide additional library staff positions for this project, it is unfortunate but unavoidable that the number of books the library can catalog will be reduced, perhaps by as much as 50%. Temporary slips for all books purchased will, however, be placed in the catalog, and any of these can be rush cataloged on demand. What this means is that for a couple of years there will be a larger number of instances when a book will not be on the shelf but will take a couple of days to be processed for you. Considering the future benefits of a Microcatalog, we hope that you will bear with us during this period. (Actually, the vast majority of books published in the U.S. will not be delayed.)

We currently project that the first edition of the Microcatalog will be produced in the fall of 1984. This catalog will contain all books cataloged since January 1, 1981. The subsequent monthly editions of the microcatalog will gradually add not only new books but the books cataloged between 1976 and 1980 as well. By 1986 or thereabouts, it is hoped that all books cataloged since 1976 will be included in the microcatalog, and cards for those books will be pulled from the present card catalog, and the card catalog will be effectively "frozen." For a few years, then, there will be some duplication in the card catalog and the microcatalog for books cataloged between 1976 and mid-1984. But no new cards will be produced after mid-1984, meaning that you must use the microcatalog for brand new books. Within a couple of years after that date, you must use the microcatalog for all post-1975 books. However, an exception to this may be books placed in the Department of Special Collections. It is not known for sure at this time if their cataloging is fully compatible with the computer's demands.

Admittedly, you will not always know when a book may have been cataloged, so in many cases, your catalog search must include searching both the card catalog and the microcatalog. It is also not known at this point if there will ever be any special funding to add any pre-1976 books to the microcatalog. (When I say "pre-1976 books," I mean books cataloged before that date. Remember, a 1924 book purchased and cataloged in 1982 will be on the microcatalog, not in the card catalog.)

#### LIBRARIES ADOPT ANGLO-AMERICAN CATALOGING RULES, SECOND EDITION

An inter-related, but ultimately different development in the libraries was and is the adoption of the Anglo-American Cataloging Rules, 2nd edition (AACR2) by KU and virtually all American and British libraries as of January 2, 1981.

Many of you may be totally unaware (and happily so) that fairly elaborate rules are applied to the cataloging of a book. Of particular importance is establishing the form of an author's name so that all of a library's holdings by that author are clearly cataloged in one place. In most historical sets of cataloging rules, an author's full, formal, or "real" name was used in cataloging the book, even if it was not the name most often used by the author: Thus, "Clemens, Samuel Langhorne, 1835--1910" and the semi-concession "Eliot, George, pseud., i.e. Marian Evans, afterwards Cross, 1819--1880." Corporate bodies were even harder to find, as they were often listed under city, e.g. "New York (City). Museum of Modern Art." Under the newly adopted rules, authors and bodies will be entered under the form most commonly known or most often used by the author in the author's home country. Thus, we will now get Mark Twain, George Eliot (period), D. H. Lawrence, E. M. Forster, Museum of Modern Art, and Berg Collection (rather than New York (City). Public Library. Berg Collection).

This is all very nice, but the problem comes when we try to implement this on top of over 100 years of previous cataloging practice. When there is no staff for such a task, manually changing hundreds of thousands of cards is impossible. Some libraries, notably the Library of Congress, Cornell, and Berkeley, decided to freeze

their catalogs and begin an entirely new one, using AACR2, as of January 1st of 1981. Because KU had already decided to move toward a microcatalog--in which AACR2 rules will be used without exception--we opted for the interim period to use a mixture of split files and interfiles within the old card catalog. A split file will be used when the form of the name has been radically changed--from Clemens to Twain, for example. Guide cards will be placed in both the Clemens and the Twain drawers to inform you that you must search under both headings to learn of all the libraries' holdings by that author. An interfile will be used when the change in the form of name is relatively minor. You will begin to see many guide cards saying, for example, "Lawrence, David Herbert, 1885--1930 and Lawrence, D. H. (David Herbert), 1885--1930 are interfiled here." Once the microcatalog is in use, there will be some instances of looking up an author under one heading (e.g. Twain) in the microcatalog but looking him up by another (Clemens) in the card catalog.

The form of the name is only one of many changes in the cataloging rules, but perhaps the major one for the catalog user. Other changes have to do with standardizing punctuation, indentation, etc. so that computers will know which piece of information, in any language, is the author, which the publisher, which the title, etc. If this was not standardized and properly programmed, you might find--or, rather, never find--the book you wanted under "Edition, Second" or "Teil, Zweiter."

# FYI

## University of Kansas Libraries

Number 644 February 18, 1982

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### COLLECTION DEVELOPMENT COUNCIL MEETING

The CDC will meet Thursday, March 4 at 10:00 a.m. in the Library Conference Room. If you have a topic for the agenda, please contact Rich Ring. R. Ring

### LIBRARY DIRECTORY CORRECTION

Please make the following correction to your copy of the Library Directory: Circulation Department phone number should be 4715 (not 4175). S. Gilliland

### ARL SPEC KITS RECEIVED

ARL Spec Kits 80 "Specialty Positions in ARL Libraries," and 78 "Recruitment Practices in ARL Libraries," have been received and are available for consultation in the Periodicals Reading Room. K. Miller

### PERSONNEL

Jean Skipp joins the Libraries today as Assistant Curator (Librarian I) with the Kansas Collection. Jean received the MLS from the University of Kentucky this past August. She has a B.S. from the University of Connecticut, and in previous library work was a Library Assistant with the Catalogue Department at Trinity College, Hartford, Connecticut, and worked with photographic archives at the Margaret I. King Library, the University of Kentucky. M. Hawkins

### LIBRARY SCHEDULE OF HOURS REVISION

Commencement has been changed from Monday, May 17 to Sunday, May 16. Since there will be many visitors on campus during the weekend of May 15 and 16, it seems advisable to have some limited hours of service for some of the libraries. It is unlikely that there will be a great number of persons wanting to use the services but there may be people wanting to see the libraries. In order to accommodate these visitors, Watson, Art Library, Department of Special Collections and Kansas Collection hours for Saturday and Sunday May 15 and 16 will be 1pm to 5pm. All other branches will be closed and within Watson only Circulation, Reference, Periodicals Reading Room, Copying Services and Microforms will be open. A copy of the revised Library Schedule of Hours is attached. H.R. Malinowsky

### HELEN FORESMAN SPENCER

The Libraries were saddened at the news this week of the death of Helen Spencer, whose generosity toward the University Libraries is evidenced in the Kenneth Spencer Research Library and the Helen Foresman Spencer Museum of Art, housing the Art Library. M. Hawkins

### CLASSIFIED EVALUATION APPEAL STANDING COMMITTEE

Any Library Assistant I, Library Assistant II, or Library Associate interested in representing EEO Category 5 on a University-wide Performance Evaluation Appeal Standing Committee please contact Barry Bunch (4188), Susan Walker (4274), or Mary Miller (3038) to let them know of your interest before 5:00 Tuesday, Feb. 23. The Libraries must nominate three individuals as soon as possible. M. Miller

### CLASSIFIED CONFERENCE CONSTITUTION

Any classified employees interested in helping revise the Classified Conference constitution are encouraged to meet with Joe Hewitt in the Library Conference Room at 10:00 a.m. on Tuesday, Feb. 23. M. Miller



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

February 16, 1982

Minutes of the Classified Conference Executive Board meeting, February 10, 1982

### Members present:

B. Bunch, S. Walker, D. Warner, J. Hewitt, P. Murray, B. Owens, D. Hodges,  
A. Alvarez, K. Hovermale, M. Miller, B. Harsh, S. Hawkins

Barry and Susan opened the meeting with several items of old business:

#### 1) Update on response to the letter concerning a library key policy proposal.

The co-chairs had spoken with the Administration concerning this issue and found out roughly what was being proposed. The current idea is to keep Watson open to the public during the same hours as at present but also have a security guard open the building to library employees at 7:00 a.m. on week days during the regular semester when classes are in session. It may be possible for those who are already in the building to stay past closing time if they so desire, but it may not be very safe to do so, as one can never be sure that everyone is out of the building. During times other than the regular semester and during breaks, it may be possible to give "extra" outside door keys to department heads to check out to staff.

Several reasons for giving out very few outside door keys were listed:

1. If keys are lost, it would be expensive to replace them (\$5 per key, as opposed to the previous 75¢ per key).
2. Library staff who so desire will have available to them the option of having their own keys to their respective departments. If the building is then open from 7:00 a.m. to midnight during the week, staff will have enough access to their areas to allow for flex-time, requirements of computer scheduling, and other contingencies.

The current proposal will be reviewed by Deans Ranz and Malinowsky and will then be discussed by a committee composed of representatives from the Administration, Classified Conference, LFA, and department heads. Joe Hewitt and Barry Bunch will be the Classified Conference representatives to the committee.

It was also mentioned that LFA sent a letter to the Administration regarding the key policy.

#### 2) Letter regarding reporting of time.

Mary Hawkins sent a letter to the co-chairs regarding possible changes by Personnel Services in departmental reporting of employee work time. Personnel Services is proposing to decentralize time reporting,

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

Page 2

leaving the responsibility for reporting staff time with each University unit. Until this has been finalized, no decisions regarding reporting of library employees' time may be finalized.

#### 3) Constitution revision.

It was decided to put a message regarding formation of a committee to revise the constitution in the Feb. 18 FYI. Joe Hewitt will chair the committee.

Ola Faucher, from the Classified Senate Executive Committee, spoke to the board concerning an effort by Emporia State to make available to classified staff at Regents institutions the option of joining the TIAA retirement program rather than KPERS. Emporia State representatives spoke to the K.U. Classified Senate regarding their efforts concerning this matter. K.U.'s Classified Senate formed a subcommittee to do a survey, hold informative employee meetings, and research the possible advantages and disadvantages of acquiring this option.

A survey will be out by the end of March concerning K.U. classified employee interest in the TIAA option. If the survey comes back positive a consortium of institution representatives will be formed to discuss the issue with administrative officials and then with the legislators. It was noted that if the TIAA option was made available, it would be an option only to current employees; future employees would be required to join TIAA instead of KPERS. Ola encouraged the Classified Conference to serve as an information source for library classified employees and to encourage staff to fill out and return the surveys when they come out. A brochure comparing KPERS and TIAA in general terms was passed around and will be copied for all the group representatives to circulate in their groups.

It was decided that the next general meeting would be held sometime in March. The co-chairs will decide on a date and inform the board of their decision.

The next Executive Board meeting will be March 1 at 2:00.

The meeting adjourned at 3:00.

Respectfully submitted,

Mary Miller  
Secretary

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

January 4, 1982--June 7, 1982

Schedule I		Schedule II		Schedule III		Schedule IV	
M-Th	8am-12M	M-Th	8am-10pm	M-Th	8am-5pm, 7pm-10pm	M-Th	8am-5pm
F	8am-10pm	F	8am-5pm	F	8am-5pm	F	8am-5pm
Sa	9am-5pm	Sa	9am-5pm	Sa	9am-5pm	Sa	Closed
Su	12N-12M	Su	12N-10pm	Su	Closed	Su	Closed

East Asian  
 ILS  
 Kansas Coll.\*\*\*  
 Map\*\*\*  
 Mathematics  
 Special Coll.\*\*\*  
 Univ. Archives

Circulation\*  
 Microforms  
 Periodicals  
 Reserve  
 Science

Art  
 Business & Econ  
 Engineering  
 Music  
 Reference

Documents

Jan 4-13	IV	IV	IV	IV
Jan 14-Mar 13	I	II	III	IV
Mar 14	Closed	Closed	Closed	Closed
Mar 15-19	IV	IV	IV	IV
Mar 20-21	Closed	Closed	Closed	Closed
Mar 22-May 13	I	II	III	IV
May 14	8am-5pm	8am-5pm	8am-5pm	8am-5pm
May 15-16	Closed**	Closed**	Closed	Closed**
May 17-28	IV	IV	IV	IV
May 29-31 Memorial Day	Closed	Closed	Closed	Closed
Jun 1-7	IV	IV	IV	IV

\* Circulation stacks closed one half hour before library closes.

\*\* The following library departments will be open Commencement Weekend, May 15&16, 1pm-5pm:  
 Art Library, Kansas Collection, Special Collections; Depts. within Watson Library:  
 Circulation, Reference, Periodicals Reading Room, Copying Services, and Microforms.

\*\*\* Open Sa, 9am-1pm when classes are in session. Special Collections open until 6pm M-F.

HOURS SUBJECT TO CHANGE AT ANY TIME.

Revised 2/18/82

# FYI

University of Kansas Libraries

Number 645

February 25, 1982

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## LIBRARY TWIG INFORMATION NEEDED

Reference is in the process of updating their information on Twig libraries. If anyone has any information on small collections of books or periodicals available for public use, please contact Chanette Mastin, Reference. C. Mastin

## NST AND BACKFILE ORDERS FOR SERIALS

Would bibliographers please be sure to send both NST and backfile orders for serials directly to Sue Hewitt. At present all backfile orders are being placed through Acquisitions, and all standing orders are being made by Serials, but both types of serial orders are initially being searched in Acquisitions by Sue. It would be most convenient if bibliographers would provide separate PRs for the standing order and for the backfile, and if they would, where possible, turn in both at the same time (some duplication of searching is thus eliminated). C. Howard

## LIBRARY KEY POLICY

A copy of the recently implemented Key Policy is attached for your information. J. Glinka

## OFFICE SUPPLIES

The Office Supply Store Room has several 3" x 5" card guides (dividers) with a punched hole for rods. These are made of a light green pressboard and are surplus from the East Asian Library. There are also several gray metal letter trays and wire baskets, which are surplus from various library departments. 6-up catalog card stock will now be available through Office Supply instead of the Cataloging Department. If your department is in need of any of these items, please contact Anita at the Office Supply Store Room on Wednesday morning from 8:30-9:30. If you have any questions, please call Anita at 4-3601. Thanks. A. Alvarez

## WILLIAMS APPOINTED

Annie Williams has been appointed courtesy assistant professor of history for the 1981/82 academic year. S. Gilliland

## GOVERNMENT DOCUMENTS XEROX MACHINE

The xerox machine in Government Documents will be turned off at 4:45 p.m. Monday through Friday due to maintenance. S. Orth

## TUITION ASSISTANCE DEADLINE

The application deadline for Tuition Assistance for the Summer, 1982 semester is April 30, 5:00 p.m. Application forms must be submitted to the Office of the Executive Vice Chancellor by this deadline. Forms and further information are available from Sandy Gilliland or from the Office of the Executive Vice Chancellor, 231 Strong Hall, 4-4904. S. Gilliland

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## KULSA OFFICERS BALLOT

The following are nominees for the 1982-83 KULSA officers. Please check one (1) choice for each office and return the ballot to Kendall Simmons, Watson Circulation, by Friday, March 5th. Winners will be announced in the March 11th FYI.

<u>President:</u> Lewis Armstrong _____	<u>Secretary:</u> Charles Getchell _____
Rob Melton _____	Sandy Gilliland _____
<u>Vice President:</u> Mary Ann Baker _____	<u>Treasurer:</u> Susan Hamilton _____
Paula Murray _____	Sherry Hawkins _____

RETURN THIS BALLOT TO KENDALL SIMMONS, WATSON CIRC, BY FRIDAY, MARCH 5th.

Key Distribution Policy  
Watson Library

A prime objective of the Watson Library Renovation Project was improvement of security for the building and its contents and for staff working in this facility. This has been achieved through better lighting, more open space in the building, a book detection system, and a high security key system. Used properly, these systems will allow reasonable access to the building by library staff while still maintaining required security.

A key distribution system must provide access to the building for library staff without affecting established levels of security. This can be achieved through the following:

1. Keys for spaces within the building (departments, offices, work areas, etc.) will be issued to designated staff upon written recommendation of the appropriate department head and concurrence of the associate dean.

2. Keys to the main entrance of Watson Library will be distributed to department heads and to staff responsible for opening the building.

When classes are in session, the building will be open from 7:30 a.m. to 12:00 midnight Monday through Thursday, 7:30 a.m. - 10:00 p.m. Friday, 8:30 a.m. - 5:00 p.m. Saturday, and 11:30 a.m. to midnight Sunday. Library staff may enter or leave during these hours; once the building is closed, they may leave but not re-enter.

When classes are not in session and the building is closed (after 5:00 p.m. Monday-Friday, all day Saturday and Sunday), department heads may lend their keys to staff who are required to work during hours the building is closed.

3. Keys will be issued by Sandy Gilliland, Administrative Office. There will be no charge for keys issued as in 1. above. A holder will be charged \$5.00 for a lost key. If the loss necessitates changing a key cylinder and replacement of other keys, the holder may be assessed a cost of \$30.00, depending upon the circumstances of the loss. For security of the building and safety of employees, lost keys must be reported to the Administrative Office promptly.

A file of keys issued (by employee name and by door number) will be maintained in the Administrative Office. Forms for this purpose will require signatures of the key recipient and the department head. When an employee resigns or no longer needs a key, it shall be returned to the Administrative Office.

4. Until experience proves otherwise, no keys will be issued for the Staff Lounge. The doors will remain closed but not locked, as at present. Security for lunches may be provided through purchase of a refrigerator with a door lock and keys will be issued at minimal cost to staff requesting them.

# FYI

University of Kansas Libraries

Number 83

February 26, 1982

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## FORECAST

Minor glitches only unless it rains or snows a lot.

## ROLLING HOME

Welcome back, Technical Services! For those people who aren't actually clearing off desks and filling cardboard boxes, the planned movers' schedule is:

Monday, 3/1: Mail Room and Serials  
Tuesday: Serials terminal; begin Acquisitions  
Wednesday: balance of Acquisitions; begin Cataloging  
Thursday...: finish Cataloging  
Tuesday, 3/9: OCLC terminals

People who are willing and able to carry smallish pieces of the load themselves are doing so, making much of the move independent of the movers. This speeds up resettlement, and phone reconnections will be complete on or before Friday, but installing aplomb takes a little longer.

Title IIC operations will move into one of the fifth floor faculty studies (alias Room 347). Other studies may be ready for assignment after Spring Break.

## AT A SINGLE BOUND

Partitions are on order for technical service areas to afford some privacy and territoriality. They were ordered in time to arrive by now, but are delayed until around April 1. A neutral beige in color, they are 5'2" tall and made of a fabric-covered acoustical material. Most arrangements will allow two sections, but people who can leap over them (no running start) may be encouraged to arrange four in a square and jump in.

## BASIC BROWN AND A STRING OF PEARLS

Old secretarial swivel chairs will be reupholstered in toast brown tweed, except for some done in midnight blue tweed. Frames will be painted black.

## THE SISTINE LOUNGE

Susan Koch, graphics student assistant (B.A. in Studio and Commercial Art, Marymount College, 1978) is painting an Authorized Mural on the west wall of the Readers' Lounge. We know it's to be a jungle scene with assorted flora and fauna: a jayhawk is perched next to a parrot, there's a mouse with butterfly wings and the electrical outlet is in a snake's mouth. We don't yet know if the armadillo has a cigar.

# FYI

## University of Kansas Libraries

Number 646

March 4, 1982

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### CLASSIFIED VACANCY

John Stratton, Library Assistant II in the Kansas Collection, has announced his resignation effective March 26. Library staff interested in making application for this position should contact Sandy Gilliland, no later than Tuesday, March 9, 5:00 p.m.

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

### STUDENT HOURLY TIMECARDS

Student hourly time cards are due in the Administrative Office on Tuesday,  
March 16 at 9:00 a.m. P. Willer

### YEARS OF SERVICE AWARDS

As announced in the February 26 issue of the OREAD, the eighth annual Employee Recognition Ceremony will be held at 1:30 p.m. Tuesday, April 27 in the Ballroom of the Kansas Union. Library employees honored for years of service include: 25 years--Alexandra Mason, Kermit Sewell; 20 years--George Jerkovich; 15 years--Marion Howey, Bertie Kotas, Kent Miller; 10 years--Dean Abel, Clint Howard; 5 years--Kerry Altenbernd, Maria Alexander, Cliff Haka, Carol Jeffries, Kathy Laushman, Margaret Little, Jim Neeley, Joe Richardson, Joyce Elliott, Krista Schmidt, and Ann Snow. S. Gilliland

### RESIN OF UKASE DUE MARCH 12

UKASE has been required to make some changes in its RESIN program. Serials is coping with the implementation of AACR2 by filing UKASE in the same way that the public card catalog is filed. The fundamental problem with AACR2 on UKASE is the interfiling of old format UKASE entries with new format ones. Because the public catalog has interfiles, UKASE now interfiles. These interfiles prohibit the use of the current RESIN program because it both resequences and realphabetizes the UKASE Master File. Resequencing means that all UKASE entries are reassigned Serial Identification Numbers (SIN) to allow the proper placement of new titles on the data base. Beginning March 12 we will use a program that only resequences the UKASE Master File. UKASE will never be automatically realphabetized again.

From now on, Serials (specifically Joe Hewitt) should be informed about misalphabetized UKASE entries so that they can be corrected. A brief statement with some examples of the UKASE filing standards will be put in a future issue of the FYI.

