

FYI

University of Kansas Libraries

Number 690

January 6, 1983

CLASSIFIED VACANCY

Jody Bennett, Clerk Typist II in Special Collections, will promote to Clerk III in Cataloging (COM position). Library staff interested in making application for the full-time Clerk Typist II position in Special Collections should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, January 12.

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 TIME CARDS

Student hourly time cards are due in the Administrative Office Thursday, January 13, at 9:00 a.m. S. Butter

LIBRARY FACULTY ASSEMBLY

In a recent mail ballot, the LFA approved a change to Article II. Section 2.1.4 of the LFA Code which changes the number of Assembly meetings from four per year to one in October. The vote was: Yes-38; No-11 with 75% return of ballots. The Executive Committee would like to thank all those who voted.

The Executive Committee has called a special meeting of the LFA for Tuesday, January 25, 1983 at 3:00 p.m. in the Watson Conference Room. Agenda will include a report from the Committee on Salaries concerning salary distribution and introduction of a rewritten LFA Code amendment dealing with filling of Committee vacancies. L. Coan

STATEMENTS OF SUBSTANTIAL INTEREST

All employees earning at a rate of \$25,000 per year or more must file Statements of Substantial Interest by January 31, 1983. 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 \$25,000 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

CPDR BROWN BAG LUNCHEON SCHEDULED

Learn about the current activities of CRL (Center for Research Libraries)! Please join us for lunch on Thursday, January 20 at noon in the main Administrative Conference Room. Clint Howard, KU's representative to CRL, will present the talk and answer your questions. We hope to see you there. J. Shawl

CONCERNED STUDENT AWARD

The University of Kansas Chancellor's Student Awards Committee is currently accepting nominations for the Rusty Leffel Concerned Student Award. Students, faculty, and staff are encouraged to nominate students they believe embody the ideals of the Rusty Leffel Award. This award was established in 1973 and is presented annually to a student who has demonstrated through his or her actions a real concern for furthering the ideals of the University and of higher education. The Chancellor will select the recipient from nominations presented by the Student Awards Committee. The award will be presented at the Higher Education Week Banquet scheduled for Feb. 26, 1983.

(CONTINUED)

CONCERNED STUDENT AWARD, Continued

Those students who have been nominated will be asked to submit, if they desire, a list of their activities, interests, and goals which show a concern for the University and for higher education. Nominations for this Award must be received by the Chancellor's Student Awards Committee, Office of Student Organizations and Activities, 220 Strong Hall, by 5 p.m. January 21, 1983. Applications may be obtained from Sherry Butter in the Administrative Office. S. Butter

NOTES ABOUT UKASE

Staff members using the UKASE Master List are advised that all entries previously located at "PERIOD/SAMPL" have been changed to "TECH/REC". Although bibliographers were notified that the samples shelf in Serials has been discontinued and that these entries would be made discard entries unless instructed otherwise, later consideration by the Serials staff resulted in a decision to treat these titles as problem issues under Serials Receiving Unit's responsibility. The new location "TECH/REC" refers to the Serials Receiving Unit. These entries are for internal use only and will not appear on any public lists.

The UKASE Master List will undergo its annual resequencing at the end of January 1983 computer run. This means that after the new lists for January are distributed to branch and public service units, all entries will be renumbered with a new identification number to allow for further addition of new entries. Serials technical staff in all libraries are advised to send in all transactions promptly and not to hold over any prospective transactions with obsolete numbers on them, because such transactions will be returned to the point of origin for correction. We appreciate your help and consideration in the resequencing process and will try to make it as easy as possible. For any questions or concerns, contact Joe Hewitt, 4-3535. J. Hewitt

RECOGNITION CEREMONY AND EMPLOYEES OF THE YEAR

The 9th annual Recognition Ceremony honoring members of the faculty and staff who have given long and distinguished service to the University is scheduled for 1:30 p.m. Tuesday, April 26 in the Union Ballroom. Nominations are now being accepted for Employees of the Year--one from the classified staff and one from the unclassified, non-teaching staff. Nominations should be submitted to Ola Faucher, Coordinator, Recognition Committee, Personnel Services by January 31. If you did not receive the letter from Chancellor Budig (1/3/83) describing nomination procedures and you would like to nominate someone for this award, please contact the Administrative Office, or Ms. Faucher of the Committee. S. Gilliland

STAFF FEE ELIGIBILITY FOR SPRING 1983

Information regarding staff fee eligibility for the Spring 1983 semester has already been included in an earlier edition of FYI, but to benefit those staff enrolling in the next week, an application form is contained in this issue of FYI. S. Gilliland

(MORE NEWS ON THE NEXT PAGE)

FROM ENTER TACK TO CENTER STACK

Here comes our long-awaited Graphics System, big as life and twice as real. All 400-odd signs should be in place by late January, manufactured and installed by Reiz Morse Construction Company of Kansas City, MO.

What the System Is We are trying to provide a system of directional and labeling signs throughout Watson, a system that delivers the subliminal message "Routes and locations are clearly marked here." Factors contributing to this are uniform appearance and placement of signs, an artful balance between too few signs and too many, and a system designed with careful regard for traffic patterns and problem areas.

What the System Isn't Signs that state policy and instructions such as "To check out a periodical you must..." are not included. However, in public service areas where there is a need to state policies, the system provides neat and consistent ways of posting them. "Neat, shmeat," you say. "What's with the tidiness trip?" It's another subliminal message: "This is a clean, orderly place. Treat it that way." Therefore we ask that you refrain from posting additional signs in public areas if at all possible. In staff areas feel free to put up antlers, porn, filing rules--whatever your colleagues will tolerate. In a few places policy signs will be necessary. We have equipment and are working on procedures to produce additional needed signs that fit into the system. Expect to hear more about this during the spring.

Less Is More One rule of thumb for planning signs is to think of them as spoken words. If there were a person standing at each sign location repeating the message aloud, would more be better or would it create confused babble? Would it have the same annoying effect as audience chatter during a lecture? If a new sign is screaming in large letters or bright colors will it drown out other messages? Or will it give a complementary, harmonic message that reinforces other statements?

Some of the People Some of the Time No sign system we produce, now or in the future, will be perfect. No group of users now or in the future will heed all our signs all the time. We are playing a game of percentages: if we cannot perfect we can try to optimize. Aside from size, color, placement, working, cost and future flexibility, what is optimal for one user or planner is minimal for another: we are making subjective judgements. While we may have made some errors and missed some guesses, on the whole we have, with many months of painstaking planning and consultation, prepared a system that is complex, comprehensive, neither meager nor excessive; highly functional and appropriate to the varied needs of our public; one that coordinates readily with our other visual messages, and is well designed for economical addition and modification in the future. C. Chittenden

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 691

January 13, 1983

PERSONNEL

Judy Brow promotes to Clerk III in Interlibrary Services effective January 18. Judy, a student assistant in ILS, replaces Cathy Jarrett.

Paula Fakhari has announced her resignation from the half-time Clerk Typist II position in Cataloging, effective January 28. S. Gilliland

CPDR BROWN BAG LUNCHEON SCHEDULED

Learn about the current activities of CRL (Center for Research Libraries)! Please join us for lunch on Thursday, January 20 at noon in the Library Conference Room, 511 Watson. Clint Howard, KU's representative to CRL, will present the talk and answer your questions. We hope to see you there. J. Shawl

1982 W-2's

W-2 forms for 1982 will be distributed by the University Payroll Office during the last few days of January. All currently employed library staff will receive their W-2's at Watson Library. (Previously-employed staff will receive their W-2's at the permanent address on file.) For those library staff who receive their paychecks at the Library, your 1982 W-2 will be stapled to your February 1 check. If your paycheck is not sent to the Library, please pick up your W-2 any time on or after January 31. S. Gilliland

UPDATE ON TOM SMITH

Tom suffered a ruptured aorta in Taos, N.M. last week, and was taken to Albuquerque for surgery. As of Tuesday he is out of intensive care, but still being watched closely. He is at Presbyterian Hospital, Albuquerque, 87106. M. Clark

PERSONNEL

New appointments to the Title II-C project to catalog Central American materials include Linda Alexander and Shelley Miller, each as Cataloger (Librarian I), effective January 18. Linda's MLS is from Indiana University, and she recently completed an MA program in History, with concentration in Latin American Studies, from Indiana University. Her work experience includes Indiana University's SLIS Library and Lilly Library. Shelley received the MLS from UCLA this past fall, and has since then been completing coursework for an MA in Latin American Studies at UCLA. From 1978-1980, she held staff appointments with SPLAT, has taught Spanish at KU, and has researched KU's Griffith Collection of Guatemalan materials in connection with coursework.

FYI

University of Kansas Libraries

Number 692

January 20, 1983

PERSONNEL

Laura Tilson promoted from her student hourly position to the Library Assistant I in Government Documents effective 1/18/83, replacing Sheila Orth. S. Gilliland

BOARD OF REGENTS ACTION CONCERNING CONSULTING

The Board of Regents, at its meeting on November 19, 1982, approved an amendment to the Board policy concerning faculty consulting. The amendment is as follows: Consulting by faculty members and employees of institutions under jurisdiction of the Board of Regents for another institution under the jurisdiction of the Board ~~must be recommended by the department head and approved by the Board in regular meeting, provided such approval may be granted by routine minute until the total consulting fee, which shall include all payments for compensation and expenses, received per consultant exceeds \$500 per fiscal year, as well as consultation for other state agencies, may shall be approved in advance by routine minute.~~ Such action shall be initiated by the institution or agency seeking these services and approved by the faculty member's home institution.

(The Board stressed the requirement that the request be approved by the Board before the consultation takes place.) M. Hawkins

RETIREMENT POLICY CHANGED

On December 17, 1982, the Board of Regents repealed the policy requiring administrative officials to resign their positions at the age of 65. Repeal of this policy applies to individuals who hold administrative appointments at the University of Kansas. M. Hawkins

SPRING BREAK HOURS

Please make the following change on your January 13 to June 5 schedule of Library hours:

Sunday, March 20, 1983

Circulation, Microforms, Periodicals, Reserve, Science--12N to 12M.

Art, Engineering, Reference--12N to 10pm.

Music, Documents, Mathematics, East Asian, ILS, Kansas Collection,

Map, Special Coll., Univ. Archives--Closed.