A more detailed statement of how RESIN will influence regular serials updating procedures has been sent to all UKASE technical staff. If you haven't received a copy by Monday, March 8, please call Joe Hewitt at 4-3535 for the details. J. Hewitt

### WORK STUDY EARNINGS LIMIT

Student assistants who wish to have their Work-Study earnings' limits raised should contact the Financial Aids Office, 26 Strong Hall. The director of the Work-Study Program has indicated that increases are now available for those students who need them. P. Willer

(Continued)

BACK DOOR, WATSON LIBRARY

As a security precaution, the back door of Watson Library will be locked at all times, and only mail and other deliveries will be made to that entrance. It should not be used as an entrance or exit for Library Staff.

J. Glinka

CLASSIFIED CONFERENCE GENERAL MEETING

Agenda for the Classified Conference general meeting Wednesday, March 10, 1982 at 3:00 p.m. in Spencer Auditorium:

- 1) Amendment to the Classified Conference constitution
- 2) Classified Senate report
- 3) Library grievance procedure
- 4) TIAA and KPERS discussion

M. Miller

CLASSIFIED SENATE BROWN BAG LUNCH

Sandy Gilliland and Anita Alvarez, Classified Senators, will hold a brown-bag luncheon meeting Friday, March 5 from 11:30-1:00 in the Watson Library Staff Lounge. Topics for discussion will include: 1) TIAA/CREF and KPERS Retirement Option; 2) Sexual Harassment Policy for Faculty, Staff, and Students; 3) Cost of living/merit increase recommendation; 4) other concerns. Gail Hamilton, Classified Senate President, will also be attending the meeting. Please plan to come to discuss these and other matters.

S. Gilliland

E. Brow, G. Carvalho, M. Cyr, M. Finnegan, C. Getchell, M. Hawkins, K. Miller.

Minutes for the last meeting were approved.

1. Joe Richardson attended the meeting representing the Salary Committee. Since the annual evaluations are due in Strong Hall by March 5, our recommendations regarding the distribution of merit increases must be submitted to Dean Ranz quite soon. We will have a full meeting of the LFA on Feb. 4 at 3:30 to discuss the distributions. Although we have discussed this issue quite thoroughly for the last two years we felt one more year might prove useful. A mail ballot may follow the meeting.

2. The university has requested that each department have a written grievance procedure. Mary Hawkins prepared a draft of a grievance procedure based on the university's procedure with adjustments made for the library's specific needs and interests. Both the LFA and the Classified Conference will meet to discuss and approve this written procedure. We discussed the possibility of a joint session to discuss this item.

E. Brow, G. Carvalho, M. Cyr, M. Finnegan, C. Getchell, M. Hawkins, K. Miller.

Minutes for the last meeting were approved following corrections.

1. Salary Meeting - This will be a 1 issue meeting. LFA will be presenting this one item only. No new business will be introduced.
2. Grievance Procedure - Draft of grievance procedure will be distributed to the LFA membership and an open hearing will be held. Should LFA and the Classified Conference hold a joint meeting? Should the LFA and Classified Executive Committees hold a joint meeting? There will be separate approvals. We must determine the election process of grievance committee members. Should we have a pool of candidates, say 10, of which 3 would be chosen for a particular grievance. Could we use an ombudsman? This would be one individual to resolve, but not to decide or judge a grievance. Mary Hawkins has pretty much been serving this role to date.

Kent Miller will compose a mini-letter with a list of potential issues to be discussed. This letter along with a copy of the draft will be sent to all LFA members. A copy of KU's grievance procedure will be kept at the Reference Desk.

The open hearing will be held Feb. 17, 1982 at 10:00 in the C&I Room.

3. A letter from the Classified Conference to John Glinka regarding the key distribution was reviewed. It was discovered that a written policy does exist for procedures in Lippincott. Kent Miller will send a letter to John Glinka expressing our interest in hearing and discussing the tentative key policy.
4. When should we have the next full meeting of the LFA and what should be our topics and business? The only item so far is the search committee membership statement which was raised by the Classified Conference. Should we invite Frances Horowitz to speak in mid-March? What issues would we like her to cover? We decided to wait until a more appropriate time to invite Deanell Tacha and Bob Cobb.
5. Our Celebration-Rededication plans are in the making. Charles Getchell and others are working with Dean Ranz to organize activities and prepare a library handbook. The tentative date is next Sept. or Oct.
6. Gene Carvalho commented on the last Senate Libraries Committee. The members are quite active - meeting with chancellors and more. Chancellor Budig announced a pre-commitment of \$100,000 to the library. More details are to follow on this.

Submitted by

Mary J. Finnegan

LFA Special Salary Meeting, Feb. 4, 1982, 3:30, Spencer Auditorium.

Minutes were read and approved.

Since this was a special one-issue meeting reports and announcements were not made.

Recommendations for merit increases must be submitted to Academic Affairs by March 1, 1982. We were asked to submit 3 different figures based on 7, 10 and 13 percent increases.

Joe Richardson presented a history of the salary recommendations made by the LFA in the last 2 years. Joe moved that a mail ballot presenting salary increase distribution schemes be developed, and that the members of the LFA indicate on the ballot their 1st and 2nd choice among the schemes on the ballot.

Jim Neeley questioned the reasoning for this choice reminding us that last year people listed 1-6 choices. Does a 6th choice indicate a favorable vote or not? Various other ranking schemes were discussed. Joe felt that two choices would present a cleaner vote.

Barbara Jones seconded Joe Richardson's motion, the members voted and the motion carried.

We proceeded to build the ballot. Since we are talking about various ranges (7-13 percent) are we going to be content with any one scheme? Will we want a different scheme if the increase is higher or lower? A recent newspaper article in the Journal-World indicated that the libraries have been earmarked for special funds. How will this come about?

Joe Richardson moved that a scheme using 3/4 equal dollar, 1/4 equal percentage with a 3-5-7 ratio be placed on the ballot. Nora Quinlan seconded the motion. More discussion followed. We reviewed the plans used in the last 2 years. The members voted and the motion carried. This scheme will be placed on the ballot.

Ellen Johnson moved that a scheme using 3/4 equal dollar, 1/4 equal percentage with a 4-5-6 ratio be placed on the ballot. Barbara Jones seconded the motion. There was no discussion. The members voted and the motion carried.

Nora Quinlan moved that all 7 remaining schemes be placed on the ballot. Eleanor Symons seconded the motion. Jim Neeley reminded us that we are only advising the Dean. Last year Dean Ranz took our recommendation into consideration and a compromise was made. If we offer only 2 schemes to the Dean it will be harder for him to compromise favorably with us.

The members voted and the motion carried: all 7 remaining schemes will be placed on the ballot.

Charles Getchell moved that we close the ballot. Gael Blosser seconded.

The members voted and the motion carried.

Kathleen Neeley moved that we change the ballot to 4 votes instead of 2 since our selection is so large. It was seconded by Eleanor Symons, the membership voted, and there was only one nay vote; the motion carried.

Barbara Jones pointed out that if our increase is below the cost of living rate, a 3-5-7 would be a cut for an individual. More discussion on inflation followed. It was determined that an average librarian would need \$1900 increase to protect buying power and keep ahead of inflation. Ellen Johnson moved that the ballot be reopened. The motion was not seconded and thus died.

Marianne Siegmund moved that the meeting be closed. It was seconded by Susan Craig. All were in favor and the meeting adjourned at 4:29.

Mary J. Finnegan

Minutes of the Open Hearing on the Library Grievance Procedure.  
Feb. 17, 1982, 10:00, C&I Room

11 LFA Members present.

The Library is required to have a written grievance procedure. Presently, the Office of the Exec. Vice Chancellor has a written procedure and a copy is available at the Reference Desk. Mary Hawkins prepared a draft of a Library Grievance Procedure based on the Exec. V.C.'s copy. Both of these procedures were discussed, clarified and questioned. Some suggestions were made but all the fine details of the Library Grievance Procedure are yet to be determined.

The following is a brief review of the open hearing discussion.

Does the Office of the Vice Chancellor have a written grievance procedure? Is it word for word the same as the Exec. V.C.'s? We assume it is.

By saying the Library Grievance Procedure is the "sole formal procedure" it is not meant to preclude other procedures. This will be used within the library only. Individuals may still appeal and take their case to the Vice Chancellor's Office.

According to the Senate Code 6.4.1 certain items do not fall under these procedures: academic freedom, misconduct, discrimination, and others.

The Library Grievance Procedure does not specifically include or exclude certain items which could be considered. Thus a grievance could be a complaint regarding a copy of an office key or the location of your desk or a complaint regarding your performance evaluation.

We all agreed that there is no substitute to being informed about the channels and options available to us.

Could we have a list of names available to a grieved person? These would be people one could turn to - especially when the grievance is with a supervisor or the administration. Is the purpose of the University Council to protect the University? Do they have anything to offer the grieved individual?

How would we select a grievance committee? It was suggested we elect a core membership and provide for random selection of additional members from the staff at large for individual cases. Could the complainant be allowed to bring in advocates for themselves?

Size and composition: The University suggested 3-5 members, but the library felt that 5 would be more appropriate. The composition was still unclear but having pools of individuals to serve may be more desirable than a rigid membership.

Mary Hawkins will wade thru all our comments and suggestions and put together another draft of the grievance policy. This policy will then be approved by both the LFA and the Classified Conference.

Submitted by

Mary J. Finnegan

# FYI

## University of Kansas Libraries

Number 647

March 11, 1982

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### REPORTING OF CONSULTING

Vice Chancellor Tacha has asked that attention be called to the University's policy on consulting and other outside work. As stated in I.6 of the University's Faculty Handbook (and in K.5 of the Libraries' Staff Handbook), all outside consulting is to be reported. If the consulting is of an ongoing nature, advance review must be obtained from the Dean, and approval must be obtained from the Vice Chancellor by delegation from the Executive Vice Chancellor. Single occasion consulting is to be reported on an annual basis, and a general call for this reporting will be issued at the end of each fiscal year from the Library Office. M. Hawkins

### LFA ELECTION RESULTS

The recent LFA election to choose a member of the Executive Committee from the ranks of the Unclassified Library staff on salaried appointment has been completed. Nancy Shawbaker has been selected to join the Executive Committee. K. Miller

### EMERGENCY LIGHTS/FIRE ALARMS TESTED MONDAY

On Monday, March 15, the emergency lighting system and the fire alarm system in Watson Library will be tested. Jim Modig, Facilities Planning, has provided this information:

7:00-8:30 a.m. All lights will be extinguished for 90 minutes to test emergency lights. Other power needs of the building will not be affected but rooms without some natural lighting may not be habitable.

8:00-8:30 a.m. The audible portion of the fire alarm system will run for 15-30 minutes and then be silenced. Testing of other components (sensors and fire exit lights) will continue for an additional period in silent mode. At the end of this test phase, there will be one short burst of sound from the fire horns to indicate the end of testing and a return to active condition of the system.

The Library will open as scheduled on Monday, but public services will be limited until at least 8:30 a.m. Unless unforeseen problems develop, the testing should conclude by mid-morning. J. Glinka

### ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, March 25 at 10:30 a.m. in the Library Conference Room. Agenda items include: 1) FY83 Budget; 2) Renovation; 3) Grants. N. Shawbaker

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, March 16 at 9:00 a.m. P. Willer

### KULSA OFFICERS ELECTED

The new officers for KULSA are: Rob Melton, President; Mary Ann Baker, Vice President; Charles Getchell, Secretary; and Sherri Hawkins, Treasurer. K. Simmons

(Continued)

NEH FUNDS ENGLISH MANUSCRIPTS GUIDE PROJECT

The Department of Special Collections has received a grant from the National Endowment for the Humanities for a period of two years beginning in July 1982 for the preparation of a guide to one of the most important areas in our manuscript holdings: English historical and literary manuscripts of the 16th to 19th centuries. With the help of the grant we will be able to process over four hundred subject collections in this area, which with a similar number already processed will be described in the guide. The guide is intended to publicize the existence of unresearched original material not only to KU faculty and students, but also to scholars and libraries world-wide.

The staff will consist of Ann Hyde (Project Director), a temporary librarian-processor, 2 half-time research assistants, and 1 clerk-typist. We're calling the project the English Manuscripts Guide Project for short (or EMG for shortest). "English" includes Irish, Scottish, and American; "Manuscripts" includes correspondence of literary-political-artistic families, estate papers (such as 17th-century manorial rolls), government records (such as 18th-century Exchequer account-books), political tracts and parliamentary diaries, business records (a 19th-century blacksmith; the South Sea Company; a family of scientific illustrator-publishers), and so on. There is comparatively little strictly literary material, but much concerning literary figures.

The exhibit presently up in Spencer--"The Muniment Chest"--shows a few of the thousands of items which we hope to make available.

LEJ Helyar  
10 March 1982

YEARS OF SERVICE AWARDS

Kathy Lathrom (5 years) and Susan Walker (10 years) will also be among those honored for years of service at the upcoming Employee Recognition Ceremony at 1:30 Tuesday, April 27 in the Ballroom of the Kansas Union.

S. Gilliland



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Minutes of the Classified Conference Executive Board, March 1, 1982

Members present: B. Bunch, S. Walker, D. Hodges, K. Hovermale, A. Alvarez  
D. Warner, S. Cunningham, M. Miller, B. Harsh, P. Willer

Business items discussed:

1) Key policy

The ramifications of the new key policy for Watson Library were discussed. Diane Warner voiced some concerns raised in Cataloging regarding building hours of opening in relationship to OCLC terminal scheduling and efficiency of output at off-hours. It was decided that a statement would be drafted concerning Cataloging and Acquisitions concerns and sent to the Administration by the Executive Board.

2) Proposed constitutional changes

Mary Miller presented a proposed rearrangement of the representative groups which comprise the Classified Conference. A few corrections were made in the draft, but the proposal was tentatively approved by the board. The proposed changes will be brought before the next general meeting of the Classified Conference.

3) University-wide Appeals Committee members

More than three persons were interested in serving on the committee to review evaluation appeals so the board had to vote among themselves to decide who should serve the 12-month appointment for the next year. The results were as follows:

Appointed representatives:

Kendall Simmons (Circulation)  
Margaret Little (Cataloging)  
Kerry Altenbernd (Kansas Collection)

Alternate:

David Walden-Berg (Engineering)

4) Agenda for General Meeting, Wed., March 10 at 3:00 in Spencer Auditorium

1. Constitution changes
2. Classified Senate report
3. Grievance procedure
4. KPERS/TIAA option proposals, Senate survey

Classified Conference Executive Board (cont.)

5) Committee on Professional Development and Recruitment report

Diane Warner presented several items raised at the last committee meeting before the board regarding travel funds and recruitment policies.

6) Grievance procedure

The board asked Pat Willer to comment on her thoughts concerning the draft library procedure. The main issue discussed was the number of panel members and how to choose them. Pat suggested a pool from which to select those who would serve on a particular panel. This panel would be larger than the actual number of people on a particular panel. One suggested panel size was eight classified and unclassified personnel from which to choose a five-member board. It was suggested that it might be appropriate to weight the panel in favor of the grievant. It was decided that the representatives should write up comments on the procedure, submit them to the co-chairs, and the co-chairs will compose a recommendation to be submitted to the Administration regarding the draft grievance procedure.

7) Ad hoc committee on reclassifications

Pat Willer and Diane Warner presented a plan formulated by the committee for dealing with reclassifications and related matters:

1. Provide collegial review of all reclassifications in the form of a board which would act in a purely recommendatory capacity.
2. Reinstate the standing Personnel Committee provided for in the constitution for this purpose.

A question came up regarding the purpose of outside involvement in departmental reclassifications. It was noted that in most cases the review would be a routine matter and that any recommendation made by the committee would be sent to the Executive Board, who would then decide what, if any, action needed to be recommended to the parties involved. The board voted to reinstate the Personnel Committee and will ask for volunteers to serve on this committee at the next general meeting.

8) Upcoming events

- March 5--Brown bag luncheon with Classified Senate representatives to discuss the sexual harassment policy, KPERS, and the merit pay plan.  
March 7--Local legislators to meet with classified staff to discuss cost of living increases, merit increase funding and other concerns.  
March 9--Classified Senate meeting.

Respectfully submitted,

Mary Miller  
Secretary

# FYI

University of Kansas Libraries

Number 648

March 18, 1982

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## PERSONNEL

Nancy Akbaba, Library Assistant I with the Science Library, will promote to Library Assistant II with the Kansas Collection effective March 29. Library staff interested in making application for the resulting Library Assistant I vacancy in the Science Library should contact Darla Perry or Sandy Gilliland in the Administrative Office no later than Tuesday, March 23, 5:00 p.m.

M. Hawkins

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

## ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, March 25 at 10:30 a.m. in the Library Conference Room. Agenda items include: 1) FY83 Budget; 2) Renovation; 3) Grants.

N. Shawbaker

## CONFERENCE ROOMS IN WATSON

Currently there are three conference rooms available for library staff--two in the Administrative Office area of the fifth floor and one in Cataloging on the second floor. The two in the Administrative Office area can be combined into one room for larger meetings, if necessary. The conference room on the second floor is intended primarily for the use of Cataloging, Serials, Acquisitions, SPLAT, and Slavic. For persons not on the second floor who want to reserve a conference room in the Administrative Office area, call Darla Perry 4-3601. For those persons on the second floor, check with cataloging to reserve that conference room.

H.R. Malinowsky

## GROUND ZERO WEEK

Ground Zero Week is April 5-9 and there will be a 16-panel display of "Effects of Nuclear War" in the lobby of Watson Library.

J. Glinka

## COUTTS APPROVAL PLAN PUBLISHER LIST ADDENDA

Attached to this issue of the FYI is an addenda to the Coutts Approval Plan Publisher List of September 30, 1981.

R. Anderson

## VISITING LIBRARIAN

Marjorie Karlson (former Head of Reference) will be visiting next Tuesday and Wednesday, March 23-24. She is at University of Massachusetts in Amherst and is returning, particularly to see the renovated Watson. Marilyn Clark will have open house with dessert for her Tuesday evening 7:30. Old friends and colleagues are invited to come by for a chat. The address: 701 W. 27th Terrace.

M. Clark

## PERSONNEL COMMITTEE

The Executive Board of the Classified Conference has decided to re-activate the Personnel Committee. According to the Constitution, this committee shall consist of six volunteer members. Any person interested in volunteering for this committee, or who just has a few questions to ask about it, should call either Pat Willer or Diane Warner.

D. Warner

MAX KADE

There has been some questions as to where the Max Kade books are now being housed. They were moved out of Watson to the brieflisting area in Spencer Research Library. They were to be cataloged but the person who was to do the cataloging has left KU. Their future location has not been finalized. H.R. Malinowsky

CLASSIFIED EVALUATIONS

Attached to this issue of the FYI is a letter from Personnel Services regarding the distribution of classified evaluations. M. Hawkins



**THE UNIVERSITY OF KANSAS**

University of Kansas Libraries  
Lawrence, Kansas 66045

Addenda to the Coutts Approval Plan Publisher List of September 30, 1981

The following publishers have been added to the Coutts approval plan, with coverage to begin with 1982 imprints. Imprints published prior to 1982 must be ordered by bibliographers from subject support funds.

Ablex Publishing Corp.	John Jay Press
ABT Books	Karoma Publishers, Inc.
AMS Press	Karz Publishers
American Planning Association Planners Press	Alan Liss
Ark House Ltd., Publishers	Lorimer (Toronto)
Artech House	McFarland & Co., Inc.
Auburn House Publishing Co.	Edwin Mellen Press
Ballena Press	Nichols Publishing Co.
Black Rose Books	Oelgeschlager, Gunn & Hain Inc.
Bradford Books, Publishers Inc.	Patmos Press
Butterworths (Canada)	Pendragon Press
Carolina Academic Press	Peregrine Smith Inc.
Chatham House	Pickwick Press
Continuum Publishing Corporation	Pilgrim Books
Darwin Press	SP Medical & Scientific (Division of Spectru
Documentary Publications	Slavica Publications
Eden Press Women's Publications	South End Press
Futura Publ. Co., Inc.	UMI Research Press
David Godine Publ. Inc.	Water Resources Publications
Haworth Press, Inc.	Whitson Publishing Co.
Hemisphere Publ. Corp.	
Henry E. Huntington Library Publications *(Pending transfer from serials)	Roger Anderson March 10, 1982



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Minutes of the Classified Conference General Meeting, March 10, 1982  
at 3:00

Barry Bunch, co-chairperson, opened the meeting with an introduction of himself and business items to be addressed.

Mary Miller presented a change in the constitution regarding departments which comprise the nine groups which make up the Classified Conference. The group rearrangements were approved by the Executive Board and will take effect at the time of the next general election. It was decided to publish these changes in the FYI.

Barry Bunch solicited comments from those present regarding the proposed library grievance procedure draft which was circulated by the group representatives. He and Susan Walker will collect all the comments and formulate a recommendation from the Classified Conference regarding this matter which will be sent to Mary Hawkins.

Anita Alvarez gave a report concerning the Classified Senate meeting of March 9. Classified Senate activities and concerns included:

1. T.I.A.A. questionnaires need to be returned to Ala Faucher by March 19. So far, only 19% of the surveys have been returned.
2. Returns from the salary increase survey have shown that most of those surveyed want to fully fund the merit pay plan. This would mean that, of the 8.75% proposed salary increase, about 5% would be allocated for cost-of-living increases and 3.75% would fund the merit pay plan. (At K.U., 1100 of 1700 classified employees are on flexible steps) Although this has by no means been finalized, legislators have suggested that it would be advantageous to classified personnel to support the merit plan as it stands.
3. A recommendation on the sexual harassment policy was sent to Vice Chancellor Cobb.
4. The Safety Committee is working on forming a committee which will encompass more than just classified concerns. Any suggestions regarding work safety concerns may be presented to Anita Alvarez, who is a member of that committee.