The rest of the schedule is unchanged with all libraries, except Science is closed Sunday, March 13, Saturday, March 19, and Sunday, April 3. H.R. Malinowsky

IMPRESSIONS OF CHINA

On Tuesday February 1 at 3:00 p.m. in the East Asian Library, Gary Bjorge will present a talk and slide show based on his travels within the People's Republic of China last October and November. His talk, which is entitled "China: Modernizing a Revolution," will discuss the legacy of the Great Proletarian Cultural Revolution, conditions in China today, and China's current efforts to build a modern country. This talk is sponsored jointly by the Library and the Center for East Asian Studies. J. Shawl

(CONTINUED)

REPORT FROM THE COMMITTEE ON BUDGET & PLANNING

The committee met on December 8, 10, and 13, 1982 to write and rewrite its budget proposal. On December 17, 1982, the committee met with Dean Ranz and Nancy Shawbaker to discuss the committee's proposal. L. Coan

LFA GENERAL MEMBERSHIP MEETING

The Executive Committee of LFA has called a meeting of the Assembly for Tuesday, January 25, 1983 at 3:00 p.m. in the Library Conference Room, Level 5 Watson. The agenda includes: Reading of the Minutes; Salary Distribution for FY84 (Report from the Committee on Salaries); Old Business--Results of the latest mail ballot, and Introduction of reformulated LFA Code amendment dealing with committee vacancies; New Business--Introduction of LFA Code amendment dealing with eligibility for election to the LCPT.

The amendments to be considered for mail ballot are:

Article III. (By-laws) Elections and Vacancies. Section 2. Vacancies. 3.2.1 Any office or committee membership shall be considered vacant upon the resignation of the incumbent from the office or the University of Kansas Libraries. Vacancies on elected committees shall be filled by co-option on the basis of the votes cast in the most recent election to such committee; vacancies on other committees shall be filled by appointment made by the Executive Committee. All such members shall serve for the remaining part of the original terms. Eligibility for re-election or reappointment shall be as if the term had been served in full.

Article II. (Code) The Library Faculty Assembly. Section 2. Standing Committees. 2.2.3 Committee on Promotion and Tenure. [Add to the second paragraph, after the second sentence] No librarian who is scheduled to be reviewed for tenure within the two-year term of committee service shall stand for election.

Barbara Jones, Chairperson of the Committee on Salaries will preside over the discussion of the committee's report. The Executive Committee would like to encourage any member who has business to bring before the Assembly to contact the Chairperson, Gene Carvalho or the Secretary, La Verne Coan before Tuesday. Thank you for your interest. L. Coan

HOLDINGS STATEMENTS ON CATALOG CARDS

Effective January 10, 1983, certain changes will occur in the way holdings of copies and volumes and other related copy-specific and local notes will appear on OCLC catalog cards. The changes have been made in order to provide holdings statements in the COM catalog. Statements of holdings will appear as the first note on the shelf list and main entry cards. The note will appear in all cases in which the Libraries have more than one copy or volume and in certain other cases, described below.

The phrase "Library has:" --ambiguous to a COM user in a branch library--will no longer be used. All locations will be named specifically in the holdings note, which will take the form: Holdings: Watson [Stacks] has: Copy 1. Engineering has: Copy 2.

Because of the problems its production causes on the machine-readable records, the note, "For volumes in library see author [or title] card," will no longer appear on any cards. In the COM catalog full holdings statements will appear on all entries.

Because, after the transition to COM, branch libraries will no longer be able to show locations within branches by means of plastic overlays, cataloging records will not show sublocations for permanent branch collections, in most cases reference collections. The locations in the margin of catalog cards under the call number will not change from those presently appearing, but sublocations will appear in the local holdings note in the form: Holdings: Art [Reference] (for the only copy in the Libraries), or: Holdings: Art [Reference] has: Copy 1. Music has: Copy 2.

(CONTINUED)

HOLDINGS STATEMENTS (Continued)

Holdings notes will be updated for added volumes through OCLC for records not yet available on the local online editing system. As the records become available on the local system, the Cataloging Department will change holdings statements for the COM catalog and make pencilled changes on main entry and shelf list cards rather than produce new OCLC card sets.

Departmental memos describing these procedures are available in the Cataloging Department.
L. Moore

PERSONNEL SERVICES SPRING TRAINING PROGRAMS

This week Personnel Services has announced several training programs offered during February, March and April for University staff. Attached is a calendar identifying dates and times of the training programs. Programs scheduled for managers and supervisors include Principles of Supervision and Equal Employment Opportunity. For those staff responsible for performance evaluations, workshops are also provided. To register for the training programs, contact Personnel Services, 4-4942. Attendance is limited at all sessions. All training classes are held in Room 102 Carruth unless otherwise noted. S. Gilliland

RESULTS OF CLASSIFIED CONFERENCE ELECTIONS

Results of the recent election of Classified Conference officers and group representatives are as follows: Chairperson -- Barry Bunch; Vice-Chair -- Sue Hewitt; Secretary -- Debbie Hodges; Group I -- Sherry Butter (Alternate--Sherry Hawkins); Group II--Channette Mastin (Alternate--Sara Tubby); Group III--Richard Crank (Alternate--John Martin); Group IV--Leesa Duby (Alternate--Jan Altenbernd); Group V--Carol Jeffries (No alternate); Group VI-VII--Dick Borton & Mary Miller (No alternate); Group VIII--Margaret Little (Alternate--Barbara Denton); Group IX--Rick Embers (No alternate).

Congratulations to those elected. On Tuesday, January 25, at 4:00, both old and new members of the Classified Conference Executive Board should meet in the 3rd floor Watson lobby to go to the Union for a brief, informal "changing of the guard".
M. Miller

EXTRA GUIDE CARD OVERLAYS

The Art Library has some extra guide card overlays they'd be willing to forward to departments or branches needing them. Please contact Ann Snow, 4-3020. A. Snow

Registration

To register for an announced program, an employee should call 864-4942 to reserve a space. Names of employees may also be submitted in writing by a department or by an appropriate supervisor or manager, with selected employees being informed of their attendance by the department or supervisor before the training commences.

Employees, supervisors and managers are encouraged to contact Staff Training and Development staff (864-4946) to obtain additional information on available training or refer to Appendix F in the Personnel Policies and Procedures Manual for Classified Staff for course descriptions. Before registering, an employee must obtain supervisory and/or departmental approval to attend.

Scheduling

Schedules for training are predetermined, and participation is usually limited to approximately fifteen to twenty individuals depending upon the course being conducted. Participants are registered through reservations as they are received. However, standby lists are kept in the event of a cancellation and to help determine the need for additional sessions of a particular course.

Location of Programs

All training classes are held in Room 102 Carruth O'Leary, unless otherwise noted in the announcement publicizing the course.

Certificates of Completion

Certificates are awarded to those employees who meet the objectives and who fulfill the attendance requirements outlined for each program in the supervisory/managerial core training and the programs in the selected management topics series. Certificates are not awarded for University business and administrative procedures training. Each participant's supervisor will be notified by letter when an employee has completed a training program. A duplicate of the certificate, when awarded, is also placed in the participant's personnel folder.

SUN	MON	TUE	WED	THU	FRI	SAT
JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1	2	3 Equal Employment Opportunity 1-4:00 Day 1 of 2	4 Equal Employment Opportunity 9-4:00 Day 2 of 2	5
6	7	8 Payroll/ Staff Benefits 8:30-5:00	9	10	11	12 LINCOLN'S BIRTHDAY
13	14 ST. VALENTINE'S DAY Orientation 8:15-10:00	15	16	17	18 Principles of Supervision 8:30-5:00 Day 1 of 5	19
20	21 WASHINGTON'S HOLIDAY Performance Evaluation 1-5:00 Day 1 of 3	22 Performance Evaluation 1-5:00 Day 2 of 3	23 Performance Evaluation 8:30-12:00 Day 3 of 3	24	25 Principles of Supervision 8:30-5:00 Day 2 of 5	26
27	28 Orientation 8:15-10:00					

February 1983

SUN	MON	TUE	WED	THU	FRI	SAT
FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1	2	3	4 Principles of Supervision 8:30-5:00 Day 3 of 5	5
6	7	8	9	10	11 Principles of Supervision 8:30-5:00 Day 4 of 5	12
13	14 Orientation 8:15-10:00	15	16	17 <small>ST. PATRICK'S DAY</small>	18 Principles of Supervision 8:30-5:00 Day 5 of 5	19
20	21	22 Accounting Procedures 8:30-5:00	23	24	25	26
27	28 Orientation 8:15-10:00 Performance Evaluation 1-5:00 Day 1 of 5	29 Performance Evaluation 1-5:00 Day 2 of 5	30 Performance Evaluation 8:30-12:00 Equal Employment Opportunity 1-4:00 Day 1 of 2	31 Equal Employment Opportunity 9-4:00 Day 2 of 2		

March 1983

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1	2
EASTER 3	4	5	6	7	8	9
10	11 Orientation 8:15-10:00	12 Payroll/ Staff Benefits 8:30-5:00	13	14	15	16
17	18 Performance Evaluation 1-5:00 Day 1 of 3	19 Performance Evaluation 1-5:00 Day 2 of 3	20 Performance Evaluation 8:30-12:00 Day 3 of 3	21	22	23
24	25 Orientation 8:15-10:00	26	27 Equal Employment Opportunity 1-4:00 Day 1 of 2	28 Equal Employment Opportunity 9-4:00 Day 2 of 2	29	30

April 1983

Minutes of COM Catalog Committee Meeting

December 16, 1982

Attending: C. Howard (presiding), S. Craig, L. Moore, J. Neeley, K. Neeley,
M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:15.

The minutes of the last meeting were accepted as published.

Susott reported on the progress on project equipment. The disc storage is to be shipped December 17, 1982, installed starting January 1, 1983, and be on-line January 15, 1983. Five terminals are to be installed in the Cataloging Department on January 1, 1983. An additional three are to be installed by February 1, 1983.

Weaver reported that the contract proposal for the personal computer has been resubmitted (with revisions) to Topeka for the third time. Specifications for a bid procedure (should they be needed) are being prepared and will be ready before the end of the week. Susott said that no delay in the project is foreseen as a result of the slow progress toward the purchase of the personal computer. It will take three months to build the software (for transferring records from the OCLC Name Authority File to the KU authority file), and this could even be started on borrowed equipment. Roach said that the Cataloging Department will begin creating the KU on-line authority file with the subject headings (which will not require the use of the personal computer).

Roach reported on the progress in the Cataloging Department. The deadline for the "tagging project" (subject headings) was December 15, 1982, and there appear to be no signs of delay. Subject headings that appeared on records from January 1, 1981 through August 31, 1982 were printed off, and the print-offs were distributed within the Cataloging Department. Catalogers (professional, paraprofessional, and clerical) compared these subject headings against those contained in Library of Congress Subject Headings (9th ed., 1980). Typographical errors and encoding errors were marked on the print-offs (for correction later), and the corresponding heading was "tagged" on pages from LCSH, i.e., the necessary computer codes were written beside the heading and its reference structure (for inputting into KU's on-line authority beginning in February, 1983).

All but a handful of catalogers have seen a demonstration of the on-line authority file (in the test mode). Roach reported that the paperwork (with a hiring recommendation) was about to be submitted as the final step toward hiring the COM project Clerk III. Howard mentioned that among the items under consideration for "add-back" funds in the Library budget were additional clerk positions for the COM project.

J. Neeley distributed a bibliography of materials on automated catalog use studies. He recommended as the most useful for KU's purposes: Markey, Karen. "Analytical review of catalog use studies." He anticipates supplements to this bibliography over the next few years. This bibliography is selective, concentrating on studies of academic and large public libraries. Among "General reviews" (#1) are everything since 1970. Among "Frozen card catalog use studies" (#3) and "COM catalog use studies" (#4) are all references available. The category "Online catalog use studies" (#5) is very selective. J. Neeley commented briefly on two studies: Robert Blackburn ("Two years with a closed catalog") found that apprehensions over the introduction of COM was unfounded and that the new catalog was enthusiastically received. One unexpected problem occurred when filers began resigning to seek new employment, creating a shortage of experienced filers. The experience of James R. Dwyer ("The effect of closed catalogs on public access") was quite different: public resistance to the COM catalog was great and was tempered by a name change to "Old catalog" and "New (i.e., COM) catalog." J. Neeley has collected the monographs and copies of the articles mentioned in the bibliography. They are available

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Page 2

to anyone interested through an informal check-out system at the Reference Desk. Howard encouraged everyone (not just committee members) to take advantage of this collection.

Howard proposed the creation of a Subcommittee on Public Orientation for the COM Catalog (which may include persons outside the COM Committee). J. Neeley and K. Neeley volunteered to be on the subcommittee. Among its areas of discussion should be the maintenance of the microfiche readers and the development of educational materials to introduce COM to patrons. J. Neeley reported on some preliminary work he has done in this area. He mentioned that tables for the microfiche readers need to be purchased soon because Renovation Funds are running out. There will be a mixture of "stand-up" and "sit-down" tables. He is currently experimenting with floor plans to accommodate the new tables; anyone is welcome to see and comment on these preliminary sketches. J. Neeley and C. Getchell are also conducting studies to estimate the amount of space that should be reserved for each reader.

Howard suggested that discussion of individual branch COM catalogs be postponed until the next meeting.

Roach distributed examples of location and holdings notes (see addendum). These examples are more complex than earlier ones that were issued. The information will be extracted from the 590 note on the OCLC record. Much of the same information is currently contained in the 049, but it is in a coded form which would require more extensive programming. Using the 590 note will entail some recording; not all 590 notes are holdings notes (e.g., a note detailing peculiarities of KU's copy of the book)--these will have to be separated from holdings notes. Roach proposed that the location and holdings be listed below the call number (not on the same line) to allow for long call numbers. J. Neeley inquired whether there could be truncated holdings notes (e.g., listing only the branches, but not how many copies, etc.) at added entry positions. Weaver said that was possible. Susott, K. Neeley, Moore, and Craig all expressed a preference for complete notes at all locations. It is current practice to record the location by means of a letter code in the 049 and the holdings in a 590 note beginning "Library has." Roach proposed that the 590 note be changed to begin with the word: "Holdings." Weaver said it is a simple matter to strip the location from the letter code in the 049 if there is no 590 note (i.e., there is no added volume or added copy information that would require a 590 note).

K. Neeley and Craig liked the format showing sublocations (e.g., Science [Reference]) and expressed a willingness to aid in its implementation. Moore brought up the difficulty that often catalogers do not know that a book is going to a sublocation when they are cataloging it; she asked that this information be furnished as early as possible. Moore asked whether the book should then be labeled by Marking with the sublocation. Craig and K. Neeley brought up the problem of removing the label if the book later changes (sub) locations and suggested the possibility of using a "Latest volume in reference" note in the 590. J. Neeley asked if there would be a provision for "correction slips" (in the manner of "Cataloging Change" slips) to handle changes or corrections; Roach said there would. Howard asked that the committee consider determining the possible number of sublocations at this point in planning. Roach asked whether "Reference" should

TO: KU COM Catalog Committee
 FROM: Mary Roach
 DATE: Dec. 16, 1982
 RE: Location and Holdings Information on COM Records (UPAFT)

Example 1:

590 note as input into OCLC:

590 ~~XX~~ Holdings: /a Watson has: Copy 1, v. 1-5; Copy 2, v.1-3.
 /a Art has: Copy 3, v.1-5. /a Science has: Copy 4, v.
 1-5.

COM Display:

▶Z1023 .C53
 Watson has: Copy 1, v. 1-5, Copy 2, v.1-3
 Art has: Copy 3, v. 1-5
 Science has: Copy 4, v. 1-5

Example 2:

590 note as input into OCLC:

590 ~~XX~~ Holdings: /a Science has: 1d. 1, T. 1-2; Bd. 3, T.
 1-2; Bd. 3, T. 1-2; Bd. 4, T. 1a-1d, T. 2-4, T. 5a-
 5b; Bd. 5, T. 1a-1d, T. 2a-2b, T. 3-4.

COM Display:

▶QD258 .M44
 Science has: 1d. 1, T. 1-2; Bd. 3, T. 1-2; Bd. 4, T.
 1a-1d, T. 2-4, T. 5a-5b; Bd. 5, T. 1a-1d, T. 2a-2b,
 T. 3-4

Example 3:

590 note as input into OCLC:

590 ~~XX~~ Holdings: /a Watson has: v. 1 = no. 40 in Travaux
 d'Humanisme et Renaissance; v. 2 = no. 49; v. 3 =
 no. 61; v. 4 = no. 74; v. 5 = no. 96; v. 6 = no. 113;
 v. 7 = no. 136; v. 8 = no. 146; v. 9 = no. 164.

COM Display:

▶940.21 T697 no. 40 etc.
 Watson has: v. 1 = no. 40 in Travaux d'Humanisme et
 Renaissance; v. 2 = no. 49; v. 3 = no. 61, v. 4 = no.
 74; v. 5 = no. 96; v. 6 = no. 113; v. 7 = no. 136;
 v. 8 = no. 146; v. 9 = no. 164

Example 4:

590 note as input into OCLC:

590 ~~XX~~ Holdings: /a Microforms has: Copy 1, reels 1-5. /a
 Art has: Copy 2, reels 1-5.

COM Display:

▶micro-film Z2447 .C47 D52 1982m
 Microforms has: Copy 1, reels 1-5
 Art has: Copy 2, reels 1-5

Example 5:

590 note as input into OCLC:

590 ~~XX~~ Holdings: /a Reference has: Copy 1, v. 1; Copy 1,
 v. 2 (lost 3-1-78); Copy 2, v. 2; Copy 4, v. 1-2. /a
 Linwood has: Copy 2, v. 1 (1977 printing); Copy 3,
 v. 2.

COM Display:

▶folio G1248 .T23 S14 1981
 Reference has: Copy 1, v. 1; Copy 1, v. 2 (lost 3-1-
 78); Copy 2, v. 2; Copy 4, v. 1-2
 Linwood has: Copy 2, v. 1 (1977 printing); Copy 3,
 v. 2

Example 6: (Single copies)

▶HD2489 .H72 1979b
 Watson

▶M4892 .B73
 Music

▶TP309 .P5 D29
 Engineer

Example 7: (Location within a location)

590 ~~XX~~ Holdings /a Watson [Reference] has: Copy 1. /a
 Watson [Catalog Dept] has: Copy 2. /a Science
 [Reference] has: Copy 3.

COM Display:

▶Z5297 .F24 C19
 Watson [Reference] has: Copy 1
 Watson [Catalog Dept.] has: Copy 2
 Science [Reference] has: Copy 3



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
January 17, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Thursday, December 16, 1982, 11 a.m.

Present: Gene Carvalho, Susan Craig, Mary Hawkins, Jim Helyar, Marianne Siegmund, Nancy Shawbaker, La Verne Coan

LFA General Meeting

A general membership meeting of the LFA has been called by the Executive Committee for Tuesday, January 25, 1983 at 3 p.m. in the Watson Conference Room.

The Committee agreed upon the following agenda:

Reading of the minutes from the last meeting

Report from the Committee on Salaries concerning salary distribution

Old Business

Results of the latest mail ballot

Introduction of reformulated LFA Code amendment dealing with committee vacancies

New Business

Library Committee on Promotion and Tenure

The Executive Committee discussed information from the LCPT showing that the committee's work has been hampered this year by the fact that several members of the committee are also being considered for promotion and/or tenure and are not permitted to be present during discussion of their files. After some consideration, the Executive Committee agreed to present an amendment to the LFA Code which would remedy the situation. The draft of this amendment will be forwarded to LCPT for remarks and revisions, and the final copy will be presented to the LFA membership at the January 25th meeting.

Secretary's Report

The results of the recent mail ballot (November 29, 1982) were forwarded to the Secretary by the secretary of the Nominating Committee. There was a 75% return rate of ballots.

38 -- Yes

11 -- No

The change to the LFA Code will take place immediately.

The Secretary reported on the following committee minutes: Budget and Planning (11/30, 12/2, 12/3, 12/7); Committee on Salaries (11/9); Committee on Promotion and Tenure (11/23); Nominating Committee (12/2); Committee on Professional Development and Recruitment (11/19). A copy of the report of the Committee on Budget and Planning which outlines recommendations for funding for FY84 was also received.

Committee Charges

The Executive Committee considered a suggestion that LFA committees may feel that the charges forwarded to them this year may be too difficult to perform given the amount of work necessary in the general charge and the level of

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

staffing in the Libraries in general. The Committee agreed that each committee and each member should be responsible for deciding if the recommended duties will fit the allotted time and should make these concerns known to the Executive Committee. The Committee suggests that the Chairperson next year take into consideration the level of staffing when charges are formulated.

Agenda for next meeting (January 17, 1983, Monday, 11 a.m.)