Lewis Armstrong presented additional information regarding the T.I.A.A. questionnaire. He emphasized that a prepared and finalized report must be submitted to Dr. Mann by March 19. He also indicated that the survey showed that most employees have indicated that, if given the option, they would prefer to have their KPERS funds rolled over into T.I.A.A./C.R.E.F. However, it was noted that, in the past, the State has not necessarily put in total matching funds to T.I.A.A. accounts when funds were rolled over.

### Classified Conference General Meeting (cont.)

Diane Warner made an announcement that the standing Personnel Committee provided for in the constitution will be revived. This committee will provide collegial review of job reclassifications, look at the quantity of the various categories of evaluation ratings given in the Libraries system, and provide feedback to the Dean regarding these and related issues. There will be a notice in the FYI asking for volunteers to this committee.

Mary Miller announced the representatives of EEO Category 5 to the Performance Evaluation Appeal Standing Committee.

Kendall Simmons  
Margaret Little  
Kerry Altenbernd  
David Walden-Berg (alt.)

These names were submitted to Phil Rankin in Personnel Services.

Barry Bunch closed the meeting by urging classified personnel with problems or concerns regarding their jobs to contact the officers or group representatives of the Classified Conference and see if there is an avenue of dealing with those concerns in which the Classified Conference can be of help.

The meeting adjourned at 4:30.

Respectfully submitted,

Mary Miller  
Secretary

Amendment to the Classified Conference Constitution, Article III, Section 2  
(Approved March 10, 1982)



THE UNIVERSITY OF KANSAS

Personnel Services  
Carruth-O'Leary  
Lawrence, Kansas 66045  
913-864-4280

Previous reading of the constitution:

The Executive Board shall be empowered to designate the number of groups and which departments will comprise these groups.

Group I--consisting of classified personnel from the DEAN'S OFFICE, BINDERY PREPARATIONS, PERIODICALS READING ROOM;  
Group II--consisting of classified personnel from MICROFORMS, EAST ASIAN, RESERVE, SPLAT, SLAVIC, ART, REFERENCE;  
Group III--consisting of classified personnel from SERIALS TECHNICAL STAFF, SECURITY & DELIVERY;  
Group IV--consisting of classified personnel from ILS, PHOTOCOPY, CIRCULATION;  
Group V--consisting of classified personnel from ACQUISITIONS;  
Group VI--consisting of classified personnel from CATALOGING UNIT A;  
Group VII--consisting of classified personnel from CATALOGING UNIT B;  
Group VIII--consisting of classified personnel from MATH/CS, SCIENCE, ENGINEERING, MUSIC;  
Group IX--consisting of classified personnel from SPECIAL COLLECTIONS, KANSAS COLLECTION, ARCHIVES, MAPS, DOCUMENTS.

Amended reading of the constitution:

The Executive Board shall be empowered to designate the number of groups and which departments will comprise these groups.

Group I--consisting of classified personnel from the DEAN'S OFFICE, PERIODICALS READING ROOM, EAST ASIAN, PHOTOCOPY, MICROFORMS;  
Group II--consisting of classified personnel from REFERENCE, ILS, BINDERY, SECURITY & DELIVERY;  
Group III--consisting of classified personnel from SERIALS TECHNICAL STAFF (including SERIALS CATALOGING);  
Group IV--consisting of classified personnel from CIRCULATION, RESERVE, ART;  
Group V--consisting of classified personnel from ACQUISITIONS, SPLAT, SLAVIC;  
Group VI & VII--consisting of classified personnel from CATALOGING, CATALOG MAINTENANCE, MARKING (with 2 representatives elected at-large from within the group);  
Group VIII--consisting of classified personnel from SPECIAL COLLECTIONS, KANSAS COLLECTION, MAPS, DOCUMENTS, ARCHIVES.

This amendment will not take effect until the next general elections, scheduled for December 1982.

MEMORANDUM: March 12, 1982

TO: Assistant Dean for Personnel  
Library  
Watson

FROM: David Lewin  
Director of Personnel Services

SUBJECT: Fiscal 1983 Classified Merit Increases

During the present fiscal year (FY82), the State allocated funds to provide for a 5% cost of living increase, and an additional 5% to be used for merit increases by classified staff members. Currently, when eligible for a flexible increase, a one step increase is awarded a classified employee with a "standard rating," a two step increase for an "above standard" rating, and a three step increase for an "outstanding" rating. At this time, we do not know how the merit portion of the pay plan will be funded for next fiscal year.

As soon as State funding levels for the merit portion of the classified pay plan have been established, a revised University policy statement will be disseminated. It is entirely possible that most evaluations for the June 18, 1982, increase date will already have been submitted before this revised policy is issued. In consequence, we recommend that supervisors simply evaluate employees based on actual job performance without regard to the availability of funds.

Because of the large number of employees with June 18 increase dates, we have, as with last year, been obliged to stagger the distribution and submission dates. Your cooperation in adhering to the noted deadlines will be greatly appreciated. Completed performance evaluations should be submitted pursuant to existing procedure, unless you receive instructions to the contrary from your Vice Chancellor/University Director.

<u>Distribution Date</u>	<u>Employee Surname</u>	<u>Departmental Completion Deadline</u>	<u>Deadline for Return to Personnel Services</u>
March 19, 1982	A to L	April 2, 1982	April 9, 1982
April 9, 1982	M to Z	April 23, 1982	April 30, 1982

As appropriate, please share the above information with supervisors and employees in your area. Please feel free to contact Personnel Services with any questions.

DL:el

cc: Personnel-related staff members

Main Campus, Lawrence  
College of Health Sciences and Hospital, Kansas City and Wichita  
An Equal Opportunity/Affirmative Action Employer  
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.

# FYI

## University of Kansas Libraries

Number 649

March 25, 1982

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### SPECIAL ANNOUNCEMENT OF CLASSIFIED VACANCY

The Office of Personnel Services announces the following classified vacancy: LIBRARY ASSISTANT II/Art History. Requires five years of library work experience. Undergraduate study in an accredited college or university may be substituted for library experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. Graduate level course work in library science may be substituted for the required experience at the rate of three semester hours for three months of experience, with a maximum substitution of six months. Necessary Special Qualifications are a minimum of 27 semester hours of college or university study in the history of art, preferably with emphasis in Western Art and Architecture. Basic knowledge of French & German helpful. Contact Personnel Services, 864-4942 by April 14. An EEO/Affirmative Action Employer.  
S. Gilliland

### FACULTY COUNCIL ELECTIONS

Jeanne Richardson has been elected to Faculty Council for a three-year term, beginning with the academic year 1982/83.  
M. Hawkins

### RESEARCH AWARDS ANNOUNCED

The University's Office of Research Support and Grants Administration has announced individual research awards for FY 1983 from the University's General Research Fund. Library applicants who are receiving allocations from this fund are Michael Pali (History of the Ukrainian Revolution, 1917-1921) and Rich Ring (Trends in Medieval Studies and Bibliographic Control of Medieval Materials).

Susan Craig has been awarded research funds from the University's New Faculty Awards for the balance of this fiscal year and next fiscal year to prepare a biographical dictionary of Kansas artists. The dictionary will include painters, sculptors, and graphic artists who were born in Kansas or who showed evidence of artistic activity while living in Kansas.  
M. Hawkins

### TRAVELS

Gary Bjorge and Gene Carvalho will be attending the Annual Meeting of the Association for Asian Studies in Chicago from March 31 - April 4.  
G. Carvalho

### PROMOTION AND TENURE COMMITTEE SOLICITS COMMENTS

Now that the past years evaluation process for librarians is nearing completion, the Committee on Promotion and Tenure invites discussion or comments in written or verbal form concerning the evaluation form and process. If you have suggestions for changes, would like to discuss problems with the process in general, please contact Sherry Williams, Chair.  
S. Williams

### SENIOR FELLOWS PROGRAM

Clint Howard will be participating this summer in the Senior Fellows Program on academic research library management which is being given at the UCLA library school. The program, which is funded by a special grant from the Council on Library Resources, will consist of six weeks of intensive study at UCLA, followed by research within each participants own institution.  
C. Howard

(Continued)

CREDIT

The cover of a recent Kansas Geological Survey publication received in Acquisitions, KOALA, Kansas On-Line Automated Log Analysis System, by J. H. Doveton and H. W. Cable was painted by Celia Smith, Tinker Cataloger in the Cataloging Department. E. Brow

FILMS

The following three films will be shown Tuesday evening, March 30, at 6:30 p.m. in the Spencer Library Auditorium as part of the class "History of the Book". All are welcome to attend.

"Fritz and Trudy Eberhardt: Bookbinders"  
 "Japanese Handmade Paper"  
 "The Art of Herman Zapf"

For more information contact Nora Quinlan, 4-4334.

N. Quinlan

CLASSIFIED CONFERENCE

In the last FYI, an amended reading of the Classified Conference constitution was printed which contained some errors. A revised copy of that amendment follows:

The Executive Board shall be empowered to designate the number of groups and which departments will comprise these groups.

Group I--consisting of classified personnel from the DEAN'S OFFICE, PERIODICALS READING ROOM, EAST ASIAN, PHOTOCOPY, MICROFORMS;

Group II--consisting of classified personnel from REFERENCE, ILS, BINDERY, SECURITY & DELIVERY;

Group III--consisting of classified personnel from SERIALS TECHNICAL STAFF (including SERIALS CATALOGING);

Group IV--consisting of classified personnel from CIRCULATION, RESERVE, ART;

Group V--consisting of classified personnel from ACQUISITIONS, SPLAT, SLAVIC;

Group VI & VII--consisting of classified personnel from CATALOGING, CATALOG MAINTENANCE, MARKING (with 2 representatives elected at-large from within the group);

Group VIII--consisting of classified personnel from MATH/CS, SCIENCE, ENGINEERING, MUSIC;

Group IX--consisting of classified personnel from SPECIAL COLLECTIONS, KANSAS COLLECTION, ARCHIVES, MAPS, DOCUMENTS.

M. Miller

# FYI

## University of Kansas Libraries

Number 650

April 1, 1982

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### UNCLASSIFIED VACANCY

HISTORICAL MANUSCRIPTS CATALOGER, The Department of Special Collections. 2-year, National Endowment for the Humanities grant-funded appointment, available July 1. Ann Hyde, Project Director. Duties: To help process collections of 16th-19th century British family papers, governmental records, business records, political tracts, legal records, literary-artistic-political-scientific correspondence, etc., including thousands of conveyances and other archival-type items such as manorial rolls and Exchequer accounts. Will join a project team of eight (4.12 FTE) for processing of manuscripts and preparation of a checklist. Required Qualifications: Training and professional experience in processing British historical and literary manuscripts, including government records; ability to decipher difficult handwriting; knowledge of British history and law; basic knowledge of Latin; typing ability. Preferred Qualifications: Library/archival degree or diploma; knowledge of 19th century English literary figures; familiarity with AACR2 form-of-entry rules and with automated data bases; experience in manuscripts conservation. Salary: \$15,000 first year; \$16,200 second year. Benefits: Vacation of 22 working days per year; 1 day per month sick leave; Blue Cross/Blue Shield health insurance. Application Deadline: June 1. Submit letter of application, resume, and references to Mary Hawkins, 511 Watson Library.

### CLASSIFIED VACANCY

Barbara Denton will promote to Library Assistant I in the Science Library effective April 12, replacing Nancy Akbaba. The resulting half-time Clerk III vacancy, Regents Center Liaison, works in the Reference Department and handles requests from the Regents Center for Watson Library materials. The Clerk is responsible for receiving these requests, keeping adequate records, locating desired materials, and preparing shipments for delivery to the Regents Center. Library staff interested in making application for this half-time vacancy should contact Sandy Gilliland no later than Tuesday, April 6, 5:00 p.m.

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

### PERSONNEL

At Dave Mundy-Passmore's request, he relinquishes his assignment as Head of the Catalogue Department effective March 31, to assume other duties within the Department. Recruitment for Head of the Department will begin as soon as possible. In the interim, Mary Roach and Paulette DiFilippo will serve as co-acting heads of the Department. Much appreciation is extended to Dave Mundy-Passmore for his leadership of the Department during the past five years.

La Verne Coan was appointed March 15 to a Research Assistant position with the Libraries' grant-funded (National Endowment for the Humanities) project to prepare a descriptive book catalog for KU's history of economics titles. La Verne's position is designated as a 4-6 month appointment. M. Hawkins

### STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Thursday, April 15, 1982, by 9:00 a.m. P. Willer

(Continued)

SPENDING DEADLINES, FY82

Would bibliographers please be sure to have all but \$500.00 or 10% of their original allocation (whichever is less) spent by May 15th. It would be helpful if remaining balances could be spent as soon thereafter as possible. All funds should be reduced to zero by Friday, June 4th. Pat Nebgen will be happy to supply up to the minute balances at any point between the monthly statements. Please remember that searching capacity will be somewhat reduced after April 15th, while Sue Hewitt is on vacation.

C. Howard

FORM SELECTION FOR BRITISH APPROVAL PLAN BOOKS

Beginning with March, 1982, Stevens & Brown, the approval plan agent for British imprints, will be supplying form selections for titles which they have considered but decided not to include in their automatic shipments. These forms will be in four parts and will include the relevant bibliographical data, as well as a BNB number when known. A specific reason for the book not being selected will be included on each form. Publications which have been marked as having been selected for approval inclusion in the BNB but subsequently found to be unsuitable will be so identified. These forms will be distributed to the appropriate subject bibliographer under the same procedure as is presently being followed for Coutts and Harrassowitz forms. Bibliographers have the option of reversing S&B's decision and requesting that a book be sent on the approval plan anyway. In this instance, bibliographers should sign the forms and return at least three copies to the Acquisitions Department under the same procedure as is currently being used for other form selection claims. In order to accommodate subsequent searching operations in Acquisitions, it is requested that the right half of the form be left clear of any writing. R. Anderson

GRANT AWARD

Gary Bjorge has been awarded the Center for East Asian Studies' Faculty Summer Research Grant for travel to the People's Republic of China. Purposes of the trip include collection development activities, evaluation of KU's academic exchange programs with Nankai University, Zhengzhou University, and Nanjing University, and personal research. Cities to be visited include Peking, Tianjin, Zhengzhou, Kaifeng, Nanjing, Shanghai, Guangzhou, and Hong Kong.

E. Carvalho

MALINOWSKY SERVICES

Services for Gladys Malinowsky, mother of Bob Malinowsky, were held Wednesday, March 31, in Wakeeney, Kansas. KULSA is receiving contributions in memory of Mrs. Malinowsky for the American Cancer Society. Contributions may be left with Darla Perry in the Administrative Office or Marion Kliever, in Cataloging. M. Kliever

CIRCULATION DEPARTMENT REQUESTS

The Circulation Department requests the cooperation of the Library staff in the following areas: 1) If it is necessary for staff to provide information to patrons regarding fines, please refer to the Lending Code or more preferably direct inquiries to the Fines Office. 2) Please do not remove books from the shelves within the Circulation Department. 3) Please enter the Circulation Department through the West Stacks door. Thank you.

C. Haka

SONNECK SOCIETY MEETING

The national meeting of the Sonneck Society, the American music society named after Oscar Sonneck, the first music librarian of the Library of Congress, is in Lawrence this Thursday through Sunday. Meetings are at the new Holiday Inn and at the Kansas Union. Virgil Thomson, eminent composer and music critic, will be present Thursday afternoon at the Holiday Inn as a part of the nation wide celebration of his eighty-fifth birthday. That evening he will be at the concert of his works in Swarthout Hall in Murphy. Admission to the concert is free. The Sonneck Society, the Midcontinent American Studies Association, the Midwest Chapter of the American Musicological Society,

(continued)

and the History of SRIG of the Music Educators National Conference are meeting simultaneously in Lawrence. This is a most unusual occasion during which about one hundred papers will be given by well known scholars specializing in American music and American studies. A full program is available accompanying the special display in the Thomas Gorton Music Library, Murphy Hall. E. Johnson

BOOKCASES AND SHELVES

Anyone needing additional freestanding bookcases, or more shelves for existing cases, should contact Cliff Haka, 4-4715. C. Haka

Here is a partial program to entice all you music lovers.

E.J.

# Sonneck

## Thursday, April 1

**Sonneck** Thursday April 1

9:00-12:00

Board of Trustees, Holidome

12:00

Registration begins, Holidome

2:00-4:00

Session 1, Holidome

VIRGIL THOMSON, Richard Jackson  
(New York Public Library), chair

Victor Fell Yellin (New York University),

"Virgil Thomson, Arthur Sullivan,  
Gertrude Stein, and William Gilbert"

Victor Cardell (Cornell University),  
"Reviewing Virgil Thomson Review-  
ing"

Peter Dickinson (University of Keele,  
England), "The Role of Gertrude Stein  
in the Formation of Virgil Thomson's  
Musical Style"

*The River*, documentary film (1939),  
produced by Pare Lorentz, with original  
musical score by Virgil Thomson; intro-  
duced by Gillian B. Anderson (Library  
of Congress)

4:30-6:00

No-host cocktails, Holidome, Rum Tree  
Lounge

7:30

Buses leave for Murphy Hall, campus

8:00

Concert of works by Virgil Thomson (in  
the presence of the composer), Swarth-  
out Recital Hall, followed by a recep-  
tion, hosted by Dean James Moeser and  
Vice-Chancellor Deanell Tacha,  
Holidome

## Friday, April 2

**Sonneck** Friday, April 2

8:30-10:00 a.m.

Session 2, Kansas Union

MUSIC EDUCATION, Allen Britton  
(University of Michigan), chair

Allen Britton, "A New View of Musical  
Learning in the United States"

Jacklin Stopp (Towne School, Medina,  
N.Y.), "A. N. Johnson and His Mid-  
Western Music Conservatories"

William R. Lee (University of Kentucky),  
"Music Education and the Cult of  
Social Efficiency: The Farnsworth-  
Snedden Exchanges of 1917-18"

Session 3, Kansas Union

VOCAL MUSIC, Nicholas Temperley  
(University of Illinois, Urbana-  
Champaign), chair

James Scholten (Ohio University, Athens),

"Christian Harmony Singing in  
Northern Georgia: A Remnant of  
Nineteenth-Century American Folk-  
Hymnody in the Seven-Shape Tradi-  
tion"

Terry L. Baldrige (University of Kansas),  
"The Set Piece Expanded: New Cate-  
gories Based on 19th-Century Tune-  
books"

Phyllis Bruce (Wesleyan University), "The  
Bond Shop: Carrie Jacobs-Bond in  
Chicago"

**Sonneck** Sunday April 4

9:00-10:30

Session 9, Holidome

THE KANSAS CITY AREA: THE  
GENTEEL TRADITION, Paul J.  
Revitt (University of Missouri-Kansas  
City), chair

Theodore Albrecht (Park College, Park-  
ville, Mo.), "Music in Kansas City  
Before the Civil War"

James A. Smith (University of Kansas),  
"Charles S. Skilton's *Guardian Angel*:  
Portrait of a Pageant"

Donald R. Lowe (University of Georgia),  
"Carl Busch: Teacher, Conductor, and  
Composer"

10:45-12:00

Session 10, Holidome

THE KANSAS CITY AREA: JAZZ,  
Martin Williams (Smithsonian Institu-  
tion), chair

Martin Williams, "Jazz: What Happened  
in Kansas City"

Mark Tucker (University of Michigan),  
"The Piano Style of Count Basie"

## Saturday,

## April 3

**Sonneck** Saturday April 3

8:30-10:00

Session 4, Holidome

CITIES AND TOWNS I, Margery Lowen:  
(Peabody Conservatory), chair

Thomas H. Schleis (University of Illinois,  
Urbana-Champaign), "Hans Balatka:  
A Midwestern Musical Pioneer"

Ezra Schabas (Royal Conservatory of  
Music, University of Toronto),  
"Theodore Thomas and the Columbia  
Exposition"

James M. Burk (University of Missouri-  
Columbia), "Music at the Louisiana  
Purchase Exposition of 1904"

10:15-11:45

Session 5, Holidome

CITIES AND TOWNS II, Irving Lowens  
(Peabody Conservatory), chair

J. Heywood Alexander (Cleveland State  
University), "Cleveland - Instrument  
Music Before the Cleveland Orchestra  
A Prelude to Eminence"

Susan L. Porter (Ohio State University,  
Lima), "King for a Day: The Faurot  
Opera House of Lima, Ohio"

George Foreman (Bowling Green State  
Univ., Bowling Green, Ohio), "The Bowling Green  
Municipal Band: Kansas' Oldest Continuing  
Musical Organization"

Session 6, Holidome

TRAVELING MUSICIANS, Deane L.  
Root (Lake City, Fla.), chair

Harlan Jennings (Michigan State Univer-  
sity), "Grand Opera in Kansas in the  
19th Century"

Carol J. Oja (Institute for Studies in  
American Music, Brooklyn College,  
CUNY), "Wallace and Buena Vista  
Atkinson - Early 20th-Century Iowa  
Musicians"

Frederick Crane (University of Iowa),  
"Excursion-Boat Music and Iowa  
Audiences, 1910-30"

Thomas P. Parkinson (University of Il-  
linois, Urbana-Champaign), "Circus  
Music"

## Sunday, April 4

# FYI

University of Kansas Libraries

Number 651

April 8, 1982

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## STUDENT TIME CARDS

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

## UKASE NEWS

During the April UKASE update, a small problem created by the RESIN project was discovered and corrected by running a modified version of the first RESIN program. The result is that no SIN numbers on your new technical lists will be changed, but each entry will have a new check digit. Please verify all check digits from your new April technical list before submitting any transactions for the May update. All notifications of special concerns or problems on the UKASE Master: misalphabetized entries, other entry problems--special project coding or transactions, and policy disputes--will probably be held until the June update because Joe Hewitt will be on vacation during the May update (April 15-May 14). Basic questions of deadlines and current procedures in the Record Maintenance Unit should go to Jeanette Denton who is in charge of the unit during the May update. For a major problem requiring immediate attention, contact Kent Miller. All special list requests must be received in the Serials Department by April 13 if they must be produced before May 14. An attempt will be made to distribute all serial samples to bibliographers by April 14. Please evaluate and route to the appropriate processing staff: new orders--Gael Blosser, Serials. Exchanges--Susan Hamilton, Acquisitions. Discard--Kathy Lathrom, Serials. Other--Jeanette Denton, Serials. J. Hewitt

## THESES AND DISSERTATIONS

The Watson Theses and Dissertations are beginning to be interfiled. They will continue to be on 2 1/2 Center. Because of space limitations, the interfiling will start somewhere in the middle and spread outwards. We will post signs to help ease some of the anticipated confusion. K. Simmons

## KULSA NEWS

KULSA Dues 1982: Our drive for dues this year is starting in April. We would like for all staff interested in activities offered by KULSA to bring their dues to Sherry Hawkins in Microforms, level 4 Watson, or to one of the other officers (Rob Melton, Mary Ann Baker, Charles Getchell) as soon as possible. We are asking \$2.00 for librarians and all classified staff in the LA series, \$1.50 for other classified staff, and \$1.00 for student assistants. S. Hawkins

Library Staff "Who's Who": KULSA would like to assemble a KU Libraries Who's Who over the next few weeks. The officers feel that such a document would help us get to know one another better and provide some light-hearted reading. In the space that follows, please take a few minutes to compose three or four sentences about yourself--your department, how long you have been with KU, hobbies, culinary interests, etc. For those who do not return the slip, we will enter the individual's title and department. Or, if you do not wish to be included, please let me know. Direct all information to Charles Getchell, Reference Department. All classified and unclassified staff are invited to participate--we will try to do something for/with student assistants next fall. Two samples follow (Carol Chittenden and Channette Mastin).