Report on the history file for the Nominating Committee -- Susan Craig
Final discussion of the LFA general meeting agenda

Approved 1/17/83

FYI

University of Kansas Libraries

Number 693

January 27, 1983

W-2's

All library staff may now pick up their 1982 W-2's which arrived January 26, in the Administrative Office, 511 Watson. Staff will be asked to sign for their W-2's. The Administrative Office is open from 8:00a.m. - 5:00p.m. Monday-Friday.

S. Gilliland

OXFORD UNIVERSITY PRESS

Beginning with 1983 imprints, Oxford University Press titles will be acquired on our approval plan with Yankee Book Peddler for university presses. The impetus for this change is the pending reduction in discount offered by OUP from 20% to 10%. Yankee will continue the present Oxford profile and will supply titles from all publishing offices of OUP. We anticipate good service from Yankee in handling this plan for us. Oxford will continue to send 1982 imprints until they are exhausted. R. Anderson

PRICE LIMITATION FOR NAB

Effective now, the per volume price limitation for books being supplied on North American and British fund approval plans will be increased from \$100 per volume to \$125 per volume, this reflecting the desirability of increasing flexibility in the purchase of the more expensive titles. The price limitation per multivolume transaction will remain at \$400. Items not fitting into either of these cost limitations will have to be purchased totally from subject support funds by the requesting bibliographer. R. Anderson

FRONT DOOR UNLOCKED AGAIN!

Sometime between 10:00 p.m. Friday, January 21, and 6:30 a.m. Saturday morning, January 22, someone left the front door unlocked again. Not knowing for sure whether or not it was library staff or other staff, please condition yourselves to make sure you lock the door if you have an outside front door key. Since you do not need a key to get out, please check the door upon leaving to see if it is locked. HR Malinowsky

1983-84 CONSULTANT TRAINING PROGRAM APPLICATIONS SOLICITED

Office of Management Studies, Association of Research Libraries: Self-nominations for the 1983-1984 Consultant Training Program are now being accepted. Qualified librarians (five years of library experience and demonstrated communication skills as well as skills in dealing with colleagues, problem solving and decision making) are encouraged to submit applications. Details and application forms are available from Jeannette Shawl, Cataloging Department (4-3038). Deadline is March 31, 1983. J. Shawl

IMPRESSIONS OF CHINA

On Tuesday, February 1 at 3:00 p.m. in the East Asian Library, Gary Bjorge will present a talk and slide show based on his travels within the People's Republic of China last October and November. His talk, which is entitled "China: Modernizing a Revolution," will discuss the legacy of the Great Proletarian Cultural Revolution, conditions in China today, and China's current efforts to build a modern country. This talk is sponsored jointly by the Library and the Center for East Asian Studies. J. Shawl

(CONTINUED)

BINDERY PREP/SERIALS RECEIVING

There has been a recent upsurge in the number of direct requests for library materials and arrival information in Bindery Preparations and Serials Receiving. These requests have come directly from library users, in person and by phone, and from staff. The policy for both agencies is to provide information on receipt (or projected receipt in the case of binding shipments) only to the library unit which houses the title in question on a permanent basis. Other potential users, whether Library staff or members of the public, are expected to work through the owning library or branch. Please do not refer users directly to either of these units. K. Miller

COMMITTEE ON ORIGINAL GRAPHICS

A Committee on Original Graphics made up of Susan Craig (Chairperson), La Verne Coan, Kendall Simmons, and Nora Quinlan will have the charge of recommending procedures for identifying, preserving and securing original graphics in books and journals, particularly late 19th century. If you have suggestions concerning this matter, please contact Susan or a member of her committee. H. Malinowsky

CATALOG ORIENTATION SUB-COMMITTEE

H. Robert Malinowsky is Chairperson of the Catalog Orientation Sub-Committee, a sub-committee of the COM Catalog Committee. Other members on the Catalog Orientation Sub-Committee are Jim Neeley, Charles Getchell, Lorraine Moore, and Jeanne Richardson. The Sub-Committee will focus on strategies for orienting staff and patrons on the use of the card catalogs, particularly the microfiche catalog. Some concerns to be addressed are publicity, name, signs, and maintenance. The Committee would welcome concerns and suggestions from anyone. H. Malinowsky

ARL SPEC KITS RECEIVED

ARL SPEC Kit #85 "Personnel Classification Systems in ARL Libraries," and #89 "Technical Services Costs in ARL Libraries" have been received and are available for use in Periodicals. K. Miller

FOCUS

Anyone wishing to receive a regular copy of FOCUS, the Center for Research Libraries' bimonthly newsletter, should notify the local distributor, Mary Kay, in ILS. M. Kay

BIBLIOGRAPHERS' VIEWING AREA

The bibliographers' viewing area has been re-arranged in several ways. A small table is now located on the right (east) side of the viewing area. A typewriter, PRs, pens and paperclips are available for bibliographers' use. The book trucks have been arranged so that those with approval books are on the right next to the table. The boxes with publishers' catalogs have been placed on the east wall shelves next to the bibliographers' table. On the same shelves a "bibliographers' shelf" is being created. Eventually this shelf will have a number of bibliographic tools and internal documents. At present it contains the marked British National Bibliography, Livres du Mois, several East German bibliographic periodicals and the German Book Digest as well as copies of the Collection Development Policy and the Bibliographers' Budget Requests for 1983. In the future it will contain CDC minutes, other Collection Development documents and approval plan publishers' lists. I hope that these changes will help make the viewing area a more comfortable and convenient place for everyone. Suggestions for further changes or additions to the bibliographers' shelf will be welcomed. R. Ring

COM COMMITTEE MINUTES

Your copy of last week's FYI may have contained an incomplete set of COM Committee minutes of the Dec. 16 meeting. If you would like a complete set of minutes for this meeting, please contact Sandy Gilliland. S. Gilliland

INFORMATION DESK

Beginning Monday, January 31 an Information Desk will be located in the main lobby area of Watson Library, Level 3. The desk will be operational on a trial basis for the remainder of the Spring semester. Personnel at the desk will direct patrons, answer general questions, keep general user statistics, and instruct incoming patrons and staff to keep food and beverages outside of the building. At the close of this semester the effectiveness of the Information Desk will be evaluated to determine if it is to be continued on a permanent basis. If you have any questions about this operation or would like to offer any comments, please contact Bob Malinowsky, Evalyn Gelhaus, Kendall Simmons, or Charles Getchell.

C. Getchell

CLASSIFIED SENATE

The next meeting of the Classified Senate will be on Thursday, February 24, 7:00p.m. in the Council Room of the Kansas Union. Guest speakers Executive Vice Chancellor Robert Cobb and Director of Business Affairs Keith Nitche will discuss the University's 1984 budget presentations to the Legislature and to the Regents. All classified staff are urged to attend this meeting.

S. Gilliland

FYI

University of Kansas Libraries

Number 694 February 3, 1983

PERSONNEL

To reflect existing responsibilities of Marilyn Clark, the title of "Director of Resource Development" has been added to her present title of Reference Librarian. Her duties consist of working half-time or more in the Reference Department including a regular desk schedule and bibliographic responsibility for the reference and library science collection. In the area of resource development, Marilyn will continue to work with private donors, and take the lead in developing major Library grant proposals, working closely with Mary Hawkins. J. Ranz

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, February 16, at 9:00 a.m. S. Butter

COMMITTEE ON SALARIES DISCUSSION

The Committee on Salaries will begin discussion in the near future concerning a salary distribution for unclassified salaried staff. In response to questions at the last LFA meeting, the LFA Executive Committee invites the unclassified salaried staff to offer input in these discussions. The members of the committee are: Barbara Jones, Chairperson; Jean Skipp; Gaele Blosser.

The Committee met twice, on December 22 and on January 17 to discuss and prepare a ballot for Salary Distribution. The ballot design this year is distinctly different so that it will prove easier to tally and will give the committee a sense of the Assembly's feelings regarding the overall salary/method of distribution/increment questions. The illustrative examples of distribution that the Committee drew up will be available at the reference desk for anyone wishing a view of the effects of different distribution schemes. L. Coan

TRAVEL FUND APPLICATION DEADLINE ANNOUNCED

Applications for reimbursement of travel during April, May, and June are due February 21. Application forms are available from Paulette DiFilippo, Cataloging Department, Watson Library. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

IMPRESSIONS OF CHINA, RESCHEDULED

On Tuesday, February 8 at 3:00 p.m. in the East Asian Library, Gary Bjorge will present a talk and slide show based on his travels within the People's Republic of China last October and November. His talk, which is entitled, "China: Modernizing a Revolution," will discuss the legacy of the Great Proletarian Cultural Revolution, conditions in China today, and China's current efforts to build a modern country. This talk is sponsored jointly by the Library and the Center for East Asian Studies. Please note the new date and time. J. Shawl



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
January 18, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, January 17, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Jim Helyar, Marianne Siegmund, La Verne Coan

Report on Committee Minutes

The Secretary received minutes from the Committee on Budget and Planning (12/17) and reported on them.

The Secretary has received some complaints concerning the length and the content of the minutes of this committee. Dissatisfaction focuses on the fact that the minutes do not inform the membership of the issues with which this important committee deals. The Executive Committee agreed to forward these complaints to the Chairperson of the Committee on Budget and Planning.

The Executive Committee agreed that, in general, when minutes of a committee confirm only a meeting and short business, the Secretary will publish a short announcement in FYI, not the entire body of the minutes.

Committee on Salaries Report

The Chairperson received a report from the Committee on Salaries concerning FY94 salary distribution. This report will be available to members at the January 25th meeting of the LFA; thereafter, the report will be available for perusal at the reference desk.

General LFA Meeting

The Executive Committee agreed upon a final agenda for the Assembly meeting on Tuesday, January 25, 1983. The agenda is the same as was published in FYI (No. 690, 1/6/83) with the following changes: Barbara Jones, chairperson of the Committee on Salaries will preside over the discussion of the committee's report. Two amendments to the LFA Code and By-laws will be presented to the Assembly for vote by mail ballot. The Executive Committee agreed to the following wording for these amendments.

Article III (By-laws). Elections and Vacancies. Section 2. Vacancies. 3.2.1. Any office or committee membership shall be considered vacant upon resignation of the incumbent from the office or the University of Kansas Libraries. Vacancies on electd committees shall be filled by co-option on the basis of the votes cast in the most recent election to such committee; vacancies on other committees shall be filled by appointment made by the Executive Committee. All such members shall serve for the remaining part of the original terms. Eligibility for re-election or reappointment shall be as if the term had been served in full.