(Continued)



# FYI

## University of Kansas Libraries

Number 652

April 15, 1982

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### PERSONNEL

Zelma (Zee) Galliano will promote to the half-time Clerk III in Reference (Regents Center Liaison). An effective date has not yet been determined. Zee is currently a student employee in the Circulation Department. S. Gilliland

LaVerne Coan will join the staff of the Reference Department as Reference Librarian/Bibliographer (Librarian I) on June 18. LaVerne's MLS is from the University of Maryland, preceded by a BA in biological sciences from the University of Delaware. In previous library appointments in Maryland, she was company librarian for REMAC Information Corporation, and managed the Fleet Mission Program Library for the Navy Tactical Support Activity. LaVerne currently serves as research assistant with the Libraries' grant-funded project to develop a book catalog for the history of economics collection. M. Hawkins

### TUITION ASSISTANCE DEADLINE

The application deadline for Tuition Assistance for the Summer, 1982 semester is April 30, 5:00 p.m. Application forms must be submitted to the Office of the Executive Vice Chancellor by this deadline. Forms and further information are available from the Office of the Executive Vice Chancellor, 231 Strong Hall, 4-4904, or from Sandy Gilliland in the Library Administrative Office. S. Gilliland

### CALLIGRAPHY EXHIBITION

A special exhibition of calligraphy by members of Art History 666, Calligraphy of China and Japan, is now on view in the Art History Library in Spencer Museum. This is the first show ever held of Oriental writing by Kansas University scholar-artists. Included are works in the five Chinese scripts (seal script, clerical script, standard script, running script and cursive script) as well as Japanese kana writing, Siddham script, and works on decorated papers. There is also a painting showing the use of calligraphic brushwork. J. Altenbernd

### GRADUATE TEACHING ASSISTANTSHIPS

In a memo dated March 18, 1982 information regarding two graduate teaching assistantships for the 1982-83 academic year is described. This memo is attached to today's issue of the FYI. M. Hawkins

### WATSON LIBRARY AIR CONDITIONING

We've been working with Facilities Planning regarding stale air, windows that won't open and other problems related to airflow. It's our understanding that the air conditioner should be operable today. Other problems that have been brought to our attention will take a little more time to resolve. J. Glinka

APR 14 1982

OFFICE OF THE DEAN  
UNIVERSITY OF KANSAS LIBRARY



THE UNIVERSITY OF KANSAS · LAWRENCE, KANSAS · 66045

324 Strong Hall  
(913) 864-4351



MARY TOWNSEND  
Director

March 18, 1982

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Mary Townsend

SUBJECT: Graduate Teaching Assistantships

We are pleased to be able to offer for the academic year 1982-83 two (2) one-quarter time graduate teaching assistantships with stipends of \$2,675 each. These awards provide partial funding, and the department in which the grantee is enrolled will be expected to provide funds to insure half-time support. The primary goal of the program is to increase the number of teaching or research opportunities for minority graduate students. The number of nominations we have received since 1977 and the grantees' unsolicited endorsement indicate the need for continuing this program.

Departments interested in obtaining a graduate teaching assistantship through this Office are asked to submit nominations for students who meet the following criteria:

1. Currently enrolled in a graduate study program or admissible for enrollment in the Graduate School for fall, 1982.
2. Demonstrated academic proficiency.
3. Willingness to assume the required teaching or research responsibilities.
4. Students must demonstrate financial need and must include consideration of any departmental support offered.
5. Nominee must be U.S. citizen or a permanent resident.

Letters of nomination, accompanied by copies of the student's official transcript and approved application for Graduate School admission should be forwarded to the Office of Minority Affairs no later than April 30, 1982.

Thank you for your continued support and interest in this program.

MT/sr

cc: Dr. William E. Hogan  
Associate Executive Vice Chancellor

# FYI\*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 84

April 19, 1982

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## FORECAST

Renovation has trickled away, leaving only a bit of mud and a rivulet of furniture orders, punch lists and adjustments.

## WINDING DOWN

Renovation is over, and things are still a shade short of perfect. A number of lingering complaints are under negotiation. John Glinka has been writing letters and making calls about the crippled soap dispensers for a year now, so he's not likely to give up with the contractors, architect, Facilities Planning, Facilities Operations and Disney World. Other items on his list include: noise and vibration in East Asian and the west stairs; lighting; mirrors; pay phones; the lumpy counters in Circulation and Reserve. Some other things simply haven't happened yet but will soon: plants, furniture for staff lounge and reading areas, permanent signs. And some things that bother you, such as a sink faucet out of whack, still need to be brought to Someone's attention again. This will always be the case, and Someone is available at 4-3601. You don't have to know the solution to report the problem. Be not timid about it: faint heart never won fair faucet.

## IF YOU WANT TO EAT CRACKERS IN BED

In the past few years restrictions on food in the libraries have loosened. Gone are the days when Helen Titsworth, late head cataloger, would discipline a staff gum-chewer by requiring him/her to remove the gum from the mouth and stick it on the end of his/her nose. Gone and good riddance, but the opposite extreme of dribbles, mice and cockroaches is upon us. The evidence of pop cans and candy wrappers in the stack waste baskets shows that our readers are bringing food in the front door and from the Readers' Lounge. This is not a new phenomenon, but it is now a reasonable request to say, "Excuse me. Food is restricted to the first floor Readers' Lounge. Please take your sandwich (or pop, or caviar) down there. Thanks!" However, it looks like an unreasonable request if library staff are indiscreet with their coffee cups, birthday cakes and butterbeans. So carry your cup out of sight in a box or bag and show your gumption to the public, please and thank you. Otherwise, the way things are going, we'll wind up having to remove or lock up the vending machines, restrict the staff more, and shake down patrons for their candy bars.

## BUBBLE, BUBBLE

Rededication efforts received enthusiastic support from Vice Chancellor Tacha in a meeting with the library's Champagne Committee on 3/24. Tacha appropriated \$5000 to underwrite the book fair and the library handbook, and made numerous suggestions as to sources for the remaining \$1500 needed. The Champagne Committee will continue to report developments in the regular FYI. It is now seeking active involvement from KULSA, and the Committee members (Symons, Slater, Quinlan, S. Hawkins, Getchell, Chittenden, Ranz) are still entertaining any and all suggestions for further events. They may have overlooked unseen possibilities for marketing chocolate covered needlepoint jayhawks. And there may be more ways to expose the overlooked possibilities of Tolstoy, Aristotle, Borges, Confucius and Proust.

(Continued)

AMEN

With this issue of FYI Renovation Supplement we step aside. Any further sturm und angst over physical facilities will be covered in the regular FYI as necessary. We owe thanks to Sandy Gilliland and Darla Perry for production and distribution, to Jim Ranz for his liberal editorial mandate, and to John Glinka for tireless responsiveness to the information gap and the interests of staff, library and University.

One year ago you were reading "Watson's air quality is at its nadir, drowsiness and perspiration are epidemic, and Lippincott feels better all the time....Will Vinylman cover the assignment?...Stack work concludes this week....no specific plans are in hand for relocating Microforms, East Asian, Slavic, SPLAT or Copying Services...." The greatest thanks of all are owed to you who have worked through these times of craziness, whether with a laugh, a shrug, gritted teeth or medicinal herbs.

--Carol Chittenden  
writer, editor, & illustrator

# FYI

University of Kansas Libraries

Number 653

April 22, 1982

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## IN-HOUSE WORKSHOP SCHEDULED

Gail Hamilton, Director of Training and Development in Personnel Services, will conduct an Employee Counseling Workshop for library staff from 1-4:00 p.m. on May 24, 26, and 27. Sessions will be held in Watson's 5th floor conference room, and participation in the workshop will be limited to approximately 18. (If sign-up exceeds 18, special consideration will be given to staff with supervisory duties and to equity in library-wide and classified/unclassified representation.) The course is designed to help supervisors conduct disciplinary and performance appraisal counseling sessions and prepare documentation of these sessions (using forms for classified employees). Non-directive counseling techniques will be practiced in small group exercises, with practice sessions in which each participant receives individual coaching on his/her counseling techniques. To complete certificate requirements for the workshop, participants must engage in all class activities and demonstrate the ability to conduct effective disciplinary and appraisal counseling sessions in a videotaping session scheduled outside the class sessions. To register for the workshop, contact Mary Hawkins or Sandy Gilliland in the Administrative Office (4-3601). Arrangements for the workshop are being made by LFA's Professional Development Committee (Jeannette Shawl, chairperson).

M. Hawkins

## THESES MOVED

The theses in the Math Library have been transferred to Watson.

R. Fauhl

## BIBLIOGRAPHERS WITH RUSH ORDERS

For the next month would bibliographers having rush orders please place the PRs directly on Carol's desk, or send them in a separate envelope by mail. This is to avoid having rush PRs delayed or go unnoticed in the large amount of material presently waiting to be searched. Thank you.

C. Howard

## KWIC INDEX

The attached memo is for everyone to consider. Direct comments to Jim Neeley or Paulette DiFilippo.

H. R. Malinowsky

## KULSA NEWS: BRIEF REPRIS

Thanks to all those who have passed along 1982-1983 dues money. May we ask the rest to dig into pockets, purses, etc. for \$2 (unclassified and LA series classified); \$1.50 (all other classified); \$1.00 student assistants. Your contributions will greatly determine the success of your staff association during the coming year. In the near future, KULSA officers will come-a-knockin'. You may contact any of the officers for dues payment.

S. Hawkins

Who's Who sketches have been arriving, and the return rate is encouraging. We are looking for a high percentage of returns, and we hope that all units will match the Science Library staff's great response. A form is found below--please send to Charles Getchell, Reference/Watson during the next week. I would like to assemble our publication very soon. Again, thanks to all those who have participated. C. Getchell

Name \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Some goodies about yourself:

TUITION ASSISTANCE APPLICATION DEADLINE

As a reminder, the application deadline for Tuition Assistance for the summer semester is Friday, April 30, 5:00 p.m. Applications must be submitted to the Office of the Executive Vice Chancellor, 231 Strong Hall. S. Gilliland

CREDIT

As announced in last week's OREAD, Jim Smith (Music Library) read a paper titled "Charles S. Skilton's The Guardian Angel: Portrait of a Pageant" at a recent national meeting of the Sonneck Society held in Lawrence earlier this month. S. Gilliland

Memorandum on the meeting of the COM catalog project group, April 15, 1982

The group discussed the concept of adding a title keyword index to the COM catalog. The discussion began with the consideration of a more specific proposal, previously circulated among the members, patterned after the Permuterm Subject Index in the ISI citation indexes. However, the group quickly moved on to more general aspects of keyword indexes, their advantages and disadvantages (especially in relation to LCSH indexing), and costs. The following points were made.

1. A title keyword index would be a useful supplement to the LCSH subject catalog, pinpointing materials on highly specific topics and using more current terminology than LCSH. It would not, however, be a substitute for the collocation provided by LCSH. To an extent, a keyword index could also serve as a foreign-language subject index for non-English language titles.
2. Such an index would provide a unique approach to COM for the library patron, thereby promoting its acceptance and perhaps even generating enthusiasm for the COM product.
3. The index would be entirely produced by computer from existing bibliographic records; no additional work would be required of the catalog department.
4. If the design was kept to the simplest form of keyword index, then programming time, although difficult to estimate precisely, would be minimal.
5. Numerous embellishments are possible, all at additional cost.
6. The simplest index would require, very approximately, about 20 fiche for the first run of the COM catalog, making the cost roughly twice that of the fiche production for the CSR, or about \$2-\$3 per copy.
7. Development of the index should not be permitted to delay to any significant extent the schedule for production of the COM catalog.

Three conclusions were reached:

- a. First, the proposal should be more widely discussed among library staff (hence this memo).
- b. Second, the additional production costs should be more fully investigated by the programmers.
- c. Third, sometime in the next 6-12 months, depending on COM's progress, a trial run should be made from a sample of titles, and this be used to further evaluate the index's probable utility.

Please address your comments to Jim Neeley or Paulette Difilippo.

4/19/82

# FYI

## University of Kansas Libraries

Number 654

April 29, 1982

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### CLASSIFIED VACANCY

G. David Walden-Berg has resigned from the Library Assistant II position in the Engineering Library effective April 23. Library staff interested in making application for this full-time vacancy should contact Sandy Gilliland in the Administrative Office no later than Wednesday, May 5, 5:00 p.m. S. Gilliland

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

### 26th ANNUAL SNYDER BOOK COLLECTING CONTEST

The winning collections of the 26th annual Snyder Book Collection Contest are now on display in exhibit cases on the main floor of Watson Library outside of Circulation. The winning students set up their own cases as can be told from the personal touches added to each case. A very good year in all for number of entries (16) and quality of them. N. Quinlan/G. Blosser

### REALIGNMENT OF DEANLY DUTIES

The Library is reverting to an organizational pattern commonly found in university research libraries and formerly in effect here, i.e., separate assistant deans for public and technical services. For the past six years Mr. Malinowsky has served well in both of these capacities; however, with the growing complexity of the Library, it has become increasingly apparent that it is too broad an assignment for one individual.

Mr. Malinowsky will continue to serve as Associate Dean for Public Services; and a selection committee is being established to review candidates for the new position of Assistant Dean for Technical Services. Since no budgetary line is available for the position, the search will be confined to present members of the Library Staff. The new Assistant Dean will have immediate responsibility for the Cataloguing, Serials, Acquisitions, Latin American, and Slavic Departments, as well as Collection Development. The Associate Dean for Public Services will continue to oversee all other departments with the exception of Special Collections, the Kansas Collection, and University Archives, all of which will remain the responsibility of Mr. Glinka.

We should all like to take this occasion to thank Mr. Malinowsky for his fine efforts in the dual role of supervisor of both public and technical services. J. Ranz

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday, May 14, at 9:00 a.m. P. Willer

### ATTENTION BIBLIOGRAPHERS

Would bibliographers ordering replacements please be sure to attach the lost book notice, or the xerox of the shelf list card for books declared lost from the inventory, to the PR when it is turned in for purchase. This will prevent confusion in any searching or cataloging which may take place before the records for the lost copy are cleared.

Please remember that all but 10% or \$500.00, whichever is less, must be spent from book funds by May 15th. Funds must be spent completely by June 4th. C. Howard

(Continued)

MALINOWSKY ELECTED CHAIRMAN-ELECT

H. Robert Malinowsky has been elected to the position of Chairman-Elect of the Science-Technology Division of Special Libraries Association beginning at the Detroit Conference in June. Special Libraries Association has over 11,000 members who belong to one or more of 29 Divisions. The Science-Technology Division is the largest with over 1,500 members. The Chairman-Elect is a member of the Division Cabinet and has responsibilities that include planning Division programs for the annual conferences in New Orleans and New York, 1983 and 1984. S. Gilliland

ARL SPEC KITS RECEIVED

ARL SPEC Kit #79 "Internships in ARL Libraries" and Kit #82 "Document Delivery Systems in ARL Libraries" have been received and are available for consultation in the Periodicals Reading Room. K. Miller

SUMMER WORK-STUDY

Summer Work-Study Authorization forms will be available to students in the Office of Student Financial Aid, 26 Strong Hall, on May 3. All student assistants planning to work on Work-Study after May 17 will need to get this form in order to be reappointed to the summer Work-Study program. A memo concerning reappointment procedures for summer Work-Study students is enroute to all department heads and supervisors of student assistants. P. Willer

JUNE 1 PAYCHECKS MAILED

Student assistants who will not be in Lawrence when the June 1 (or other) paychecks are issued may arrange to have their paychecks mailed to them. Arrangements can be made by leaving a self-addressed, stamped envelope in the Administrative Office. This can only be done for employees who normally have their checks delivered to the Library and does not include those whose checks are deposited in banks by the Payroll Office. I would appreciate department heads and supervisors of student assistants notifying their students of this option. Thanks. P. Willer

TRAVEL FUND APPLICATION DEADLINE ANNOUNCED

Applications for reimbursement of travel during July, August, and September are due May 17. Application forms are available from Paulette DiFilippo, Cataloging Department. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

LIBRARY SCHEDULE OF HOURS

Attached to this issue of the FYI is the Schedule of Hours for Summer, 1982 semester. H.R. Malinowsky

STAPLERS, BOOKTRUCKS, AND BOOKCASES

An electric stapler is available for use by all departments. Please contact the Reference Department if you would like to use it. M. Finnegan

Please contact Cliff Haka if your department has booktrucks in need of reinforcing or if you want one of the new 6 foot freestanding bookcases. C. Haka

ATTACHMENTS

Minutes of the April 20 Budget & Planning Committee are attached. S. Gilliland

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

June 8, 1982 -- August 22, 1982

Schedule I		Schedule II		Schedule III	
M-Th	8am-10pm	M-F	8am-5pm; 7pm-10pm	M-F	8am-5pm
F	8am-5pm	Sa	9am-5pm	Sa	Closed
Sa	9am-5pm	Su	Closed	Su	Closed
Su	Closed				

Art Library  
 Howey Reading Room  
 (Summerfield)  
 Circulation\*  
 Engineering Library  
 (Satellite Union)  
 Microforms  
 Music Library--Murphy  
 Periodicals  
 Reference  
 Reserve  
 Science Library--Malott

Documents

East Asian Library  
 ILS  
 Kansas Collection  
 Map Library  
 Math Library--Strong  
 Special Coll.\*\*  
 Univ. Archives

June 8-July 4	I	II	III
July 3-5 Independence Day	Closed	Closed	Closed
July 6-July 30	I	II	III
July 31-Aug 22	III	III	III

\*Circulation stacks closed one half hour before library closes

\*\*Special Collections is open until 6:00 p.m. Monday-Friday

HOURS SUBJECT TO CHANGE AT ANY TIME



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

MINUTES OF THE LIBRARY FACULTY ASSEMBLY'S COMMITTEE ON BUDGET AND PLANNING.  
April 20, 1982

Members present: Gary Bjorge, Pat Nebgen, Rosemary McDonough, Rich Ring, Peggy Shortridge  
Annie Williams.

Guest: Jim Ranz

Meeting convened at 9:45 A.M. at the request of Dean Ranz. He called the meeting in order to get the committee's reaction to plans currently under consideration regarding possible changes in the administrative structure of the library. A few definite reservations were voiced as to procedures considered for implementing the proposed changes, but the general reaction was favorable. Dean Ranz was made aware both of our general approval and of these reservations.

Meeting adjourned at 11:00 A.M.