Article II. (Code) The Library Faculty Assembly. Section 2. Standing Committees. 2.2.3 Committee on Promotion and Tenure. [Add to the second paragraph after the second sentence] No librarian who is scheduled to be reviewed for tenure within the two-year term of committee service shall stand for election.

LFA Executive Committee, Minutes, January 17, 1983 Pg. 2

Report on the History File for the Nominating Committee

Susan Craig reported on her findings while gathering material for a file which would outline the history and major events of the Nominating Committee. Included in the report were a summary of the activities of the committee from 1975 to the present, a list of committee membership, and a list of issues with which the committee had dealt and those which were not yet resolved.

The Executive Committee agreed that one copy of the file will be passed to the Chairperson of the Nominating Committee, one copy will be passed to the LFA Secretary's files and the last copy will be submitted to Archives. The maintenance of the files will be the responsibility of the specific committee and the Executive Committee.

The Executive Committee commended Susan for her thorough research and for her suggestions to make further research easier. The Committee would also like to add a note in the Staff Handbook in the section on staff governance which documents the existence of these committee files and some schedule for review and update.

Executive Committee Meeting, February 14, 1983

Due to various commitments of the Committee on this date, the Executive Committee agreed to cancel the February 14th meeting.

Agenda for Next Meeting, Monday, January 31, 1983

Discussion of the LFA General Meeting

Report on the History File of the LFA Executive Committee--La Verne Coan

Approved January 31, 1983



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
January 31, 1983

TO: Library Faculty Assembly

FROM: La Verne E. Coan, Secretary *LVC*

RE: Minutes of Assembly Meeting, Tuesday, January 24, 1983

The meeting was convened at 3:05 p.m. by Charles Gatchell, Vice-Chairperson, in the absence of Chairperson Gene Carvalho.

The minutes for the last meeting of the Assembly (November 18, 1982) were accepted as published in FYI (No. 684, 11/24/82).

New LFA Members

The Vice-Chairman introduced three new members to the LFA--Lorraine Moore, Shelley Miller and Linda Alexander--and extended the Assembly's welcome to them.

Report from the Committee on Salaries

The Vice-Chairman turned the floor over to Barbara Jones, Chairwoman of the Committee on Salaries. Ms. Jones explained some of the theory and thoughts behind the proposed salary distribution schemes and emphasized that State funding is so uncertain, that the proposals were based on a "best guess". She explained the format of the proposed ballot in detail. The new form would make the tally easier, would give the committee more information about the staff's desires, and would furnish some idea of the change in opinion likely if the State's recommended increases are far below the 5 per cent base assumed by the committee.

Ms. Jones moved that the ballot be accepted as presented. The motion was seconded. A short discussion clarified the status of the unclassified salaried staff in the voting process. They are permitted to vote on this salary distribution proposal even though it does not affect them directly. The Assembly was reminded that the results of the ballot are a recommendation to the Dean; he has responsibility for the final decision.

The Question was called and passed-- 21, Aye; 0, Nay; 2, Abstain.

The Committee on Salaries will proceed with the other charges given to it by the Executive Committee: A discussion and clarification of Administrative Supplements, discussion of a minimum salary or salary range for each rank, and discussion of a method of salary distribution for unclassified salaried staff. Any LFA member wishing to contribute opinions or comments on these issues should direct them to the Chairwoman of the Committee on Salaries.

Old Business

The mail ballot dated November 28, 1982 proposing to limit LFA meetings to one per year in October was passed by the membership-- 38, Aye; 11, Nay.

Marianne Siegmund proposed that the following amendment to the By-laws be approved for mail ballot: Article III. Elections and Vacancies. Section 2. Vacancies. 3.2.1. Any office or committee membership shall be considered vacant upon resignation of the incumbent from the office or the University of Kansas Libraries. Vacancies on elected committees shall be filled by co-option on the basis of votes cast in the most recent election to such committee; vacancies

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

Library Faculty Assembly, Minutes, January 24, 1983, Pg. 2

on other committees shall be filled by appointment by the Executive Committee. All such members shall serve for the remaining part of the original term. Eligibility for re-election or reappointment shall be as if the term had been served in full.

The motion was seconded.

Discussion clarified that if there are restrictions to succeeding oneself on a committee, the replacement member will be bound by the same restrictions as if he/she had served the full term.

The question was called and passed-- 19 Aye; 0, Opposed; 3, Abstain.

New Business

Kathleen Nealey, representing the Library Committee on Promotion and Tenure, stated that the work of the committee has been hampered this year by the number of committee members who are being reviewed for promotion or tenure or who are associated with someone who is being reviewed. She moved that the following amendment to the LFA Code be submitted to the Assembly for mail ballot:

Article II. The Library Faculty Assembly. Section 2. Standing Committees. 2.2.3 Committee on Promotion and Tenure. [Add to the second paragraph after the second sentence] No librarian who is scheduled to be reviewed for tenure within the two-year term of committee service shall stand for election.

The motion was seconded. Discussion followed.

A concern was raised that limiting the eligibility in this manner may greatly hamper nominations and elections, especially in those years when several people of Librarian I rank are being considered for tenure. Mary Hawkins stated that she had looked into this possibility and was sure that there would always be enough eligible Librarian I members to stand for election.

The Question was called and was passed-- 20, Aye; 0, Opposed; 3, Abstain.

Ballots on all three questions will be distributed as soon as possible.

Ann Williams requested that the LFA Code of Governance be brought up to date and distributed to the membership. The Secretary agreed that this could be done, and will undertake the update after the next round of mail ballots.

The meeting was adjourned at 3:50 p.m.

FYI

University of Kansas Libraries

Number 695

February 10, 1983

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, February 16, at 9:00 a.m.

S. Butter

HOLIDAYS FOR 1983

Governor Carlin has designated the following days during 1983 as holidays for all classified and unclassified employees:

Memorial Day: Monday, May 30, 1983
Independence Day: Monday, July 4, 1983
Labor Day: Monday, September 5, 1983
Veteran's Day: Friday, November 11, 1983
Thanksgiving: Thursday, November 24 and Friday, November 25, 1983
Christmas: Monday, December 26, 1983
New Year's: Monday, January 2, 1984

In addition to the above-mentioned holidays a "discretionary day" has been provided to all classified and unclassified employees. The discretionary day is an additional day with pay for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice.

S. Gilliland

TRAVEL FUND APPLICATION DEADLINE ANNOUNCED

Applications for reimbursement of travel during April, May and June are due February 21. 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

ARL SPEC KIT RECEIVED

ARL SPEC Kit #90 "Integrated Library Information Systems in ARL Libraries" has been received and is available for use in Periodicals.

K. Miller

INCLEMENT WEATHER

Last week's snow storm left many staff stranded at home or caused others to leave work early to arrive at home safely. According to written policy, classified staff may have up to 30 days from the date of the absence to "make up" the hours missed, on an hour for hour basis, with supervisory approval. Otherwise, library staff who missed work because of the weather should charge their vacation leave, earned compensatory credits, discretionary holiday hours, or leave without pay, for the time away from work. If the option for make up is elected, and if the hours worked in a work week exceed 40 as a result of the make up hours, the make up hours recorded by classified staff shall not be considered as hours subject to overtime since those hours were previously paid for at the standard rate. Classified staff who have approval to make up the absence are reminded to indicate the actual number of hours worked each day on their time cards. Unclassified staff who missed work due to the weather should also either make up the time or record the absence as vacation time.

S. Gilliland

HOLDS

When requesting that a book be held for a patron, would bibliographers please be sure to give the person's first name (or at least an initial). This will make it much easier for Circ. to identify the patron and send out the notification. C. Howard

MPLA/KASL/KLA

Mountain Plains Library Association/Kansas Association of School Librarians/Kansas Library Association Triconference will be held in Wichita, Kansas, April 5 through 9, 1983, at the Holiday Inn Plaza. For anyone interested, a preliminary program can be seen in the Administrative Office. In addition to preconferences covering "Community Analysis and the 1980 Census", "How to Keep Your Head When Everyone Around You is Losing Theirs", "Conservation of Our Information Resources", and "Microcomputer Applications in Libraries", there is a full range of interesting programs for all three associations. Registration fee before March 15, 1983, for members of all three Associations is \$15.00; for nonmembers, \$35.00.

H.R. Malinowski

WHEN IT RAINS IT POURS

The following Watson Library departments have on hand one 8' x 100' roll of visqueen: Acquisitions, Circulation, and Periodicals Reading Room office. In the event of a water leakage emergency, please contact these departments if your area is in need of plastic sheeting. Additional rolls of visqueen are on order, so that each Watson Library department can have one roll on hand. J. Glinka

WORKING LATE?

If you are planning to work late after the building has closed to the public, PLEASE carry your identification card issued by the Deans' Office. This card identifies you as a staff person and indicates that you have permission to stay in the building after hours. Circulation student assistants are responsible for closing and clearing the building. They don't know many of you, so please don't be offended if the "night" person asks to see your card. Ask your supervisor about obtaining these lovely cards. All members not carrying cards may be intimidated and made to name names!

L. DUBY

CLEANING HOUSE

Watson Library third floor is without a full-time custodian for an indefinite period. Therefore, critical work normally handled by this person will be divided among the other Watson Library custodian crew. The custodial supervisor has informed us that offices on the third floor will be vacuumed every other day rather than every day. Library staff are reminded to continue reporting house-keeping needs to the Administrative Office.

S. Gilliland

FYI

University of Kansas Libraries

Number 696

February 17, 1983

PERSONNEL

Cynda Benson promoted to the Clerk Typist II position in Special Collections effective February 14. Cynda replaces Jody Bennett. S. Gilliland

SIGN-IN SIGN-OUT

The exit turnstiles are indicating that there are too many unauthorized persons leaving Watson after the doors are locked. One evening last week the building was closed at midnight with one staff member left in the building, yet the next morning the turnstile indicated that 28 people had left the building after midnight. For security and safety there will be a "sign-in sign-out" sheet at the information desk. If you are in the building when it is officially closed, please sign your name and time when you leave. If you come into the building after it is officially closed, please sign your name and time; when you leave, please indicate the time you left, also. In addition to helping interpret the after hours turnstile count, this will be a safety measure in case there is a fire since we will have a list of who is officially in the building. The reasons for this measure should be obvious when one considers the amount of automation hardware that we have in the building in addition to library materials. If there are too many unauthorized exits, we may have to consider other actions. H.R. Malinowsky

END OF FY DEADLINES FOR STATE AND FEDERAL FUNDS

Would bibliographers please be sure to have all state and federal funds spent down to 10% of the original grant, or \$500, whichever is less, by Friday, May 6th. Fund balances should be completely expended by Friday, May 27th. The deadline for spending all endowment grants is April 15th.