Respectfully submitted,

Peggy Shortridge, secretary

# FYI

University of Kansas Libraries

Number 655

May 6, 1982

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## UNCLASSIFIED VACANCIES

GRADUATE RESEARCH ASSISTANT, The Department of Special Collections. 2 half-time positions available July 1 for 12 months; renewable for second year. For grant-funded NEH/Spencer Library project to process 16th-19th century British manuscripts. Duties: physical processing of manuscripts, background research, use of OCLC data base, and related tasks. May also do basic cataloguing. Required Qualifications: graduate student status at KU; background in British history or literature; typing ability; good written English and handwriting; and ability to read unfamiliar handwriting. Preferred Qualifications: basic Latin; library research in British history and literature; knowledge of library cataloguing procedures; experience with OCLC data base, word processing, indexing, and editing. Starting Salary: \$500 per month. To apply, submit letter of application and resume to Mary Hawkins, 511 Watson. Postmark deadline for applications: May 17.

RESEARCH ASSISTANT, The Department of Special Collections. Full-time position available for a 2-year appointment, beginning July 1. Will serve on the NEH/Spencer Library team to process 16th-19th century British manuscripts and prepare copy for a publishable catalogue. Duties: use of word-processing equipment; typing copy for publication; filing; maintenance of personnel and budget records, work schedules, statistics, and supplies; related assistance in project coordination and project activities. Required Qualifications: Bachelor's degree; word-processing experience; typing ability (55 wpm minimum); knowledge of basic business procedures; commitment to task fulfillment and to accuracy. Preferred Qualifications: Good command of written English; some knowledge of a foreign language; experience in coordinating activities; familiarity with OCLC data base and library cataloguing procedures; indexing experience; and background in English history or literature. Starting Salary: \$9,389 per year. Benefits: Vacation of 22 working days per year; 1 day per month sick leave; Blue Cross/Blue Shield health insurance. To apply, submit letter of application and resume to Mary Hawkins, 511 Watson. Application Deadline: May 17.

RESEARCH ASSISTANT. Part-time (30 hours per week) position, for the period June 7 through August 31. Will join the NEH-funded project team which is developing information for a book catalog to KU's history of economics collection (to be published by G.K. Hall in 1983). Duties: Operation of ATMS word processing equipment for purposes of producing a subject thesaurus to the history of economics publications which will be represented in the book catalog. Will also do miscellaneous typing and filing related to library cataloguing. Required Qualifications: Bachelor's degree and typing ability (45 wpm minimum). Preferred Qualifications: Strongly prefer word processing experience. Also prefer library experience in technical services and reading knowledge of at least one Western European language. Salary: \$750 per month. To apply, submit letter of application and resume to Mary Hawkins, 511 Watson. Application Deadline: May 17.

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

## SEARCH COMMITTEES APPOINTED

The following have been appointed to a search committee for Catalog Department Head: Mary Hawkins, chair; Sadie Bramble; Paulette DiFilippo; Mary Finnegan; Debbie Hodges; Clint Howard; Ruth Miller; Mary Roach; and Gary Susott, Office of Information Systems.

(CONTINUED)

SEARCH COMMITTEES APPOINTED (Continued)

Individuals appointed to the search committee for Assistant Dean for Technical Services include the following: Mary Hawkins, chair; Gaelle Blosser; Gene Carvalho; Ron Francisco, chairman of the Senate Libraries Committee; George Jerkovich; Rachel Miller; Jim Neeley; Jeanne Richardson; and Mary Roach. J. Ranz

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ARL SPEC KIT RECEIVED

ARL SPEC Kit No. 81 "Services to the Disabled in ARL Libraries" has been received and is available for consultation in the Periodicals Reading Room. K. Miller

REMINDER--IN-HOUSE WORKSHOP ON EMPLOYEE COUNSELING

Space is still available for the Employee Counseling Workshop to be held on May 24, 26, and 27. Gail Hamilton, Director of Training and Development in Personnel Services, will conduct the workshop for library staff from 1-4:00 p.m. on these dates. Sessions will be held in Watson's 5th floor conference room, and participation is limited. To register for the workshop, contact Mary Hawkins or Sandy Gilliland in the Administrative Office (4-3601). Arrangements for the workshop are being made by LFA's Professional Development Committee (Jeannette Shawl, Chair). M. Hawkins

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a meeting of the Classified Conference Executive Board on Tuesday, May 11 at 2:00 p.m. in the Library Conference Room.

(CONTINUED)

KULSA NEWS

KULSA will sponsor a pot-luck picnic on Wednesday, 19 May from 11:00 a.m. - 2:00 p.m. on the grounds in front of Watson and Fraser. KULSA will provide the beverages, and we ask that each person or family bring a meat dish, vegetable, salad, or desert. No formal listing of dishes will be compiled--we are looking for a BIG SURPRISE. For the recreation-minded, there will be croquet and volleyball. In case of rain, we'll shoot for Thursday the 20th at the same time. Please come and wear your renovation t-shirt if you like!!

Marion Kliewer, who has graciously agreed to continue serving as KULSA's Hospitality Officer, provides the following description of his duties and a request:

KULSA Hospitality send flowers to staff members who are hospitalized or ill for an extended time, and cards to staff members in the event of birth, marriage, or death. Anyone aware of such staff members is asked to inform Marion W. Kliewer, Hospitality officer, in Cataloging.

C. Getchell

ATTACHMENTS

Attached to this issue of the FYI are memos from the Director of Personnel Services regarding revised personnel regulations, flexitime, and reemployment of laid-off civil service employees. Also attached is a memo regarding the upcoming steam tunnel renovation and a report from Ann Hagedorn and LaVerne Coan regarding the NEH project.

S. Gilliland

## A REFERENCE BOOK IN THE MAKING

In 1984 G.K. Hall will publish A Descriptive Catalog of Books and Pamphlets in the History of Economics Collection, 1850-1930, at the University of Kansas. An NEH grant awarded to the University of Kansas Libraries on March 1, 1982 is funding staff and various tasks endemic to the preparation of this reference work. The publication will be a two-volume catalog providing author, title and subject access to approximately 10,000 books and pamphlets from KU's outstanding history of economics collection. These titles were cataloged by the staff of KU's first Title II-C project (October 1, 1979-February 18, 1982).

G.K. Hall will use a computer tape containing the II-C cataloging records to create photocomposed pages displaying those records. The first volume will consist of the cataloging records arranged alphabetically according to main entries and added entries. In addition, it will include an introduction detailing the history of the collection, its outstanding features, guidelines for using the catalog and the long list of those who made both the Title II-C and the NEH projects such successes. The second volume will be arranged according to the subject headings assigned to each book and pamphlet and will include a subject thesaurus to provide a detailed cross-referencing system. The thesaurus will consist of two parts: a list of topical headings and a list of proper names used as subjects. The latter will allow the user to quickly determine whether there is a work in the collection about a particular person, bank, railroad, or government agency. This will eliminate the necessity of having to wade through pages of topical headings in search of a single proper name.

The first step in creating this thesaurus was to alphabetize the more than 13,000 subject headings assigned to the Title II-C books and pamphlets. To accomplish this task the NEH project staff used the QED text editor accessed through KU's Honeywell System and a Fortran program in conjunction with the System's software particularly designed for a basic sort. Next the staff carefully examined the alphabetized list of subject headings, eliminated all inconsistencies between the 8th and 9th editions of the Library of Congress Subject Headings list and between the first and second editions of the Anglo-American Cataloging Rules, and corrected all spelling errors on the cataloging records. Currently, work in the project focuses on establishing reference structures for each subject heading and preparing work for a clerical assistant who will join the staff in mid-June. This work will consist of mainly using the ATMS (Advanced Text Management System), the word-processing facility on campus, to produce the manuscript pages of the thesaurus for the publisher.

The staff directly engaged in the NEH project are Ann E. Hagedorn and La Verne Coan, respectively the Project Director and Research Assistant. Both Mary Hawkins and Nancy Shawbaker have contributed time and ideas to the project. Margaret Wilson serves as technical adviser to the project and Jim Neeley will tend to various administrative details after Ann resigns mid-July. Kent Miller and Joe Hewitt have provided much needed access to KU's Honeywell System. And the advice of Joe Hewitt and David Gardner (at the Computer Center's consulting facility) have proved invaluable to the adept application of computer manipulations to project goals. Gary Susott will create the computer tape to be used by G.K. Hall. In addition, Vicki Thomas, KU General Counsel, has worked closely with Ann to effect a legal agreement between G.K. Hall and the University of Kansas Libraries.

In early July, Ann and La Verne plan to give a presentation outlining some of the steps involved in publishing a reference work--from the early stages of finding a publisher and negotiating a contract to the nuts-and-bolts daily grind of actually preparing the components of the manuscript. Until then, both staff members are willing to answer any questions you might have concerning the project--e.g. publishers, use of computer facilities, thesaurus building. But, don't be offended if your answers are delivered amid a barrage of economic terms. "Hmm. . .Wouldn't it be helpful to establish a see also reference from Banks and Banking, Central to Bank for International Settlements?" or "Don't forget to link the heading Transcendentalism in the topical list to 'Brook Farm' in the proper name list. . ."

Ann E. Hagedorn and La Verne Coan



## THE UNIVERSITY OF KANSAS

Personnel Services  
Carruth-O'Leary  
Lawrence, Kansas 66045  
913-864-4280

MEMORANDUM: April 28, 1982

TO: Assistant Dean for Personnel  
Library  
Watson

FROM: David Lewin  
Director of Personnel Services

SUBJECT: Revised Personnel Regulations

Effective May 1, 1982, the State Division of Personnel Services will be implementing four revised personnel regulations for classified staff members. Copies of these revised regulations will be distributed as soon as they are received from the State. In the interim, this memorandum describes the key points that are expected to be of interest to departments.

Individual Salary Decreases (K.A.R. 1-5-20) Two consecutive performance evaluations of less than "standard" are cited as one specific example of good and sufficient reason for the appointing authority to reduce the salary of an employee by one step.

Shift Differential (K.A.R. 1-5-28) Provides that the amount paid for shift differential shall be set by executive directive of the governor. The amount shall be determined after consideration of salary survey data and other appropriate and relevant factors. The existing shift differential of twenty cents per hour will remain in effect until changed by executive directive.

Jury Duty (K.A.R. 1-9-8) The existing regulation requires that an employee who serves on a jury turn over to the State any pay or fees received. For any jury duty served, or completed, after May 1, 1982, the employee will now be able to retain any pay or fees received.

Overtime (K.A.R. 1-5-24) The following new section has been inserted into the existing regulation. "An employee who is entitled to be compensated for any overtime worked under the provisions of this regulation, and who works additional time that would result in the employee's receiving overtime compensation, shall not have his or her hours of work reduced to avoid overtime compensation, except under the following circumstances: The agency may give the employee equivalent time off, on an hour for hour basis, in the work week in which the additional time is worked if (1) the agency notifies the employee of the change in the employee's normal work schedule for that work week at least five (5) calendar days in advance of

the day in which the employee's normal work schedule is first changed, or (2) the agency has furnished the employee a written statement of the circumstances under which the employee may be required to take equivalent time off, on an hour for hour basis, in the work week in which additional time is worked, or (3) the employee requests or agrees to take equivalent time off during the work week in which additional time was worked, and the agency determines that this arrangement is not detrimental to the operations of the agency. In any case, the equivalent time off shall be taken at a time agreeable with the agency during the work week in which the additional time is worked."

Point (2) can be interpreted to suggest providing the employee with a written statement which defines in advance those work assignments which will be considered of an emergency or critical nature; and that may require additional work beyond the normal work day. Once the emergency assignment has been accomplished pursuant to the written statement, then the department has the option of granting equivalent release time in the work week.

Employees covered by the "Memorandum of Agreement" will continue to be subject to the overtime provisions described therein.

The next topic also relates to overtime, but is concerned with a change in regulation to be proposed, rather than an already approved change.

### Proposed Change in Overtime Determination

Present personnel regulations require that eligibility for overtime be determined on a position by position basis, rather than on a class by class basis. Hence, for example, one Account Clerk III may be eligible for overtime while another individual performing similar duties may not. This fact, together with the impracticability of enforcing the existing regulation, have suggested the need for a revision of the regulation and its enforcement. Consequently, a proposal will shortly be submitted to the State Division of Personnel Services requesting that overtime determinations be made on a class by class basis. Hence, all Accountant Clerk III's would be treated the same.

Classes which will be proposed as eligible for overtime have been designated "covered" in the beige Civil Service Salary Ranges for Classified Positions handbook distributed on campus last September. Classes which will be proposed as ineligible for overtime have been designated "exempt" in this handbook.

We would appreciate departments reviewing the above handbook for all of the Civil Service classes presently used, to verify that the overtime determinations listed will not pose a serious problem for the department. Any problems detected should be reported to Personnel Services.

Please feel free to contact me should you require further information, or have questions on any of the above matters.

DL:jj

cc: Personnel-related staff members

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

An Equal Opportunity/Affirmative Action Employer  
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.



## THE UNIVERSITY OF KANSAS

Personnel Services  
Carruth-O'Leary  
Lawrence, Kansas 66045  
913-864-4280

MEMORANDUM: April 19, 1982

TO: Assistant Dean for Personnel  
Library  
Watson

FROM: David Lewin  
Director of Personnel Services

SUBJECT: Reemployment of Laid-off Civil Service Employees

The Governor has issued the following directive, effective immediately, regarding reemployment of civil service employees who have been laid off:

"No placement in any job class for which a reemployment list has been established will be authorized unless the position is being filled by a person on such reemployment list, or the agency has first interviewed all interested persons listed on the reemployment list."

In order to implement this directive the following steps will be required:

- 1) A department wishing to fill any classified vacancy will need to check with Personnel Services (4-4942) to determine whether a reemployment list exists for Douglas County. This policy applies to filling vacancies by original appointment, promotion and transfer.
- 2) If a reemployment list exists for the class, then the department must interview all interested individuals on that list.
- 3) Individuals hired from such a reemployment list are appointed as a reinstatement with a three to six month probationary period.
- 4) If the reemployment list is not used to fill the vacancy, then written documentation as to the reasons why must be submitted to Personnel Services for transmission to Topeka before any other individual's appointment can become effective.

If you have any questions regarding reemployment procedures, please feel free to contact Ola Faucher (4-4946). Thank you for your cooperation in this important matter.

DL:jj

cc: Personnel-related staff members



**THE UNIVERSITY OF KANSAS**

Personnel Services  
Carruth-O'Leary  
Lawrence, Kansas 66045  
913-864-4280

MEMORANDUM: April 15, 1982

TO: Assistant Dean for Personnel  
Library  
Watson

FROM: David Lewin  
Director of Personnel Services

SUBJECT: Flexitime

Flexitime has recently been the subject of some interest by both University classified employees and administrators. Hence, the purpose of this memorandum is to provide guidance to those department heads contemplating use of either staggered starting and ending times for employees, or the adoption of the ten hour work day, four day work week.

Consideration of flexitime is at the option of the respective department head. Each department head contemplating use of "flexitime" should first verify that the department's mission will not thereby be impaired or reduced. Additionally, departments should consider the possible morale implications of implementing flexitime in one section of a department, but not in another.

With approval of the respective Vice Chancellor/University Director, a department may adopt staggered work hours for their classified employees. Each full-time employee will be expected to work either eight hours every work day, or ten hours in the case of the four day work week, explained subsequently. About the middle of each work day, employees are to be provided a lunch break. Lunch breaks are typically one-half hour to one hour in duration and are not considered work time. They may be omitted on a regular basis only with the approval of the respective Vice Chancellor/ University Director.

The State Division of Personnel Services requires the following for the implementation of the ten hour day, four day work week.

Work schedule in weeks containing a one day holiday should be modified to provide 32 hours of work for that week.

Work schedule in weeks containing two legal holidays should be modified to provide 24 hours of work for that week.

Employees using vacation or sick leave on a day when they would otherwise be working 10 hours will be charged with 10 hours of leave.

Employees using the discretionary day on a 10 hour work day will be required to work 2 hours that day, or take 2 hours of appropriate leave credit.

Each department head wishing to adopt the four day work week should first obtain approval from the respective Vice Chancellor/University Director. Upon approval, Personnel Services should then be notified for record-keeping purposes.

Adoption of staggered work hours, or the four day work week can be on a seasonal or a permanent basis as best suits the needs of the department. Please feel free to contact Personnel Services with any additional questions on the subject of flexitime.

DL:jj

cc: Personnel-related staff members

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

An Equal Opportunity/Affirmative Action Employer  
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.



## THE UNIVERSITY OF KANSAS

Office of the Vice Chancellor  
for Academic Affairs  
127 Strong Hall, Lawrence, Kansas 66045  
(913) 864-4455

March 1, 1982

TO: Deans and Directors Reporting to Academic Affairs

FROM: Deanell Reece Tacha *Deanell Reece Tacha*  
Vice Chancellor

RE: University Steam Tunnel Renovation

As many of you know, the University hopes to begin repair work soon on a segment of the underground steam tunnel located in the area of Murphy Hall, Summerfield Hall, Haworth Hall and the Military Science Building. If current plans are realized, the renovation will be divided into three phases beginning after commencement, about May 25, 1982 and ending by December of 1982.

All three phases of the work will necessitate some change in pedestrian traffic in the areas identified. Wherever such rechanneling occurs, clearly marked alternate routes will be identified.

During phase I of the renovation (approximately May 25, 1982 through July 31, 1982) minor re-routing of traffic along Naismith just south of Murphy Hall will be necessary. This re-routing should result in only minor inconveniences however.

During all three phases of the project (May through December, 1982) the Summerfield Hall parking lot will be closed as will the Military Science Building parking lot. This, of course, will inconvenience many faculty and students. All affected individuals in your area should be notified as soon as possible of this impending renovation.

If you have questions about this project, please call either this Office or the Office of Facilities Planning.

AJ/ead

# FYI

## University of Kansas Libraries

Number 656

May 13, 1982

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### UNCLASSIFIED VACANCIES

ASSISTANT DEAN FOR TECHNICAL SERVICES. 12-month position; renewable. Will be responsible for the direction and administration of the Library's five departments primarily concerned with technical operations--Acquisitions, Serials, Cataloguing, the Slavic Department, and the Department for Spain, Portugal, and Latin America--and for the coordination of technical services operations (acquisition, cataloguing, and serial records) throughout the Library system. The Assistant Dean will also be responsible for the formulation and implementation of collection development policies in consultation with the Collection Development Librarian, the Acquisitions Librarian, library bibliographers, and representatives of the faculty. The Assistant Dean will have direct involvement in the general administration of the Library and will represent the Library in technical service matters at the University, state, regional, and national levels. Required Qualifications: Employment in a tenure-track position within the Library system; a graduate degree in library science; an understanding of and commitment to higher education generally and to teaching, scholarship, and research in particular; substantial successful research library experience; broad knowledge of technical service operations and procedures; demonstrated leadership ability in working with faculty and library staff; ability to write and speak effectively; working knowledge of automated technologies and their appropriateness for library operations; demonstrated commitment to a consultative/participative managerial style; appreciation of the importance of successful interaction between public and technical services operations. Preferred Qualifications: Advanced academic training in a subject discipline; broad knowledge of European languages. Salary: \$30,000 - \$35,000, dependent upon qualifications. Application Deadline: Deadline for applications and nominations of individuals for this position is May 28. Starting Date: As soon as possible after application deadline and selection. To apply, submit letter of application, resume, and names of references to Mary Hawkins, 511 Watson Library. Nominations of qualified individuals are also invited.

CATALOG DEPARTMENT HEAD. 12-month, tenure-track position. Duties: Manages cataloging and LC classification activities of a staff of 35, including 12 librarians and 23 paraprofessionals and support staff. Oversees Department's serials cataloging and OCLC-based monographic cataloging for the University's main library and 7 branch libraries. Is responsible for departmental budget requests, statistical reporting, and short and long-range planning. Provides coordination with catalog-related services of other Library departments and with University programming staff in current COM catalog development and ongoing automation efforts. Reports to Assistant Dean for Technical Services. Required Qualifications: MLS from an ALA-accredited library school; professional cataloging experience in an academic library; demonstrated leadership ability; supervisory experience; working knowledge of at least one modern European language; effective communication skills; strong knowledge of AACR and AACR2 cataloging rules and of LC classification. Preferred Qualifications: Familiarity with OCLC and with current developments in automation as related to cataloging. Salary: \$24,000 up, dependent upon qualifications. Application Deadline: Postmark deadline for applications is August 2. Starting Date: As soon as possible after application deadline and selection. To apply, submit letter of application, resume, and names of references to Mary Hawkins, 511 Watson Library.

RESEARCH ASSISTANT/ARCHIVIST, The Kansas Collection. Grant monies anticipated for 1-year, full-time position, funded by the National Historical Publications and Records Commission. Available August 1. Duties: Responsible for the processing, arrangement,

(Continued)

UNCLASSIFIED VACANCIES, Continued  
(Research Assistant/Archivist)

and description of the papers of Jabez Bunting Watkins, a 19th-century Lawrence business entrepreneur. Also will supervise one half-time graduate assistant.  
Required Qualifications: Advanced degree in history, archival administration, or library science. Also requires supervisory and organizational ability. Preferred Qualifications: Strongly prefer manuscripts processing experience. Also prefer archival coursework; background in U.S. economic, business, or agricultural history; and supervisory experience. Salary: \$12,500 per year. Benefits: Vacation of 2 working days per year; 1 day per month sick leave; Blue Cross/Blue Shield health insurance. Postmark deadline for applications: June 15. To apply, submit letter of application, resume, and names of references to Mary Hawkins, 511 Watson.

CLASSIFIED VACANCY

Margaret Little will promote to the Library Assistant II in the Engineering Library effective May 18, 1982. Library staff interested in applying for the resulting Library Assistant I vacancy in the Cataloguing Department should contact Sandy Gilliland no later than Wednesday, May 19, 5:00 p.m.

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

PERSONNEL

Clifford Haka, Circulation and Support Services Librarian, resigns his position with the Libraries effective July 13. Cliff joined the Libraries in 1977, as Assistant Curator with the Kansas Collection. In 1978, he assumed direction of the Circulation Department, and received his current title in 1981 to reflect his additional responsibility for certain Library support units. M. Hawkins

SEARCH COMMITTEE

Please note that Eleanor Symons is a member of the search committee for Assistant Dean. Her name was omitted from the listing in last week's FYI. S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday, May 14 at 9:00 a.m. P. Willer

JUNE 1 PAYCHECKS MAILED

Student assistants who will not be in Lawrence when the June 1 (or other) paychecks are issued may arrange to have their paychecks mailed to them. Arrangements can be made by leaving a self-addressed, stamped envelope in the Administrative Office. This can only be done for employees who normally have their checks delivered to the Library and does not include those whose checks are deposited in banks by the Payroll Office. Would department heads and supervisors of student assistants please notify their students of this option. Thanks. P. Willer

TRAVEL FUND APPLICATION DEADLINE

Applications for reimbursement of travel during July, August, and September are due May 17. Application forms are available from Paulette DiFilippo, Cataloging Dept. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

HOWEY READING ROOM

The Howey Reading Room will close at 5:00 on Thursday, May 13. The Reading Room will be open from 1:00-5:00 p.m. from May 14-June 7 (closed May 31 for Memorial Day). R. Runyan

COLLECTION DEVELOPMENT COUNCIL

The CDC will meet on May 27 at 10:00 a.m. in the Library Conference Room. R. Ring

AIR CONDITIONING

Effective immediately through the end of June, several buildings on campus will be without air conditioning due to lack of funds. Despite the article in Tuesday evening's Journal World and Exec. Vice Chancellor Robert Cobb's May 10 memo to faculty and staff, Watson Library is on the list of buildings that will have air conditioning; however, the thermostats will be raised to approximately 82°. All other branch libraries will be air conditioned with the exception of the Math Library, located in Strong Hall. As a related activity, Jim Modig (Facilities Planning) will contact the State Architect's Office concerning airflow problems in the Watson Library air conditioning system.

J. Glinka

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, May 20 at 10:30 a.m. in the Library Conference Room. The only agenda item thus far is: Peat, Marwick, Mitchell & Co. report.

N. Shawbaker

PRE-PUBLICATION PRICES

Scholarly book Center has recently begun publishing in its monthly Scitech Book News a list of pre-publication prices currently available. The list will be appearing regularly in FYI. Roger will review the list for possible separate order of titles which would otherwise come on approval.

**PRE-PUBLICATION PRICES****(Some of these titles have appeared in earlier issues of SciTech Book News.)**

Pre-publication price data are the publisher's. We endorse neither their accuracy nor, for now the book's scholarship. In our perusal of announcements such offers are encountered. They may be of interest to the inflation stricken. Non-sciences are included. Fuller details and recommendations may be secured from a competent book seller. Flyers are often available from publishers. The books are listed by LC class number, followed by title, author or editor, publisher, post publication price, expiration date of offer, and the last the pre-publication price.

*A.	<b>Grand dictionnaire encyclopedique Larousse, 10 v's.</b> Ed. by Claude Dubois. Pergamon.	\$925.00	4/30/82	\$795.00
*E.	<b>Standards &amp; colors of the American Revolution.</b> Edward W. Richardson. Univ. of Pennsylvania Pr.	50.00	6/30/82	39.95
GV198.	<b>Great camps of the Adirondacks.</b> Harvey Kaiser. Godine.	60.00	12/31/82	45.00
*N.	<b>New York: open to the public.</b> Cheri Fein. Workman Pubs.	24.95	10/1/82	19.95
*N.	<b>Netsuke &amp; Intro Artists &amp; how to read their signatures.</b> Reed Publishers.	475.00	3/31/82	320.00
*N.	<b>Art worlds.</b> Howard S. Becker. Univ. of California Pr.	29.95	12/31/82	25.00
*N.	<b>In "Vanity Fair".</b> Roy T. Matthews & Peter Mellini. Univ. of Cal. Pr.	55.00	12/31/82	45.00
NK1510.	<b>Grammar of ornament.</b> Owen Jones. Van Nostrand.	50.00	5/31/82	40.00
PN6726.	<b>A Smithsonian book of comic book comics.</b> Ed. by Michael Barrier & Martin Williams. Abrams.	25.00	6/30/82	19.95
*Q.	<b>Pure &amp; applied science books 1876-1982, 4 vol. set.</b> Bowker.	300.00	8/31/82	260.00
*R.	<b>Encyclopedia of medical tests.</b> Cathey Pinckney & Edward Pinckney. Facts on File.	17.95	6/30/82	14.95
*T.	<b>The photographic artifacts of Timothy O'Sullivan.</b> Rick Dingus. Univ. of New Mexico Pr.	45.00	7/1/82	35.00
*Z.	<b>Books in series 1876-1949.</b> Bowker.	150.00	7/31/82	125.00

C. Howard

EXHIBIT

"Kansas Women Schoolteachers: Yesterday and Today" will be the focus of an exhibit and panel discussion arranged by the Kansas Collection, and presented this evening, May 13, at the Lawrence Public Library. This program is the result of a grant from the Kansas Committee for the Humanities, and is one of five to be held throughout the State. The exhibit will be available for viewing at 7:00 p.m., and the panel discussion will begin at 7:30 p.m. Everyone is invited. The exhibit will remain at the Public Library through May 18.

S. Williams

(Continued)

STAFF FEE ELIGIBILITY

Attached to this issue of the FYI is information regarding Summer 1982 Staff Fee Eligibility. S. Gilliland

THE LAST WALTZ

To give you all fair warning, Circ.'s gala farewell to Cliff Haka will be Saturday, June 12. A softball game from 3-5 and a potluck cookout from 5 till we drop. More details later. Save the date! K. Simmons

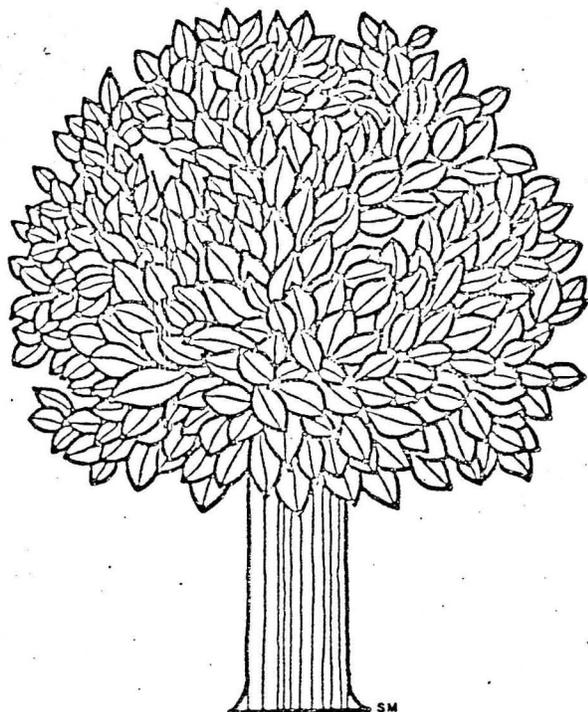
LIBRARY SCHEDULE CHANGE

The Library Schedule of Hours for Summer 1982 have been changed as follows:

Schedule II should read--	Monday-Thursday	8am-5pm; 7pm-10pm
	Friday	8am-5pm
	Saturday	9am-5pm
	Sunday	Closed

Please update your schedule to reflect this correction.

HR Malinowsky

KULSA

JOIN KULSA UNDER THE TREES

FOR A MAY BUFFET

11:00 AM - 2:00 PM

WEDNESDAY 19 MAY

(THURSDAY 20 MAY-SAME TIME-  
SHOULD IT RAIN)

KULSA PROVIDES BEVERAGES,  
CROQUET, AND VOLLEYBALL. PLEASE  
BRING A COVERED DISH. CONTACT A  
KULSA OFFICER IF YOU HAVE ANY  
QUESTIONS.

STAFF FEE ELIGIBILITY FOR SUMMER 1982

Information regarding staff fee eligibility is described below. Please return the application form to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are also available upon request in the Administrative Office. 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.

Excluded from eligibility for the staff rate are the following:

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

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

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

**FULL STAFF RATE**

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

**STAFF FEE ELIGIBILITY CERTIFICATE**

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

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

**STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS**

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

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

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

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

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

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

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

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

**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)

# FYI

## University of Kansas Libraries

Number 657

May 20, 1982

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### CLASSIFIED VACANCY

Pat Willer has resigned from her Clerk IV position (Student Employment Coordinator) effective June 17, 1982 to accept a half-time graduate assistantship. Library staff interested in making application for this full-time Clerk IV vacancy should contact Sandy Gilliland in the Administrative Office, no later than Friday, May 28, 5:00 p.m.

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

### PERSONNEL

M. David Mundy-Passmore, Cataloguing, has announced his resignation effective June 2. Dave joined Cataloguing in 1976, became Acting Head of the Department in July 1977, and Department Head in February 1978. He recently had returned to a non-administrative assignment in Cataloguing, and had received notice of tenure and promotion to Librarian II, effective July 1. M. Hawkins

### REGENTS CENTER COURIER SERVICE

Because there is no courier service to/from the Regents Center Library during the semester break, please forward materials until June 8 through federal mail. N. Burich

### BOOK CALL NUMBER LOCATIONS

The latest revised Book Call Number Locations printed on the back of the Watson Stack Directory is included in this FYI. Please look it over and let Reference know if there are any glaring errors. In order to keep this up-to-date, inform Reference of any changes so that the public is not sent to the far reaches of the campus for something that is in the Watson stacks. H.R. Malinowsky

### NEH SUMMER STIPENDS FOR 1983

This program provides support for university teachers, free-lance writers, and others working in the humanities (excluding creative or performing arts) to pursue two consecutive months in full-time study or research. KU is limited to the nomination of three stipend applicants. Applications for internal review must be received at the Office of Research, Graduate Studies and Public Service not later than noon of September 10, 1982. Guidelines and application forms are available in 224 Strong Hall, or call 4-3126. J. Shawl

### ENERGY CONSERVATION

Please turn out lights wherever possible when not in use to conserve energy and to make the air conditioning more effective. J. Glinka

### PEAT, MARWICK, MITCHELL & CO. REPORT

A copy of the Peat, Marwick, Mitchell & Co. Report to the Legislative Coordinating Council is at the Reference Desk for review. J. Ranz

(Continued)

The Office of University Relations is seeking faculty and staff interested in speaking to high school audiences throughout the state. Names and topics must be received before September 1. After the listing is compiled, it will be distributed statewide and teachers will be invited to contact University Relations if they are interested in a certain speaker and topic. The service is free and no honoraria are granted. Travel expenses are normally covered by the schools. Applications and guidelines are available in the Office of University Relations or call 4-4115.

J. Shawl

CREDITS

The 1982 edition of American Reference Book Annual (ARBA) includes 9 book reviews by Ann E. Hagedorn. S. Gilliland

Michael Palij presented a paper, "Mykola Skrypnyk--A Pattern for Tito", at the Midwest Slavic Conference in Chicago, May 9, 1982. S. Gilliland

Gene Carvalho has been asked to participate in the regional Asian Library Conference at the University of Michigan on May 27 through 28. He will be chairing a session on "The Impact of Technology and Networking (on East Asian Libraries)". H.R. Malinowsky

"THANK YOU"

Many thanks to those of you who helped shelve books during the Circulation rush this semester. Every bit helps. L. Duby

**BOOK call number locations**

► For Periodical locations consult the Central Serials Record first. ► When there are two locations listed, generally the branch library has the newest and most heavily used materials; Watson catches the overflow of older books. ► All call numbers marked "Marvin" are now in the Engineering or Science or Watson Library as indicated below. ► To deal with problems and exceptions, ask at the Reference Desk in Watson or the Science Library.

**Call numbers beginning with LETTERS**

AC-AZ	Watson	S-SA	Science
B-BX	Watson	SB	*Science & Watson
CB-CT	Watson	SC-SH	Science
D-DX	Watson		
E	Watson	except:	
F	Watson	SC	Special Collections
G1-999	Watson	SK	*Science & Watson
G1000-GA	Map	T-TP	Engineer
GB	Watson	except:	
GC	Science	some history & biography	
GF-GV	Watson	of technology are in	
		Science, and:	
H-HX	Watson	TH	Watson
J-JX	Watson	TK9001-9899	Science
K	Watson	TP200-248	Science
		TP368-465	Science
except:		TP785-874	Watson
KB	Kansas Collec.	TP890-949	Watson
KU-M	Medical School	TP983	Science
KU-L	Law Library		
L-LT	Watson	TR1-682	Art
M-MT	Music	TR683-999	Watson
		TS1-699	Engineer
N	Art	TS700-799	Art
NA	*Watson & Art	TS800-837	Watson
NB-NK	Art	TS838-939	Art
NX	*Watson & Art	TS940-1299	Watson
		TS1300-1869	Art
P-PZ	Watson	TS1870-5618	Watson
Q	Science	TT	Art
QA1-20	Math	TX1-641	Science
QA21-35	Science	TX645-1499	Watson
QA36-999	Math		
QB-QR	Science	U-V	Watson
		Z	ask at Reference Desk
R-RZ	Science		
except:			
RH	Kansas Collec.		

**Call numbers beginning with NUMERALS**

001-499	Watson	620-629	*Engineer, Watson & Science
except:		630-639	*Science & Watson
a few selected titles		640-659	Watson
are in Science Library		660-669	*Engineer & Watson
500-508	*Science & Watson	670-674	Watson
509	Science	675-688	*Watson & Science
510-519	*Math, Watson & Science	689-699	Watson
520-525	*Science & Watson	700-709	Art
526	*Map & Science	710-729	Watson
527-529	Watson	730-736	Art
530-565	*Science & Watson	737	Watson
566-569	Science	738-769	Art
570	*Science & Watson	770-779	Watson
571-573	Watson	780-789	Music
574-589	*Science & Watson	790-798	Watson
590-599	Science	799	Science
600-607	*Science & Watson	800-999	Watson
608	Watson		
609-619	*Science & Watson		

\*Check more convenient location first. If you don't find the book, as for help at the Reference Desk.

Minutes of the Administrative Conference  
February 11, 1982

The Administrative Conference met today in the Library Conference Room with Dean Ranz presiding. Present at today's meeting were: Blosser, Bunch, Burich, Carvalho, Craig, Cyr, Gates, Getchell, J Glinka, Harsh, Howard, Jerkovich, Jones, Mason, Melton, Mundy-Passmore, J Neeley, Je Richardson, Ring, Shawbaker, Simmons, and Walker.

Ranz reported that replies to departmental budget requests would be forthcoming.

Regarding the Mikkelson report on the Library, the Senate Library Committee will write a reply. The committee members talked with members of the Library staff and with Gary Susott. The report will be given the same circulation as Mikkelson's report.

The Peat, Marwick, Mitchell & Co. study on the Library is available in the Reference Department. Ranz met with Lawrence Lieberfeld and others this past Friday to discuss/review the report. Ranz felt that there were two assumptions driving the study: 1) a waste in library construction and it being of no benefit to the institution; and 2) straight-line projections were used to determine future needs. Regarding the growth of the collections, PMM projects a straight-line decrease in acquisitions--by the year 2000 the collection would have decreased by 28%. (We project a doubling in size of the collection by 2000.) PMM also stated that 1 sq. ft. of space is needed for every 17 books (.059 sq. ft per book). This sharply contrasts with ARL's guidelines, that of 1 sq. ft. for every 11.5 books. PMM recommended that the aisles between bookstacks be reduced considerably in width and that we should place 7 books per linear foot of shelving (all other figures say 6 books per linear foot of shelving). PMM also stated that 95% of the book collection can be stored on shelves 8" deep, and on every full height unit of shelving we should put 7 shelves. It was assumed by PMM that the Documents collection would return to Watson immediately. By the year 2000 PMM stated we should have 127 thousand square feet of space. They are recommending a library for us in the year 2000 that will be the size of the smallest institution library now. Even though Spencer Research Library is a special library we went ahead and included it in our report, but PMM did not make that distinction in their report. Discussion followed regarding the PMM report.

Getchell, Melton, Chittenden, S. Hawkins, Quinlan, Slater and Symons are members of the Rededication of Watson Library Committee and are gearing towards that event to be held the last week of September. A series of events to celebrate the end of renovation will take place: music, readings of books, formal addresses, refreshments. Staff with comments/suggestions for program content should contact Chittenden or Getchell. The intent of the celebration is to aim it at K.U. faculty, staff, and students. Rob Melton is planning a Library Handbook, Nora Quinlan is planning a Book Fair. Melton mentioned that the Library Handbook would be aimed at serious students and faculty who want to know more about the collections. As a group, the Committee will take a prospectus to Deanell Tacha to request funding assistance.

The meeting adjourned at 11:45.

Minutes of the Administrative Conference  
March 25, 1982

The Administrative Conference met today in the Library Conference room with Dean Ranz presiding. Present at today's meeting were: Blosser, Brow, Carvalho, Finnegan, Gates, Getchell, Glinka, Haka, M. Hawkins, Howard, Hyde, Jerkovich, E. Johnson, Kay, Mason, K. Miller, Mundy-Passmore, J. Neeley, Je Richardson, Shawbaker, Simmons.

Ranz announced that Dave Mundy-Passmore has asked to step down as head of the Cataloging Department.

Also announced: the Spooner tables have returned with the cracks repaired, and the tables have been blocked-up to stand a few inches higher.

Ranz reported briefly on the Budget: We don't know yet what our budget situation is because the Legislature is not through meeting. What we need for bookfunds so as not to regress is an increase of \$300,000. The OOE increase for the University was 6% this year. 6% of 2 million is about \$100,000. The university reallocated approximately \$200,000 so that at this point we are about \$75,000 short of being able to maintain status quo, assuming an inflation rate of 15%. There is yet some hope of obtaining the \$75,000 this fiscal year. One of the highest priorities in the budget is the COM Catalog-- we were given an unclassified staff position and \$6,000.

In a meeting with Vice Chancellor Tacha yesterday regarding the rededication of Watson Library, we received approval of \$4,500 for the preparation of a library handbook to be issued on the occasion of the rededication. She also promised assistance to raise another \$2,000. Getchell mentioned that there has been some preparatory work done to put together this handbook. Rob Melton, Nora Quinlan and Nancy Shawbaker have assisted with price information, styles, etc. A final estimate from the Printing Service was \$4,600 for 10,000 copies. Ranz added that there will be an all-university Dedication Committee appointed with a library representative present. The Library committee would appreciate suggestions.

Ranz mentioned that all of the library recommendations for promotion and tenure have been approved and will be recommended to the Regents Board of Trustees for approval.

Ann Hyde spoke about the grant that she has received, \$139,808 for cataloging 18-19th century English manuscripts. In the manuscripts of Special Collections there are 800-900 collections that could be defined as English manuscripts containing correspondence, business records, over 10,000 legal documents, financial account books--a very mixed bag and very research-worthy. About half of these collections are cataloged fairly easily; the other half can be used by researchers with a great deal of difficulty. NEH has given us this grant for treating these collections and bringing them up to the point of reader usage, and for developing a guide/checklist that would be sent to other institutions and to faculty on campus. A portion of Ann's salary will be used to hire a library assistant. Another manuscript cataloger will be hired, hopefully one who is an expert in British legal documents, two half-time research assistants and one full-time clerk. It is hoped that a reasonable description of the material can be prepared so that readers will be able to determine what they are looking for. A word processor will be used to produce the final guide and OCLC will be used to produce the cards themselves. This 2-year project will begin in July, 1982.

Sandy Mason mentioned the provisions for Spencer Library in Mrs. Spencer's will: 1) we will receive her personal papers and choice of books from her library; 2) we will receive \$500,000, 3/4 of which is to be used to establish a fund for purchasing books and manuscripts, and 1/4 used to establish a fund for the care and upkeep of the building and its furnishings. And we will be given a table with an inlaid wooden mosaic of a book.

Mary mentioned the other grants that have been funded: \$21,000 grant from NEH to publish a catalog of the History of Economics collection. Ann Hagedorn is the project director; La Verne Coan is the research assistant. The Kansas Collection received a KCH grant, "Kansas Schoolmarms", for a traveling exhibit. Sherry Williams, project director, Katie Armitage, research assistant are working on this project. Approximately \$20,000 has been awarded from NHPRC to process the JB Watkins papers but the funds haven't been released yet. Individual awards (between \$1,000-\$2,000) have been given to Susan Craig to produce a biographical dictionary of Kansas Artists; to Richard Ring (general research fund) to conduct research on medieval materials; and to Mike Palič for study on the History of Ukrainian Revolution. Carvalho mentioned that Gary Borge had received assistance for travel to China to visit 7 major cities and hopefully make some exchange agreements. Mary added that Slavic and SPLAT also have grant money--salary money for Slavic and Tinker Foundation grant that Ellen Brow is working with. Grant requests in process: we have submitted a Title IIC application for a 3-yr. project, \$500,000 to catalog central american publications (20,000 titles); and we are looking for funding from NEA for the Dick Wright Collection. Sherry Williams has another NEH grant for the summer. Jerkovich has received \$1,000 from Woodyard for travels and Ellen Johnson mentioned that \$2,500 for music history was given through the Endowment Association.