Also, please note that 050 books, including NA&B approval plan materials are now being processed rapidly through Cataloging, and are staying in Acquisitions much less long than has generally been the case. Persons interested in reviewing these trucks should do so promptly. The 050 trucks are currently staying in the viewing area for about 2 weeks, but may be taken for cataloging after they have been there for one week. C. Howard

CONSIDERATION OF EEO EFFORTS IN EVALUATION OF SUPERVISORS

Attached is a policy statement from Chancellor Budig, stating that the performance evaluations of those who manage and supervise should include review of their performance in implementing affirmative action and equal employment opportunity. Because the deadline for librarians' annual evaluations this year was February 1, this memo was not available for specific instruction in advance. However, library department heads and administrators are reminded to assure that evaluations of supervisory library staff (whether unclassified or classified) include consideration of effort and results in furthering EEO and affirmative action goals. A copy of the University's Affirmative Action Handbook should be available in each library department. If additional copies are needed, they can be obtained through the Administrative Office. M. Hawkins

TRAVEL FUND DEADLINE

Applications for reimbursement of travel during April, May, and June are due Feb. 21. 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

(CONTINUED)

TYPEWRITER SERVICE

As of February 15, there is a new contractor for repair and servicing of IBM Selectric typewriters: Leavenworth Office Equipment. If the previous contractor, Reprographic Systems, has possession of any Library typewriters, please notify Anita Alvarez in the Administrative Office immediately. Please continue to report typewriter repair requests to Darla Perry in the Administrative Office, 4-3601. Thank you. A. Alvarez

BIBLIOGRAPHERS

Form selections for books being published in The Netherlands in the English language are now being recieved from Martinus Nijhoff. These will be distributed in the usual manner to the appropriate bibliographer. They may be used for ordering purposes in line with the procedures currently utilized for other forms. R. Anderson

ENCORE PERFORMANCE

Gary Bjorge has agreed to present (for the benefit of those who missed it) his slide program on China. All staff members are invited to attend the program next Wednesday, February 23 from noon to 1:00 p.m. in the Library Conference Room, 5th level, Watson Library. Please mark your calendar--this will be your last opportunity to see Gary's excellent program. Bring your lunch! J. Shawl

AT LAST A FREE LUNCH

To lend a unique touch to decor in the "tenement funk" style, the following signs are available free by inquiring at the Reference Desk: "author-title catalog", "subject catalog", "west & center stacks", "east stacks" and "east asian". All are orange on cream, some are double faced, and some have blue arrows. All these signs have been superseded by the new permanent signs, and the materials cannot be recycled any further. Others may be available in coming weeks. C. Chittenden

CREDITS

Alexandra Mason, Spencer Librarian, will speak on "Collection Development at Kansas and North Carolina: an Historical Appraisal", with Paul Koda, Curator of Rare Books, University of North Carolina, at the University of Chicago Graduate Library School's 1983 lecture series on March 4. The lecture series which begins March 4 and runs through June 6 features several speakers on the topics of "History of the Book" and "Rare Book Collections." J. Glinka

COM SYSTEM DEMONSTRATIONS

From February 21 through March 31 the Catalog Department will be giving demonstrations of the online record management system to be used in producing the COM catalog. Appointments will be made for demonstrations at 11:00 a.m. on Monday, Wednesday, or Friday, or 3:00 p.m. on Tuesday or Thursday. Any interested library staff members may call the Catalog Department secretaries' desk (4-3038) to arrange for an appointment. L. Moore

CLASSIFIED SENATE

As a reminder to all classified staff, the Classified Senate will meet on Thursday, February 24 at 7:00 p.m. in the Council Room of the Kansas Union. Guest speakers Robert Cobb, Executive Vice Chancellor, and Keith Nitcher, Director of Business Affairs, will discuss the University's 1984 budget presentations to the Legislature and to the Regents. All classified staff are encouraged to attend. S. Gilliland



THE UNIVERSITY OF KANSAS

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

January 27, 1983

Memorandum

TO: Vice Chancellors, University Directors, Deans, Directors
and Chairpersons

FROM: Gene A. Budig, Chancellor *GAB*
Robert P. Cobb, Executive Vice Chancellor *rpc*

Last March, the U. S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP) conducted an on-site review of the University's Lawrence campus Affirmative Action program. Subsequently, in September of 1982, the University and the OFCCP entered into a conciliation agreement in which the University agreed to address problem areas identified during the course of the review.

The OFCCP concluded that the University had not emphasized sufficiently the responsibilities that all administrators and supervisors have for the implementation of affirmative action and equal opportunity (see attachment). We believe that the vast majority of the University community is committed to the principle of equal employment opportunity and seeks to adhere to the policies and procedures established by our Affirmative Action Plan and related documents. Nonetheless, we wish to remind you that it is the responsibility of each of us in managerial positions to insure that both the letter and the spirit of our equal opportunity policies are met in all of the day-to-day operations of the University.

We are instituting, consequently, a policy whereby the annual performance evaluation of each person with managerial and supervisory responsibility will include review of equal employment opportunity efforts and results. We ask that this policy be implemented immediately and that you convey this information to those persons in your sectors who have such responsibilities.

Thank you very much for your assistance.

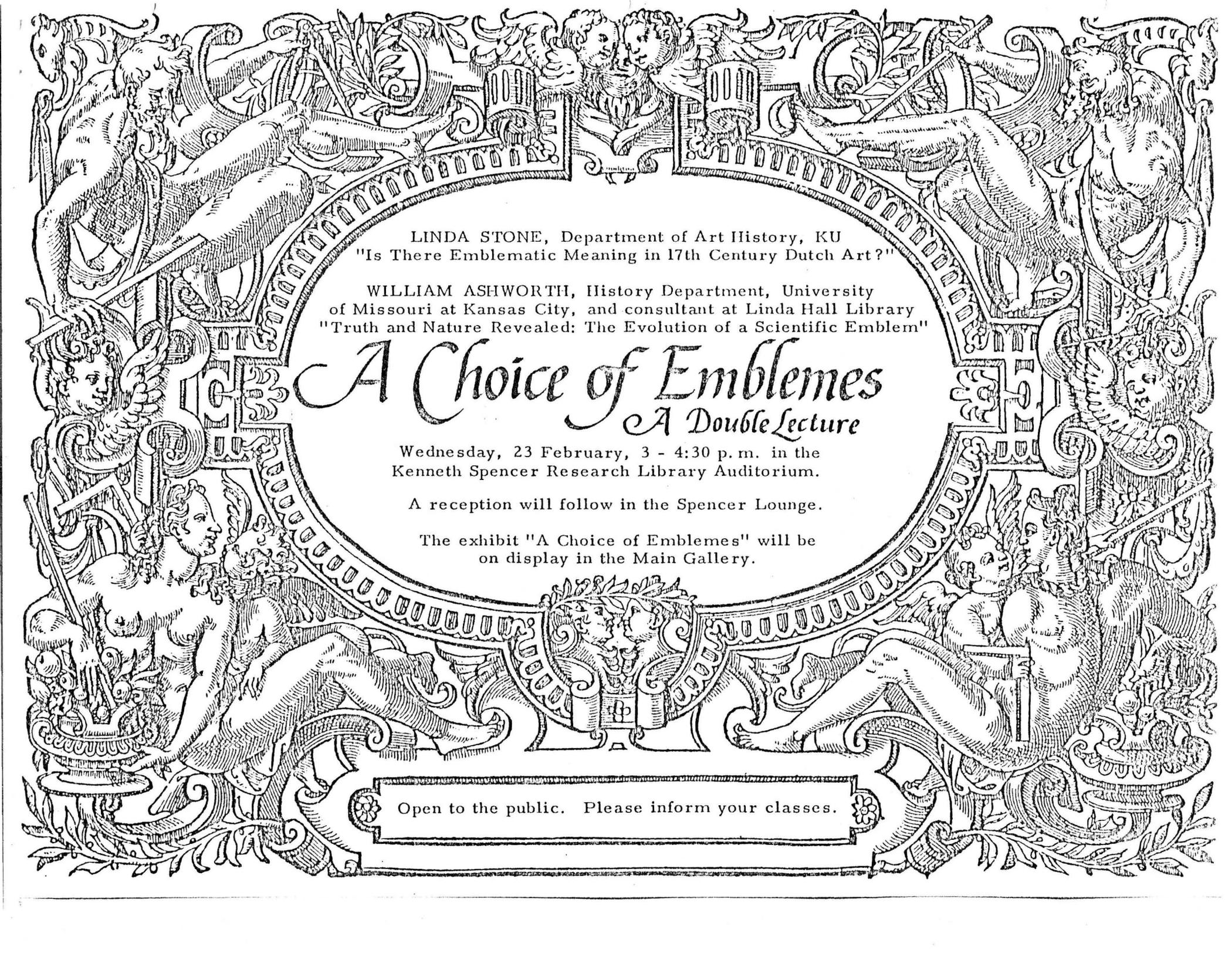
GAB:RPC:sp
Attachment

5. PROBLEM AREA: The identification of AAP responsibilities has not been adequately implemented. 41 CFR 60-2.13(c) and 41 CFR 60-2.22(a)(b)(3).

REMEDY: On April 26, 1982, KU agreed to the following:

a. The Director of Affirmative Action currently reports to the Office of the Executive Vice Chancellor. The Executive Vice Chancellor will undertake more direct involvement with the Director of Affirmative Action.

b. The Chancellor and the Executive Vice Chancellor will inform Vice Chancellors, Directors, and other University managerial and supervisory personnel that Equal Employment Opportunity efforts and results will be part of their written performance evaluation.

The border is a highly detailed woodcut-style illustration. It features a central circular frame containing text. Surrounding this frame are various allegorical figures and symbols. At the top, two cherubs are shown in profile, facing each other. Below them, a figure is seated on the left, and another figure is seated on the right. The bottom of the border features a large, ornate cartouche with a central figure. The entire design is filled with intricate scrollwork, floral motifs, and classical-style figures.

LINDA STONE, Department of Art History, KU
"Is There Emblematic Meaning in 17th Century Dutch Art?"

WILLIAM ASHWORTH, History Department, University
of Missouri at Kansas City, and consultant at Linda Hall Library
"Truth and Nature Revealed: The Evolution of a Scientific Emblem"

A Choice of Emblemes

A Double Lecture

Wednesday, 23 February, 3 - 4:30 p. m. in the
Kenneth Spencer Research Library Auditorium.

A reception will follow in the Spencer Lounge.

The exhibit "A Choice of Emblemes" will be
on display in the Main Gallery.

Open to the public. Please inform your classes.

January 6, 1983

Attending: C. Howard (presiding), S. Craig, H.R. Malinowsky, L. Moore, J. Neeley,
K. Neeley, M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:20.

A draft of the minutes from the meeting of December 16, 1982, was distributed. Howard asked that corrections be submitted to him by next Friday.

Roach distributed a handout "MARC Record and Corresponding Catalog Card" which outlines an OCLC record and the library card which it would produce. (Addition: 910 is for "User-option data." KU uses this for its "bump note" (e.g., AC, AV).)

Howard reported on the library budget request as it might affect staff for the COM project. If the Library receives 100% funding, other positions within the library now earmarked for cutting at lower funding levels (with the exception of the Special Collections position) would be surrendered in favor of adding four Clerk III positions to the COM project. This would result in an acceleration of the implementation of COM, and librarians and paraprofessionals within the Cataloging Department would be freed to catalog more books even as COM is being implemented.

Howard reported on production cost estimates for COM fiche. His estimates are based on an initial body of 120,000 bibliographic records, a cost of \$2.40 per fiche for the master, 14c per fiche for each copy, and a production of 70 copies of the catalog each time. If the catalog were issued every two months, the yearly cost would be \$15,006; every six weeks, \$21,683; every month, \$30,012. J. Neeley expressed concern that talk of issuing the COM catalog every two months gives the impression that the library is backing off from the original plan of monthly catalogs. COM was intended to be an improvement over the current two-month filing backlog. Howard explained that the COM catalogs will be current at the time of issue (the only lag being the time it takes to get our records to the vendor and for the vendor to produce the fiche and return them to the library). Once each new issue of COM is produced, the only backlog will be those books that were processed since the records for that issue of COM were sent off for fiche production; even if COM were issued only every two months, the current (filing) backlog would only be duplicated during the final week before the next issue. (The next issue would then make the COM catalog completely up-to-date again.) Under current conditions, filing is ALWAYS two months behind. Howard said that the number of titles that would be added by each update should be a criterion for deciding how often COM should be issued. For example, under current cataloging production, a new COM update every six weeks would add 750 titles. It was also suggested that the Subcommittee on Public Orientation consider varying the schedule of updates during the year (e.g., less often in summer and during winter holidays). Moore asked if proposed cuts in the budget might affect COM fiche production. Howard said that he thought not (in the near future). He added that the money now being saved on card production (fewer books being cataloged because catalogers' time is being diverted to the implementation of COM) and the savings from the practical elimination of card costs by COM in future budgets would be diverted to cover fiche production costs. Malinowsky asked if there were plans for KU to acquire the equipment to produce its own fiche. Susott said there weren't; Micro Info Services of Kansas City currently does fiche production for the state (e.g., UKASE) and does it cheaply. They would certainly be invited to bid for COM production. He added that costs are actually coming down for fiche; technology is improving, the cost of materials is

coming down, and volume would lower the price. Howard concluded his report with the warning that it is extremely difficult to predict costs (or budgets) three fiscal years in advance (i.e., the first full year of COM production).

J. Neeley reported that the fiche holders have arrived and an example can be seen at the Reference Desk. The specifications for the tables have been drawn up, and J. Glinka will be ordering them. J. Neeley asked that Glinka be informed if additional personnel for COM should speed up the time for introduction of COM.

Moore reported on sublocations. The branches are interested in being able to specify "Reference" as a sublocation. All records that have been loaded will be converted retroactively (as to sublocation) after COM is fully implemented. "Linwood" will be changed to "Regents Center" (upon consultation with Nancy Burich). OCLC has changed the profile for the 590 note so KU's format for the holdings note needs to be finalized as soon as possible. Moore will clear the final format over the phone with the branches. J. Neeley brought up the possibility of confusion if a sublocation were given: "Science Reference." Would patrons incorrectly assume that this means two locations (Science & Watson Reference)? After some discussion, the consensus was that brackets should be inserted around all sublocations: "Science [Reference], "Watson [Reference]." Watson will have these sublocations: "Watson [Reference]," "Watson [Stacks]," "Watson [Microforms]." Moore said the holdings note would be in a sentence format: "Watson [Stacks] has"

Susott reported that the installer was sure that he would have six terminals installed in the next three weeks (i.e., by late January). The storage discs have arrived, but storage space is not yet available. There were no other changes in the status of the hardware to report. The contract proposal for the personal computer looks like it may be accepted. It is possible that the contract could be met with a personal computer other than an IBM. Another brand of personal computer would add months to the timetable because of additional programming needed to make it compatible with KU's system. Should another manufacturer's computer be offered, the library would revert to the bid process which is also proceeding and would purchase an IBM personal computer by competitive bid.

Susott reported on considerations involved in the production of branch catalogs. He said that the biggest problem is that there is no provision for eliminating blind references (cross references to an access point that does not exist in that catalog). As of now, a branch catalog could contain all cross references (whether or not they are needed) or no reference structure at all. It would be necessary to write a new module to locate only active references. Even if this module were written, it would take longer to run because the computer would have to run more information past the program to locate only the references needed in the branch catalog.

Susott brought up a second reason for postponing branch catalogs until a later date. (He proposed waiting at least one year.) The COM catalog will put a heavy load on the equipment of the Computer Center. Weaver pointed out that COM will begin at ten times the size of UKASE and is much more complicated. (UKASE takes 8 hours to run.) Susott fears that if the library were to extend the scope of its catalogs, the Computer Center might begin asking the library for money from the Library's budget. Weaver pointed out that a smaller catalog (for a branch) would not result in a proportionally smaller use of computer time it would require to produce: all the titles and all the cross references would still need to be run past the computer even though not all would be chosen for the branch catalog. Malinowsky suggested that after a year or two of using the COM catalog, the branches would have a better idea how valuable a branch catalog would be. Craig was concerned that the possibility of

of producing a branch catalog at a later date might be lost if it were not kept in the plans for COM. Susott and Howard said that the possibility will always be there. J. Neeley expressed a fear that branch catalogs might divert resources from the main COM project (as many titles as possible on COM and updates as frequent as possible). Craig said that patrons at the branches prefer a smaller catalog because it is easier to use. K. Neeley said that there were other enhancements that she thought had a higher priority than branch catalogs.

Howard directed the discussion to the COM Catalogue Format draft 5. K. Neeley asked about spaces in the call number (p. 4). J. Neeley reported that this had been discussed in the Reference Department without there being a definitive recommendation. The consensus of the COM Committee was that spaces should be inserted to cause the call number on the COM record to more closely correspond to the line breaks on cards (e.g., "Z 1023 .C53," "QC 1 . 15 no. 46").

Howard and Roach suggested that "Title." (cf. minutes of the meeting of December 16, 1982) be dropped unless anyone can think of a reason to keep it. "Series." and "Title: ..." (alternate title) will print on the fiche. Susott reminded everyone that the end of the entry would not have a hole in it (like a card), although a circle could be programmed in that position if the committee would want one!

K. Neeley asked how entries would be separated from each other and suggested that two spaces be used. Susott said this sort of thing would be easy to program (and thus it will be easy to experiment with various formats). Howard reminded everyone that every added line increases the size of the entry (and therefore the number of fiche and the cost of each issue of the catalog).

Craig asked how many columns there would be. No one present had the exact figure at hand. Roach repeated that COM will read down the columns and not in a grid format (like UKASE).

Howard returned the committee to the question: whether the OCLC number (LC number, ISSN number, ISBN number) (p. 5)? It was suggested that ILS be consulted before any of these numbers be dropped from the record. The possibility of moving the OCLC number to a position after the collation was discussed. This, however, might increase the possibilities of confusion with the call number in truncated entries. (Added entries will not be listed on added entry cards, although subject entries will be listed on subject cards.) J. Neeley asked if it would be possible to use different type for the date (e.g., Roman numerals). The need for both OCLC and LC numbers was questioned. The committee decided to consult with ILS and drop the LC number unless ILS needs it. Roach said that the new OCLC profile calls for the ISBN to print as a note. KU will not print it on COM (unless ILS asks for it). The committee agreed to try a format in which the date and OCLC number would remain on the line above the call number but would be justified right. K. Neeley asked if the letters "OCLC" could be eliminated and the number abbreviation be substituted for the letter abbreviation for the month ("FEB"). Susott said it would actually be easier to produce a date that was all numbers. Roach said that there would be some sort of distinguishing element to call attention to the call number (an inverted solid triangle or a solid rectangle--whatever the vendor can produce). K. Neeley and Craig asked that the "bump note" codes (e.g., "AC," "AV," "REV") be printed on the fiche.

Craig asked if subject headings would be capitalized (p. 7). Roach said that they would and that there would be a space between the subject heading and the beginning of the record.

Howard reminded everyone that the issue of the exact design of the header strip was still open, but otherwise he declared this formal discussion of the 5th draft of the COM Catalogue Format closed.

Howard said that the make-up and the charge for the Subcommittee on Public Orientation would be on the agenda of the next meeting.

The meeting was adjourned at 2:45.

The next meeting of the COM Committee will be on Thursday, January 20, 1983, at 1:15 in the Conference Room.

Attending: C. Howard (presiding), S. Craig, P. DiFilippo, H.R. Malinowsky, L. Moore, J. Neeley, K. Neeley, M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:20.

The minutes of the December 16, 1982 meeting were accepted as published. The draft of the minutes of the January 6, 1983 meeting has been distributed. Howard asked for comments and corrections by next Friday.

Roach reported that three more terminals have been installed in the Cataloging Department (bringing the total up to four). Susott said that IBM has lost one of the additional terminals (shipped in December), but that three more are to be shipped on February 5, 1983. Roach said that the manual that will be used to train Cataloging personnel on the terminals should be ready on Friday. Training will begin in February, and in mid-February the first tapes will be loaded. Weaver brought a test print-off which covered one two-week period. Roach said that the delay in acquiring the personal computer will result in having to input more authority records by hand.