Glinka then reported on the progress of Renovation. He stated that we are in the "wind down" stage which may be more difficult than the actual renovation. Areas that still need to be pursued include: 1) lights in the south reading rooms and the mezzanine areas, as well as the lights at the front entrance need improvement. 2) Front entrance stone is discolored and caulking is coming loose. 3) Locks still need to be changed. 4) Some partition panels are damaged. 5) Heating and cooling system may need to be looked at to follow-up on balancing and to adjust the thermostats. 6) There is still a vibration/noise in the west end of East Asian. 7) Noise is coming out of the west mechanical room from a fan mounted to the ceiling directly below Slavic. The sound needs to be muffled. 8) Sprinkler system needs to be checked. 9) Windows need cleaning. 10) There was an addendum to construction for the problem with the tile roof causing leaks; money from the contingency fund was allocated for this purpose. 11) Graphics--Carol Chittenden has been working with the architects on this and hope to get it ready for bid in April. 12) Paint needed on walls and radiator covers. 13) Circulation counter is supposed to be redone sometime in May.

The meeting adjourned at 11:43.

# FYI

## University of Kansas Libraries

Number 658

May 27, 1982

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### CLASSIFIED VACANCY

Last week's FYI announced a Clerk IV vacancy (Student Employment Coordinator) in the Administrative Office. Library staff interested in making application for this position were instructed to do so by Friday, May 28, 5:00 p.m. S. Gilliland

### TRAVELS

George Jerkovich left May 26 for an acquisitions trip to Germany, Hungary and Yugoslavia. During his absence questions relating to Slavic cataloging (technical processes) should be directed to Galina Kuzmanovic; Book Exchange Program to Kermit Sewell; acquisitions and budget to Maria Alexander. G. Jerkovich

### PUBLISHERS ADDED TO APPROVAL PLANS

The following publishers have been added to the respective approval plans as noted:

To Stevens & Brown Science/Technology:

British Museum of Natural History  
Faber  
Granada  
Manchester University Press  
The Royal Society

To John Coutts:

Scholarly Resources  
Kingston Press Inc.

Coverage will begin with 1982 imprints.

Coutts is now supplying us a printout of approval plan activity based on their initial selection. This is broken down by the first two LC class letters and provides the amount spent for the current month and the year to date for each LC class. An average cost per volume is also given. This information is available from Roger Anderson for any bibliographer who might wish to consult it.

R. Anderson

### MEMORIAL DAY

Monday, May 31st is Memorial Day, an official state holiday. The Library will be closed.

H.R. Malinowsky

### FRONT ENTRANCE, MAIN LEVEL

Library staff entering and/or exiting the building after hours are asked to close the inside doors behind them to be sure they are secured. Unstable air pressures in the building are at times causing the doors to remain open which has on occasion enabled patrons to enter.

J. Glinka

### KULSA

KLUSA has received a thank you note from Nancy Burich for flowers and a card sent to her during her recent hospitalization.

M. Kliever

### ATTACHMENT

Included in this issue of the FYI is a letter from Ronald A. Francisco, Chairman of the 1981-82 Senate Libraries Committee.

J. Ranz



## THE UNIVERSITY OF KANSAS

Department of Political Science  
504 Blake Hall, Lawrence, Kansas 66045  
(913) 864-3523

17 May 1982

Dean Jim Ranz  
Watson Library  
Campus

Dear Jim:

On behalf of the University Senate Libraries Committee I would like to thank the administration and staff of the University Libraries for their help and cooperation during the past academic year.

We had some difficult, potentially conflictual issues to deal with during both semesters. Yet we received excellent support and cooperation from all of the Library staff, even in our more intrusive activities.

I would particularly like to thank all of the librarians who appeared before the committee. Cliff Haka represented the Libraries on the matter of an appeals board for fines, Clint Howard and Richard Ring gave us the grim (but accurate) projections of fiscal gloom, David Mundy-Passmore and Mary Roach provided a most informative view of cataloging and the COM catalog, and Mary Kay astonished us with her interlibrary services data. To all these people, and to others we corralled in corridors throughout the year, many thanks.

I should also like to stress the contribution of Sandy Gilliland. Somehow I ended up with three chairmanships of university-level committees this year, and I really did not know how I was going to manage. Sandy was one of the major reasons that the Senate Library Committee functioned, and why I managed to get most things completed. Her work is excellent, and the committee has benefitted from it for several years.

Finally, thank you for your help and cooperation. It was apparent in this year's Senate Library Committee that we shared a perception of the interdependence of the Libraries, the faculty, and the student body. This is clearly the most productive attitude and we will all profit if it is maintained. Thank you and please feel free to call upon me in the coming year.

Cordially,

Ronald A. Francisco  
Associate Professor  
Chair, University Senate Libraries Committee

RAF:nlr

# FYI

## University of Kansas Libraries

Number 659

June 2, 1982

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### CLASSIFIED VACANCY

Dick Borton will promote to the Library Assistant I in Cataloging effective June 18. Library staff interested in making application for the resulting Clerk III Catalog Dept. (Marking) vacancy should contact Sandy Gilliland no later than Wednesday, June 9, 5:00 p.m.

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

### PERSONNEL

Joseph Richardson, Assistant Documents Librarian (Librarian II), has announced his resignation effective September 13. Joe's appointment with the Libraries began on September 13, 1976, as a Library Assistant I in Cataloging. In 1977, he assumed a split appointment as Reference Librarian and Catalog Librarian, and in 1978 relinquished his Cataloging assignment for full-time Reference work. He has held his current appointment since October 1978. M. Hawkins

### SPECIAL LIBRARIES ASSOCIATION ANNUAL CONFERENCE

H. Robert Malinowsky will be attending the annual conference of Special Libraries Association June 5-10 in Detroit. He will become the chairperson-elect of the Science-Technology Division. S. Gilliland

### EMERGENCY PROCEDURES

Please become familiar with the attached emergency procedures. They will become part of the Staff Handbook. H.R. Malinowsky

### KULSA

KULSA has received a thank you note from Bob Malinowsky for contributions made by staff members in memory of his mother. A total of \$32.70 was contributed to the American Cancer Society. M. Kliever

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, June 16th, by 9:00 a.m. P. Willer

#### EMERGENCY PROCEDURES

There are three types of emergencies:

- Fire: Alarms will sound. Proceed with building evacuation.
- Bomb Threat: Alarms will sound. Proceed with building evacuation.
- Tornado: Civil defense sirens will sound and an announcement over the public address system. Direct individuals to the lowest stack levels and to the interior of the building.

The fire alarm will be reset twice to test for a false alarm. If it rings the third time, evacuate. If the alarm cannot be shut off and is on for more than 30 seconds, evacuate. Since the alarm is so loud, there will be no announcement over the public address system. If it is a false alarm, an announcement will be made over the public address system to that effect.

If you discover a fire or possible bomb, pull the nearest fire alarm and notify Circulation, 4-4715, immediately. Do not call the fire/police departments.

Be familiar with the six emergency exits so you can proceed to the closest and safest exit and also direct individuals to the closest and safest exit. In all cases, direct individuals to stairs since the elevators will shut down during any emergency. If there are wheelchair patrons, direct them to the center stairs and get help to carry them down the stairs.

#### EMERGENCY EXITS

East by way of stairs from all floors.

South loading dock on floor 1.

North from the readers lounge on floor 1.

Northwest on floor 2 (between Slavic and SPLAT) by way of stairs on floors 2 through 5.

North on floor 2 (between Acquisitions and Cataloging).

Front main entrance on floor 3.

PLEASE NOTE: All employees should take it upon themselves to go to each of the above exits so that they know where they are located.

#### EVACUATION PROCEDURES

All Departments will clear their work areas and exit by way of the nearest and safest exit.

The following Departments will clear the public areas as indicated:

- Microforms: Clears the far west end of the 4th floor and all of the 5th floor.
- Copying Service: Clears the center stack levels 4½, 4, 3½, and 3.
- Periodicals R.R.: Clears all the remainder of the 4th floor and the west stack levels 4½, 4, 3½, and 3.
- Circulation: Clears center and west stack levels 2½, 2, 1½, and 1 and all lounges on 2 and 1.
- Reserve: Clears all of the 3rd floor and east stack levels 2, 1½, and 1.

Once the building is evacuated, direct persons to the front of the building. Announcement for re-entry will be made at this area and not at each of the emergency exits. All staff employees should remain available to return to work after the emergency.

# FYI

## University of Kansas Libraries

Number 660

June 10, 1982

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### PERSONNEL

Mary Finnegan, Reference Librarian/Bibliographer, has announced her resignation effective July 2. Mary joined the Libraries in 1979, has served as bibliographer for women's studies and social welfare, and as Assistant Head of the Reference Department in the past year. She has accepted a position with the Library Association of Portland, Portland, Oregon.

Helen Smith, Clerk II in Bindery Preparations and Periodicals, will retire from her appointment on June 11. Helen joined the Libraries July 1, 1976, as a Bookbinder Apprentice. She subsequently held Bookbinder I and Bookbinder II titles while continuing in the Library's Bindery. Since 1977, Helen has held a split appointment in Bindery Preparations and Periodicals. M. Hawkins

### SABBATICAL LEAVE ANNOUNCED

As announced earlier by the University, Ellen Brow has been awarded a five-month sabbatical leave this coming fiscal year. Ellen's sabbatical is for the purpose of gathering additional data to write a dissertation in European history on the topic of the 1926-28 period of military dictatorship in Portugal at the National Library and archives of the ministries of the government of Portugal. M. Hawkins

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, June 16, at 9:00 a.m. It is particularly important that time cards be submitted promptly this month. Thanks. P. Willer

### STUDENT ASSISTANT REAPPOINTMENTS

All student assistants must be reappointed to the payroll for the next fiscal year. If you have not already done so, please be sure to submit reappointment forms for your student assistants by June 21st. Earlier submission of reappointments would be greatly appreciated. Thanks. P. Willer

### SCHEDULE CHANGES

The Reference Desk will not be staff during the hours of 5:00-6:00 p.m. from June 14 through July 31. J. Neeley

The Math Library has begun new summer hours--open at 7:00 a.m. and close at 4:00 p.m. This schedule will be maintained until classes begin in the Fall. R. Fauhl

### AIR HANDLING SYSTEM

Many of you are aware of problems with the Watson Library air handling system. Before warm weather arrived, these were reported to Facilities Operations for correction by them or the contractor, depending upon the nature of the problem. More recently, a number of areas have been affected by lack of air flow. When standard reporting produced no lasting results, a letter was sent to Facilities Planning. This has resulted in a return visit by the air balancing contractor and by Jim Modig, Facilities Planning; a representative of the State Architect; and Facilities Operations personnel. We have learned that the lack of air flow in some areas is a product of an energy saving design--air flows only when the thermostat calls for cooling. Jim Modig is investigating possible changes in system settings and has proposed getting all parties involved together to be certain that full information is available on which to base decisions for improvement of the system. We hope this will occur in the near future. Meanwhile, if your area appears to have problems with the air handling system, please report them to the Library Office. Thanks for your patience. J. Glinka

MILITARY PROMOTION

At a ceremony on Saturday, June 12, 3:15 p.m., Lewis Armstrong will be receiving his promotion to Lt. Colonel in the U.S. Army Reserves. Lewis is a commander of the 317th Supply and Service Battalion. Everyone is invited to attend this event which will be held at the Army Reserve Center, 2100 Iowa, especially if you're in route to the softball game and party for Cliff. R. Fauhl

FAREWELL TO CLIFF

The first--and last--Annual Farewell to Cliff Haka Memorial Ballgame and Party will be held this Saturday, June 12. The Game: 3:30 at Broken Arrow II (the field on the hill). Everyone who wants to play gets to play. The Party: 5:30 at Cliff's house, 3409 Lazybrook. Bring hot dogs or hamburgers or some other pot luck goody. We'll provide the beer. Everyone come! Let's get rid of Cliff in style. K. Simmons

ATTACHMENTS

Attached to this issue of the FYI are letters regarding the air handling system in Watson Library; a response from Assoc. Executive Vice Chancellor Hogan regarding the University's energy situation; and the recently approved policy on sexual harassment and the "Procedures for Resolution of Sexual Harassment Grievances". S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

May 21, 1982

TO: Jim Modig, Assistant Director  
Facilities Planning

FROM: John L. Glinka *JL*

CONCERNING: Air Flow Problems in Watson Library

For the past several months, some areas of Watson Library have experienced erratic or no air flow. As a result, the effectiveness of the air handling and cooling systems has been reduced and imbalances in the building have been created. In some instances, whole areas have lacked air flow and in others only part of the area is affected. These conditions have been reported to Facilities Operations and to your office but, so far, no tangible results are apparent. Earlier this week, you mentioned that Huxtable's people would be here to look into the problem. If this has occurred, we are not aware of it.

The lack of uniform air flow patterns has been intensified by the University's emergency policy on cooling temperature levels in Watson Library for May and June. As one facet of the problem, there appears to be no air flow in the Cataloging Department area, Room 201. This space contains offices for approximately 40 staff and houses six computer terminals and printers. Cooling for the area is obtained by leaving doors open and borrowing air from the corridors, stair well, and the large staff work area to the west. Despite these measures, temperatures in the Cataloging Department area were high enough several weeks ago to disable terminal operations.

We request that you arrange a meeting of appropriate Facilities Operations staff, Huxtable's people, and other parties involved to correct these conditions and to provide the necessary environment for library operations.

Thank you.

cc: Jim Ranz  
Tom Anderson  
Randy Gowler  
Mary Roach  
Paulette DiFilippo  
Keith Lawton

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



THE UNIVERSITY OF KANSAS

Office of Facilities Planning  
114 Carruth-O'Leary Hall  
P.O. Box 2161, Lawrence, Kansas 66045

May 27, 1982

Hollis & Miller  
Architects & Engineers  
9417 W. 75th St.  
Overland Park, Kansas 66204

Attention: Randy Gowler

Re: Watson Library Renovation  
CCR: A-3559  
University of Kansas

Dear Randy:

Per our conversation of Tuesday, May 25, 1982, it is my understanding that the HVAC is primarily two types of system: 1) single duct variable volume; 2) dual duct variable volume. Primarily, the perimeter rooms and spaces have the dual duct system which should have a minimum setting on the supply air. The single duct system, interior spaces, can shut off the supply air once the thermostat is satisfied. According to John Glinka's letter of May 21, 1982, we do have rooms without air flow. I realize the HVAC controls are designed to conserve energy, but is it possible, without major revisions, to set the single duct system controls such that there is a minimum amount of air supply when the thermostat is satisfied? Please review and advise.

There are a couple of other items which John Glinka has expressed some concern. Enclosed is a copy of his May 24, 1982 memo. Concerning the staining of the stone, this was reviewed at an earlier date and it was determined that age would diminish the intensity of the staining. Apparently, this does not appear to be the case. Please investigate and advise. The other items on the memo are self-explanatory and I would appreciate your review and response.

Thank you.

Sincerely,

James E. Modig, Assistant Director  
Office of Facilities Planning

JEM:ju

cc: Robert McFeeters w/encl.  
Myron Reed/Bill Purcell w/encl.  
John Glinka ✓ Main Campus, Lawrence  
College of Health Sciences and Hospital, Kansas City and Wichita  
Keith Lawton



**THE UNIVERSITY OF KANSAS**

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

MEMORANDUM

TO: Dean Ranz and the library staff

FROM: William A. Hogan, Associate Executive Vice Chancellor

DATE: June 8, 1982

Thank you for your letter of May 23, in which you suggested some means by which we might address the difficulties we have encountered with energy management and the most recent shortfall in our utilities budget. Your suggestions that we continue to address the continuing ventilation and humidity problems in the newly renovated library and adjust all heating and air conditioning systems throughout the season to provide a more adequate environment, will be examined. Let me assure you, however, that we have evaluated energy use at the University of Kansas.

The most recent report by the Viron Corporation, submitted in October 1981, reviewed the energy management practices of the University of Kansas for the entire campus. We subsequently requested a capital improvement project which would help us to implement many of their recommendations. Over the last several years, we have also made other requests for energy management devices, and we have received some appropriations for energy saving devices. The thermal windows placed on many buildings is but one example. We continue, also, to monitor our energy use on the campus, and we have strived constantly to always save energy.

Let me again assure you that we collectively value our library resources. The most recent addition of \$100,000 to the budget of the library, through reallocation, and our request each year to the Board of Regents, and subsequently to the legislature, support our intent to enhance our library whenever possible with additional funds and support.

We intend to examine all of the suggestions that we have received during this most difficult period in which we have had to curtail air-conditioning throughout the campus. After a thorough review of the energy practices throughout the University, we hope to implement a number of the suggestions we have received, and through creativity and modest investment, we hope to save energy costs and maintain an adequate and pleasant environment for all faculty, staff, and student.

We have been pleased by the number of suggestions we have received from people all across campus. Although some of them cannot be implemented, and few have been frivolous, for the most part suggestions have been constructive and creative, and we hope to implement at least a portion of them. Some of the suggestions we have received were easily implemented; others required complex rearrangements and, therefore, can be implemented only over a period of time. Nonetheless, it is clear to us that we will be able to benefit from the cooperative and creative spirit that many of you have demonstrated.

We also realize that many of the ongoing activities of University faculty and staff members have been impeded by the lack of air-conditioning or higher temperature settings, and we regret the inconvenience caused by the shortfall in our utilities budget. I am able to report, however, that our efforts have been successful to at least some extent, and we no longer anticipate as large a deficit as originally expected.

Until we are able to implement some of your suggestions, we ask for your continued patience and assistance. We are appointing a special task-force on energy conservation, however, to respond quickly and prevent, if possible, a repeat of the current situation. The task-force report will be made available to you should you wish to read it.

WEH:dp

cc: Mr. Wiechert  
Mr. Lawton  
Mr. Anderson  
Dr. Tacha



## THE UNIVERSITY OF KANSAS

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

June 2, 1982

### Memorandum

To: Vice Chancellors, Deans, Directors and Chairpersons

From: Robert P. Cobb *RPC*

On April 15, 1982, the University Council reviewed, approved, and forwarded to the Chancellor a policy and procedures on sexual harassment. Both policy and procedures were subsequently approved by Chancellor Budig on April 28, 1982, and they are now in effect.

Attached for your information and for the information of faculty, staff, and students in your units are the University of Kansas, Lawrence, policy on sexual harassment and the "Procedures for Resolution of Sexual Harassment Grievances." I ask that you call these to the attention of you staff and students and that you post them in a prominent place. At the beginning of the fall semester, we shall distribute the policy and procedures to all members of the faculty and staff.

It should be noted that the adoption of the policy and the procedures necessitates revision of some existing University policies, procedures, and regulations. We shall work with the University governance during the course of the summer and the early fall to effect the appropriate revisions. In the meantime, should you have any questions, you may contact the Office of Affirmative Action or my office. Additional copies of the policy are also available from either office.

Thank you very much for your attention to this matter and for your cooperation.

RPC:sp

Attachments

### PROCEDURES FOR RESOLUTION OF SEXUAL HARASSMENT GRIEVANCES

Approved by the University Council on April 15, 1982, and  
by the Chancellor on April 20, 1982

- 1) An individual may solve a problem of sexual harassment personally by means of direct discussion with the other party or by other informal avenues that he or she feels are appropriate.
- 2) In the event that such direct and immediate attempts are not successful or, in the view of the individual, are not possible, the individual shall take his or her complaint to the Office of Affirmative Action, since sexual harassment is essentially a form of sex-based discrimination.
- 3) In the Affirmative Action Office, the complaint shall be received by a full-time professional staff member and, whenever possible, that staff member shall be a person of the same sex as the complainant.
- 4) Having heard the complaint, the Affirmative Action Officer will evaluate it in light of the criteria included in the Affirmative Action Grievance Procedures, will counsel the complainant as to whether the complaint appropriately can be processed through the Affirmative Action Grievance Procedures, and will describe the avenues available for resolution of the complaint.
- 5) If, after counseling, the complainant wishes to pursue mediation in accordance with the Affirmative Action Grievance Procedures, the Affirmative Action Officer, with the permission of the complainant, shall select as a consultant one other member of the University community who then shall be advised of the nature of the complaint and who shall work with the Affirmative Action Officer to mediate the complaint. The consultant may be the chair of the Discrimination Hearing Board, any other member of the Discrimination Hearing Board, or any member of the University community who, in the judgment of the Affirmative Action Officer and the complainant, is skilled in mediation and will be able to assist in conducting an impartial investigation of the alleged discrimination.
- 6) The Affirmative Action Officer, and where applicable, the consultant mediator, shall investigate and mediate the complaint in accordance with the Affirmative Action Grievance Procedures.
- 7) In the event that mediation is not successful, or if the complainant chooses an immediate formal hearing, the hearing shall be held in accordance with Affirmative Action Grievance Procedures, i.e., by the Discrimination Hearing Board.
- 8) When the hearing has been completed, the examiners shall make a finding as to probable cause and shall determine whether, in their view, sanction should be imposed.
- 9) The examiners then shall meet with the Director of Affirmative Action and with the appropriate administrator to discuss the findings and any recommended sanctions. The identity of the administrator shall depend on the basis for the complaint (i.e., academic misconduct on the part of the instructor, violation of the faculty Code of Conduct, misconduct on the part of a student, misconduct on the part of a member of the classified staff, misconduct on the part of an unclassified professional staff member, etc.).
- 10) Directives shall be issued, and where appropriate, sanctions shall be imposed, in accordance with the Affirmative Action Grievance Procedures and other existing University policy documents.

11) An appeal of the finding, directives, or sanctions shall be made in accordance with applicable State and University policies. The status of the appellant is the criterion upon which determination of the appropriate body is made. In most cases, appeals appropriately will be heard according to the appeals procedures of the University Judicial Board; however, in some cases, other appeal procedures may be appropriate. For example, classified staff members have the right of appeal to the Kansas Civil Service Board when the sanction imposed is suspension, demotion, or dismissal. Similarly, faculty members and some members of the unclassified academic staff have the right to an appeal to the Faculty Senate Committee on Tenure and Related Problems in certain circumstances. In accordance with the appeals procedures of the University Judicial Board, the appeals panel will consider the procedural regularity, but not the substantive merits, of the Discrimination Hearing Board proceedings.

Complete copies of the various policy documents and rules and regulations mentioned in these procedures are on file in the Office of Affirmative Action, at the Reference Desk of the University Library, and at a number of other campus offices. Relevant policy statements and rules and regulations\* and the names of the publications in which they appear are listed below:

Affirmative Action Grievance Procedures--Handbook for Faculty and Other Unclassified Staff, Appendix XI.

Faculty Code of Conduct--Handbook for Faculty and Other Unclassified Staff, Appendix XII.

Procedures for Cases Involving Dismissal, Violation of Academic Freedom and Violation of Procedures and Criteria for Appointment, Reappointment, Promotion and Non-Reappointment--Handbook for Faculty and Other Unclassified Staff, Appendix XIII.

Personnel Policies and Procedures, Unclassified Academic Staff--Handbook for Faculty and Other Unclassified Staff, Appendix V.

Personnel Policies and Procedures, Unclassified Professional Staff--Handbook for Faculty and Other Unclassified Staff, Appendix VI.

University of Kansas Senate CODE, Article XIII, Sections 5 and 6, Article XIV, Sections 1 and 2.

University Senate Rules and Regulations, Articles II, V and VI.

Personnel Policies and Procedures Manual for Classified Staff, University of Kansas, Lawrence Campus, Department of Personnel Services, Fall, 1981, pp. 67-70.

Code of Student Rights, Responsibilities, and Conduct.

\*NOTE: Portions of some of these policies, rules, and regulations currently are being revised to bring them into conformity with these procedures.

Approved by the University Council on April 15, 1982, and by the Chancellor on April 28, 1982.

#### UNIVERSITY OF KANSAS, LAWRENCE, POLICY ON SEXUAL HARASSMENT

The University of Kansas is committed to the provision of an academic and employment environment that will foster excellence. Because sexual harassment violates the trust and respect essential to the preservation of such an environment, and because sexual harassment is a form of discrimination on the basis of sex, the University of Kansas, Lawrence, hereby specifically:

- (1) Prohibits any act of sexual harassment; and
- (2) States that anyone who engages in such behavior will be subject to discipline in accordance with the definitions included in this policy, the procedures that accompany it, and other applicable University policies, regulations, and procedures.

In accordance with laws against sex-based discrimination in employment and in education,\* the University has adopted, for students as well as for employees, a definition based upon the implementing regulations of the Equal Employment Opportunity Commission.\*\* Sexual harassment is defined as occurring when:

- (1) Submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are made either explicitly or implicitly a term or condition of an individual's employment or education;
- (2) Submission to or rejection of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are used as the basis for employment or academic decisions affecting an individual; or
- (3) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work or academic performance.

Prohibited is any behavior, including that of students, that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty, for employment or academic performance.

In determining whether alleged behavior constitutes sexual harassment, the University will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

When a behavior is unwelcome, members of the University community are encouraged to indicate clearly that such is the case and are expected accordingly to respect such indications from others.

\*Title VII of the 1964 Civil Rights Act, Kansas Act Against Discrimination--KSA 44-1001, et seq., and Title IX of the 1972 Education Amendments.

\*\*"Guidelines on Discrimination Because of Sex: Sexual Harassment," November 10, 1980.

# FYI

## University of Kansas Libraries

Number 661

June 17, 1982

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### CLASSIFIED VACANCIES

Paula Murray has announced her resignation from the Clerk III position in Inter-library Services effective July 2, 1982.

Mary Marshall has announced her resignation from the Clerk IV position in the Fines Office (Circulation) effective July 5, 1982.

Library staff interested in making application for these full-time vacancies should contact Sandy Gilliland no later than Wednesday, June 23, 5:00 p.m.

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

### PERSONNEL

LaVerne Z. Coan, Research Assistant with the History of Economics Book Catalog project, will assume her appointment as Reference Librarian/Bibliographer with the Reference Department tomorrow, June 18.

Sherry Butter joins the Library staff effective June 18 as Student Employment Coordinator (Clerk IV). Sherry has been employed at K.U. in the Division of Biological Sciences, the State Biological Survey, and the School of Journalism.

### HOLIDAY SCHEDULE

Watson Library and all branches will be closed Saturday, Sunday and Monday (July 3, 4, and 5) to observe the Independence Day holiday. H. R. Malinowsky

### REPORTING

The following areas will report on a regular basis to H. Robert Malinowsky until a decision is made on the Circulation Librarian position: Circulation, Reserve, Copying Services, and Mail Room. Kendall Simmons will continue to help coordinate all four areas. H. R. Malinowsky

### HOUSEKEEPING

Please continue to report building maintenance and housekeeping problems or requests to the Administrative Office. Records of calls made are kept in the event follow-up is required. Thank you. J. Glinka

### MATH LIBRARY

As reported in a recent FYI the Math Library is open from 7:00 a.m. - 4:00 p.m. due to lack of air conditioning. The Library will resume regular hours when the air conditioning has been reactivated. R. Faulh

### RECLASSES

Cherrie Saile and Rod Runyan will be reclassified to Library Associate from L.A. II effective 6/18/82. Rod and Cherrie are employed in the Howey Reading Room. R. Runyan

### MAP LIBRARY

Lewis Armstrong will be on military leave from June 17 through July 2. Willy Dobak will be in charge of the Map Library during this period. L. Armstrong

FOOD AND DRINK

It is becoming increasingly evident that we, the employees of the Library, are not setting the right example for the public in regard to the policies on food and drink within the Library. How can we prevent the public from bringing food and drink to all parts of the Library when we openly carry such in the front door and from the Library vending area? Also, until now, eating and drinking in office areas out of sight of the public was permitted. However, that is being abused to the point that some areas are beginning to look like restaurants with spills on desks and tables and stains on the new carpeting that can no longer be removed. It is only hoped that library materials have not been damaged by this carelessness. It has been brought to my attention that there are some areas where the food residues and collected cans are creating serious bug problems. As a result, janitors are being instructed to remove all trash, including collected cans in boxes or sacks. I know that all of you would not like a policy of "no food or drink in your work area," but what can be done? I welcome all suggestions from you. In the interim, let's try the following. First, do not bring visible containers of food and drink through the front door and up the stairs/elevators from the vending area. Second, there should be no eating or drinking in any public area or where visible from the public. Third, we have to be more careful with food and drink in the work areas. If there has been a special party, please clean up afterwards. Fourth, we need to remind each other when someone forgets. Fifth, maybe we should consider taking some of our breaks in the staff room or out on the lawn. Please give me your input. Let's keep the Library as nice looking as possible for the longest period we can.

H. R. Malinowsky

LC SHIFT INFORMATION

As some of you may have noticed we are in the process of shifting the LC's. Generally speaking, we are moving them up a floor and spacing them out for future growth. If you are confused about where to find a particular book just refer to the MAIN STACKS GUIDE posted in the LOBBY. Soon all will be settled--until we get used to where they are.

L. Duby

THE CASE OF THE MISSING BOOK TRUCKS CONTINUED

Our battalion of book trucks continues to dwindle. Would those of you who have borrowed them for whatever purposes please return them to the back of 3 West whenever you can. Thanks.

L. Duby

SUMMER TRAINING PROGRAMS FOR MANAGERS AND SUPERVISORS

Two traveling one-day seminars will be presented in Kansas City and St. Louis. The program on Assertiveness Training for Managers will be presented on September 28 in K.C. and on July 23 in St. Louis. The second seminar on Developing Supervisory Leadership will be held in K.C. on July 16 and in St. Louis on July 15. Both seminars are being presented by Texas Tech University, Center for Professional Development at a cost of \$145 per person or at group discount fees of \$135 (groups of 3 to 5 from the same organization). For registration forms and more information contact Jeanette Shawl, 4-3038, Cataloging Department, Watson.

J. Shawl

KULSA

KLUSA has received a thank you note from Helen Smith in response to a congratulatory card and a gift certificate presented to her upon her retirement. The card is posted on the bulletin board in the Staff Lounge in Watson. A gift certificate was also presented to Dave Mundy-Passmore. Both preferred not to have farewell parties.

M. Kliever

# FYI

## University of Kansas Libraries

Number 662

June 24, 1982

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### UNCLASSIFIED VACANCIES

ASSISTANT DOCUMENTS LIBRARIAN, Documents Collection. Available September 14. 12-month, tenure-track position. Duties: Responsible for acquisitions, cataloging, management, and maintenance of British, United Nations, Unesco, and other international documents (e.g. the Food and Agricultural Organization, the International Monetary Fund, etc.). Provides reference service for these and also for U.S. documents. Supervises some clerical and student help. Required Qualifications: MLS from an ALA-accredited library school; strong background in political science, international relations, or American history. Preferred Qualifications: Coursework or experience in international or U.S. documents; strong coursework or experience in cataloging; some library experience in public service; and demonstrated organizational and supervisory ability. Salary: \$14,000 up, dependent upon qualifications. To apply, submit letter of application, resume and names of references to Mary Hawkins, 511 Watson Library. Postmark deadline for applications: July 30.

REFERENCE LIBRARIAN/WOMEN'S STUDIES BIBLIOGRAPHER, Reference Department. 12-month, tenure-track position. Duties: Primary responsibility is general reference service to undergraduate and graduate students and faculty in the humanities and social sciences and in related professional fields. Also responsible for the continuing development of a major collection supporting an active academic program in the field of women's studies. Participates in library orientation and instruction and conducts on-line searches. The Reference Department offers a collegial environment with independent working situations and flexibility in future assignments. Required Qualifications: MLS from an ALA-accredited library school. Subject background in the social sciences or humanities. Ability to work effectively with library users. Knowledge of at least one foreign language (Western European). Preferred Qualifications: Strongly prefer academic training or professional experience in women's studies. Also prefer research library experience in reference, collection development, and on-line searching; graduate study in the humanities or social sciences. Knowledge of cataloging useful. Salary: \$14,000 and up, dependent upon qualifications. To apply, submit letter of application, resume, and names of references to Mary Hawkins, 511 Watson Library. Postmark deadline for applications: August 13, with starting date as soon as possible thereafter.

M. Hawkins

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

### PERSONNEL

Sandra Herrington has been appointed Research Assistant (part-time basis) with the History of Economics Book Catalog project, for the period June 7 through August 16.

M. Hawkins

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, July 14 by 9:00 a.m.

S. Butter

### ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, July 1, at 10:30 a.m. in the Library Conference Room. Agenda items include: 1) Affirmative Action Hiring Goals, 2) Rededication, 3) Furniture, 4) Acquisitions.

N. Shawbaker

(Continued)

CLASSIFIED PAY PLAN

Attached to this issue of the FYI is the FY83 Pay Plan for classified staff. As of today, 6/24/82, no information had been received regarding the merit funding situation. As soon as this information is received, it will be disseminated to all staff. S. Gilliland

TYPEWRITER MAINTENANCE CONTRACT

Effective July 1, 1982, the IBM Selectric and electric typewriters will no longer be serviced by IBM representatives. The new contractor will be Reprographic Systems, Carbondale, Kansas. Please continue to report your service calls to the Administrative Office (4-3601). When reporting, please include the serial number of the typewriter. If you have any questions, contact Anita, 4-3601.

A. Alvarez

STACK STUDY CAGES

The study cages in the stacks are now being assigned. The initial application needs to be made in the Administrative Office. Actual assignment is then handled by Circ. Except for the cages, no cubicles will be assigned.

K. Simmons

LIBRARY FACULTY ASSEMBLY

A call for nominations for Library Faculty Assembly officers and committee members has been distributed. Please return them to Marianne Siegmund, Cataloging (Watson), by July 1, 1982. Before nominating anyone, please check with him/her as to his/her willingness to serve.

M. Kliever

IDENTIFICATION CARDS

New FY83 Identification Cards are now being distributed by Personnel Services to all classified staff. Should you not receive one within the next two-three weeks, please check with Sandy Gilliland, 4-3601.

S. Gilliland

ATTACHMENTS

Attached to this issue of the FYI is a copy of the FY83 Classified Pay Plan (see article above), and an announcement of an upcoming slide program on theft and forgery sponsored by the K.U. Police Department.

S. Gilliland

PROJECT "PLANT-IT"

KLUSA extends an open invitation to everyone who would like to donate a plant (some plants) to be placed in the large south window planters on Levels 2 & 4 in Watson. You are asked to bring your foliage (young or older) to Sherry Hawkins (Microforms) on Monday, Tuesday, or Wednesday, June 23-30. We do face a June 30 deadline on this project. Thanks to Galina Kuzmanovic, Susan Hamilton, and Brenda Owens for this idea. Direct any questions you may have to Charles Getchell.

C. Getchell

KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN  
BASIC STEPS (MONTHLY RATES)

EFFECTIVE FY 1983

Range No.	NORMAL RANGE MAX.									LONGEVITY STEPS				OUTSTANDING PERFORMANCE STEPS		
	Step A	Step 1	Step B	Step 2	Step C	Step 3	Step D	Step 4	Step E	Step L <sub>1</sub>	Step L <sub>2</sub>	Step L <sub>3</sub>	Step L <sub>4</sub>	Step F	Step G	Step H
3	\$ 634	\$ 649	\$ 666	\$ 683	\$ 699	\$ 716	\$ 734	\$ 753	\$ 772	\$ 794	\$ 817	\$ 839	\$ 862	\$ 810	\$ 851	\$ 894
4	666	683	699	716	734	753	772	790	810	833	855	878	900	851	894	938
5	699	716	734	753	772	790	810	831	851	873	896	918	940	894	938	985
6	734	753	772	790	810	831	851	871	894	916	938	961	983	938	985	1,034
7	772	790	810	831	851	871	894	916	938	961	983	1,005	1,028	985	1,034	1,087
8	810	831	851	871	894	916	938	962	985	1,007	1,030	1,052	1,075	1,034	1,087	1,141
9	851	871	894	916	938	962	985	1,010	1,034	1,056	1,079	1,101	1,124	1,087	1,141	1,198
10	894	916	938	962	985	1,010	1,034	1,060	1,087	1,110	1,132	1,154	1,177	1,141	1,198	1,258
11	938	962	985	1,010	1,034	1,060	1,087	1,114	1,141	1,163	1,185	1,208	1,230	1,198	1,258	1,321
12	980	1,004	1,029	1,054	1,080	1,109	1,135	1,163	1,192	1,220	1,248	1,276	1,304	1,252	1,315	1,381
13	1,023	1,048	1,074	1,100	1,128	1,157	1,184	1,215	1,246	1,274	1,301	1,329	1,358	1,309	1,373	1,441
14	1,069	1,096	1,123	1,152	1,180	1,209	1,240	1,271	1,302	1,331	1,359	1,387	1,414	1,367	1,436	1,507
15	1,117	1,145	1,173	1,203	1,231	1,265	1,293	1,328	1,358	1,386	1,413	1,441	1,470	1,426	1,497	1,571
16	1,167	1,198	1,227	1,258	1,289	1,322	1,354	1,388	1,421	1,448	1,476	1,504	1,533	1,492	1,566	1,644
17	1,222	1,258	1,294	1,333	1,372	1,413	1,455	1,498	1,542	1,575	1,609	1,642	1,676	1,634	1,732	1,836
18	1,277	1,315	1,354	1,394	1,435	1,478	1,521	1,567	1,611	1,645	1,678	1,713	1,746	1,708	1,811	1,919
19	1,334	1,374	1,414	1,457	1,500	1,544	1,589	1,637	1,685	1,719	1,752	1,786	1,819	1,786	1,894	2,008
20	1,394	1,437	1,478	1,523	1,567	1,613	1,660	1,711	1,760	1,793	1,828	1,861	1,895	1,866	1,978	2,098
21	1,457	1,501	1,544	1,591	1,637	1,687	1,736	1,787	1,839	1,873	1,906	1,940	1,973	1,950	2,066	2,191
22	1,523	1,572	1,623	1,675	1,727	1,784	1,839	1,900	1,959	1,997	2,036	2,076	2,115	2,085	2,222	2,365
23	1,591	1,644	1,695	1,751	1,805	1,864	1,922	1,985	2,047	2,085	2,125	2,164	2,203	2,181	2,322	2,473
24	1,664	1,718	1,772	1,830	1,887	1,949	2,011	2,077	2,142	2,181	2,219	2,259	2,298	2,280	2,429	2,588
25	1,738	1,795	1,851	1,911	1,971	2,036	2,100	2,168	2,237	2,276	2,315	2,354	2,393	2,382	2,536	2,702
26	1,816	1,874	1,933	1,997	2,060	2,127	2,194	2,266	2,338	2,376	2,415	2,455	2,494	2,489	2,652	2,831
27	1,888	1,950	2,012	2,078	2,143	2,212	2,281	2,356	2,430	2,475	2,520	2,565	2,609	2,589	2,757	2,936
28	1,965	2,029	2,093	2,161	2,228	2,300	2,373	2,451	2,527	2,572	2,617	2,661	2,706	2,690	2,866	3,051
29	2,043	2,110	2,176	2,248	2,319	2,394	2,469	2,550	2,631	2,675	2,720	2,765	2,809	2,801	2,982	3,176
30	2,125	2,194	2,262	2,338	2,410	2,489	2,568	2,652	2,733	2,778	2,822	2,867	2,922	2,912	3,101	3,303
31	2,210	2,281	2,354	2,430	2,507	2,589	2,669	2,757	2,844	2,888	2,933	2,978	3,022	3,028	3,225	3,436
32	2,298	2,378	2,459	2,545	2,632	2,723	2,815	2,914	3,012	3,062	3,112	3,162	3,213	3,222	3,447	3,688
33	2,390	2,474	2,557	2,647	2,737	2,833	2,929	3,031	3,133	3,183	3,234	3,284	3,335	3,353	3,587	3,839
34	2,486	2,573	2,659	2,752	2,846	2,946	3,045	3,152	3,259	3,309	3,359	3,409	3,460	3,487	3,731	3,991
35	2,586	2,676	2,766	2,862	2,959	3,063	3,167	3,278	3,389	3,439	3,489	3,539	3,590	3,625	3,879	4,147
36	2,688	2,783	2,878	2,979	3,080	3,189	3,295	3,411	3,526	3,576	3,626	3,676	3,728	3,773	4,037	4,320
37	2,796	2,901	3,005	3,124	3,232	3,361	3,473	3,619	3,734	3,789	3,846	3,901	3,958	4,013	4,314	4,637
38	2,909	3,018	3,127	3,244	3,361	3,487	3,614	3,750	3,885	3,941	3,997	4,052	4,109	4,177	4,490	4,827
39	3,025	3,137	3,251	3,374	3,495	3,626	3,757	3,899	4,040	4,095	4,151	4,207	4,263	4,342	4,669	5,018
40	3,147	3,264	3,381	3,510	3,637	3,773	3,909	4,054	4,201	4,257	4,315	4,369	4,425	4,517	4,854	5,219
41	3,273	3,395	3,518	3,650	3,782	3,923	4,066	4,218	4,370	4,426	4,482	4,538	4,593	4,698	5,050	5,429
42	3,404	3,532	3,659	3,797	3,933	4,080	4,228	4,388	4,545	4,602	4,657	4,714	4,769	4,887	5,254	5,648
43	3,539	3,672	3,804	3,948	4,091	4,244	4,397	4,562	4,726	4,783	4,838	4,895	4,950	5,082	5,463	5,873
44	3,682	3,819	3,956	4,106	4,254	4,413	4,572	4,745	4,916	4,971	5,028	5,083	5,140	5,285	5,682	6,108

K.U.P.D.

Presents...

"YOU CATCH A THIEF"



This slide program is designed by Frank Abagnale, a former con-artist, to inform people who work with money how to:

- recognize hot and forged checks
- take identification properly
- identify color copy forgeries, counterfeit money, and bogus travelers checks
- deal with short change artists
- and how credit cards are used fraudulently.

The program will be presented in the International Room of the Kansas Union on:

July 20 at 10:30am  
July 22 at 1:00pm  
July 26 at 2:00pm  
July 28 at 10:00am

For further information call: University of Kansas Police Department  
Community Services Division  
864-5572

PLEASE NOTE: This program is presented primarily for those staff members involved in receiving cash and checks.