Susott asked if the meetings of the COM Catalog Committee could be moved to a different time because the day for running UKASE has been changed to the third Thursday of every month. Weaver said that the schedule change would speed up production of UKASE by several days. The Committee decided to move its meetings to the third Wednesday of every month.

Susott reported that there were no delays to report. The paperwork for the IBM computer had reached the head of Computer Services in Topeka before Christmas. Susott said he would check into it next week to find out why no word has come back as of yet.

Howard reported that he was about half done with photocopying the articles in the file of materials on automated catalog use studies. He thought they would be ready on Monday. J. Neeley said that the copies would be available at the Reference Desk. There will be no check-out procedure for borrowing for a one-day or week-end period. Anyone wishing to have an article for a longer period of time should photocopy it. If the use of the file gets too heavy, the materials will be placed in Reserve. Malinowsky asked if everyone might get a copy of J. Neeley's bibliography. It is attached to these minutes as an addendum.

Howard announced the composition of the Subcommittee on Public Orientation: H.R. Malinowsky (chair), Charles Getchell, Lorraine Moore, Jim Neeley, Jeanne Richardson. Susott asked if there would be travel money available to the subcommittee to visit sites where an automated catalog has been adopted. Howard thought not but said he would look into it. Howard suggested that the subcommittee should examine sample fiche. Roach said that the question of the header strip was still unresolved, and Craig said that whether the header strips should be colored (or how exactly to differentiate the catalogs) was still a question. Craig thought the subcommittee should try to locate sample orientation materials as well. DiFilippo suggested that the subcommittee might prepare a questionnaire to distribute to libraries that have

adopted a COM catalog. Susott asked if this could be done by telephone or at least there be a telephone follow-up to a mailed questionnaire. Howard asked the subcommittee to consider what expenses orientation might entail so that these expenses could be included in future budgets. J. Neeley pointed out that there are no funds for signs for COM in the current contract. Craig asked to whom the orientation will be directed. Roach said that it would be for both staff and the public. Moore wondered if the name of the catalog could be something other than "COM". J. Neeley personally favored calling it the "new" catalog. Roach and DiFilippo pointed out that the catalog will not be exclusively NEW books--there will be many "older" books in the COM catalog (because of added volumes, added copies, reclassification, or revision of the record).

DiFilippo asked if the placement of the equipment had been considered. J. Neeley said that Reference had made plans. Malinowsky said that much of the arrangement will be determined by the location of electrical outlets.

Craig asked that the subcommittee consider the timetable for publicity. For the introduction of the catalog in September, 1984, would the subcommittee want to begin its publicity the preceding spring?

Howard thought that the subcommittee should be the place to togs around ideas and try to anticipate problems and expenses. Moore mentioned that a recent issue of Library Journal contained an article which described how banks had prepared the public for their automated tellers. Craig said that Berkeley had begun its publicity months before its COM catalog was introduced. This was effective because the introduction came gradually and did not depend on one big (long) orientation session.

Malinowsky saw three major areas on which the subcommittee must work: signs, a name change (from "COM"), and publicity. J. Neeley said that the Reference Department was concerned about future maintenance of the machines. Malinowsky said there was a possibility that two student positions could be devoted exclusively to maintenance.

Craig asked where the catalogs would be placed. Malinowsky said that all library departments would have the COM catalog. There are no current plans to furnish teaching departments with copies. Craig wondered about old copies of the catalog: would they be given away, sold, thrown away? J. Neeley said that Harvard sells their catalog for \$125 per year. Howard said that certainly all Regents schools would be given a copy. Malinowsky said we should not tie up any personnel to dispose of copies of the catalog and that the library should not consider marketing the catalog until it is running smoothly.

J. Neeley said that the Reference Department is concerned about the task of orienting patrons to COM. Susott and Weaver said that travel to sites that have adopted a COM catalog would be useful: the enthusiasm of an institution that has a working COM catalog will rub off on our personnel who are faced with the chore of introducing a new COM. Susott said that some institutions are now faced with patron resistance to utilizing the old card catalog! J. Neeley said that reference librarians expend a lot of energy training (and re-training) patrons to use UKASE. Weaver said that COM would be a lot better than UKASE.

Craig asked if a slide and tape program would be a useful orientation tool. J. Neeley said that at the University of Pittsburgh, few patrons actually finished watching such a program.

Moore said that the new catalog will bring out existing problems that patrons have in using any catalog. Weaver pointed out that few patrons totally understand current filing practices. DiFilippo wondered if the library could emphasize outreach to the teaching departments. Would it be possible to devote one person to orient patrons to the COM catalog and be available at the catalog to answer their questions about it? J. Neeley said that the planned lay-out of the tables for the readers would be conducive to that: there will be a central aisle and the COM reader area will be set off from the Reference Desk.

Malinowsky emphasized that the library's attitude has to be positive toward the catalog: the library must highlight the benefits of COM and not dwell on its complexities. Susott said that patrons should not be scared by talk of how new the COM catalog is: it is NOT a totally different tool from the card catalog. Howard agreed that the subcommittee should emphasize the continuity with the card catalog. On the other hand, J. Neeley pointed out that the newness (novelty) of COM also makes it attractive to patrons.

DiFilippo suggested that the introduction of COM might present an opportunity to do something that should have been done in the past: teaching patrons how to use the public catalog. J. Neeley gave a brief history of departmental library orientations in the past: gradually the departments pulled out of the program because of (class) time constraints.

Malinowsky suggested that a university forum might be a possibility for educating the university community about COM and allowing the university to ask questions and express its fears about COM. He also mentioned the Oread as a publicity organ. Moore asked if the library's communications with the faculty concerning reserve books could also be used to pass on COM information. Howard suggested the possibility that advertisements could be bought in the Kansan. The subcommittee will be open to suggestions from the staff.

K. Neeley suggested that "Public" be dropped from the subcommittee's name because it will be concerned with many more things than just patron education. Malinowsky suggested that it be called "Catalog Orientation Subcommittee."

K. Neeley requested that the COM Catalogue Format, 5th Draft, be updated to reflect the changes that have been agreed upon and that the examples be updated as well. Malinowsky complimented Moore on her explanation of the new format of the "Holdings statements" as published in FYI. Malinowsky asked if there could be an example of a brief entry included in the next draft. Roach said she would furnish such an example in the 6th (and hopefully, final) draft. A brief entry will include the author-title information through the collation, the series statement, and a note explaining where the book is located.

Susott said he still had questions concerning the format of cross references.

DiFilippo brought up the question of enhancements. Weaver said that as far as enhancements go, nothing is precluded. Howard said it is too early to make plans just yet to implement any enhancements. Moore said that after the introduction of a new system, its shortcomings become evident. An enhancement list would be a good channel for frustrations with the limitations of COM and for the collection of suggestions for its improvement. Susott speculated that ideas for new enhancements would occur as the system goes into operation. Howard said that the list of enhancements would be under constant evaluation and revision.

The meeting was adjourned at 2:20.

The next meeting of the COM Committee will be on Wednesday, February 16, 1983 at 1:15 in the Conference room.

FYI

University of Kansas Libraries

Number 697

February 24, 1983

VACANCY NOTICE

The Regents Center Library has announced a temporary, part-time (hourly) Extension Assistant position available March 10 through April 9, with possible continuation. The Extension Assistant will be responsible for a variety of duties involving the daily operations of the Regents Center Library. The work schedule is flexible, and the salary is \$3.50 per hour. The position requires an accurate typing ability, an ability to work well with others, and 6 months experience in accounting, bookkeeping, or deposits. Preferred qualifications include a baccalaureate degree, 1 year of library experience in public service, and an ability to conduct computerized database searches. Interested individuals should complete an application form (available from the Regents Center Library) and arrange for an interview by contacting Nancy Burich, Regents Center Librarian, 913-841-2147. Application deadline is March 4, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF ASSIGNMENTS ON THE TITLE II-C CENTRAL AMERICAN CATALOGING PROJECT

The Title II-C project which began 01/01/83 will be funded for 15 months. Ellen Brow, Project Director, is devoting approximately 40% of her time to selection of Central American materials to be cataloged, coordination of project activities with other departments, and report preparation. Rachel Miller is serving as Project Leader (80%), providing direct supervision of the project's three catalogers and two research assistants. Initially, she is being assisted by Marianne Siegmund for training of project staff in KU cataloging routines. Supervision of student assistants in bibliographic searching for the project is being provided by Sara Townsend (50%). New staff funded by the grant include Linda Alexander (Cataloger), Shelley Miller (Cataloger), Jane Vovk (Cataloger), Rhonda Neugebauer (Research Assistant), and Pat Witty (Research Aide). M. Hawkins

NIJHOFF FORM SELECTIONS

Nijhoff is sending the library form selections for books published in the Netherlands. These will be distributed to the appropriate bibliographer. Bibliographers may use these forms as purchase requests by sending the white and green slips (Copy 1 and Copy 2) to Sue Hewitt, Acquisitions. Please indicate Fund/Bibliographer's Initials in the location shown below. The manilla slip (Copy 3) should be retained by the bibliographer for his/her records. S. Hewitt/R. Ring

MEDICINE
CLINICO-GENETIC GENESIS OF DIABETES MELLITUS:
proceedings of an International Symposium on Clinico-Genetic Genesis of Diabetes Mellitus, February 11-12, 1982, Kobe, Japan / editors Goro Mimura ... (et al.).-- Amsterdam: Excerpta Medica, 1982.
XXVIII, 358 p.: ill.-- (International congress series; no. 597).
ISBN 0-444-90285-6 fl. 175.00

(CONTINUED)

FUND / BIBLIOGRAPHER'S INITIALS

Univ. of Kansas
Watson Libr.
LAWRENCE KS

COLLECTION DEVELOPMENT COUNCIL

CDC will meet on Wednesday, March 2 at 8:30 a.m. in the Library Conference Room. Among the agenda items will be: Endowment Funds, Approval Plans, CRL Report, KU gift policy, and Regents' Libraries cooperation. If anyone has any items for discussion, please contact Rich Ring. R. Ring

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet at 10:30 a.m. on Thursday, March 3 in the Library Conference Room, 511 Watson. J. Ranz

FYI

University of Kansas Libraries

Number 698

March 3, 1983

CLASSIFIED VACANCY

Funding has been released for the half-time Clerk Typist II position in Cataloging that was vacated by Paula Fakhari effective January 28. Library staff interested in applying for this half-time position should contact Sandy Gilliland in the Administrative Office no later than 5:00 p.m. Wednesday, March 9.

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

EMPLOYEE RECOGNITION CEREMONY

As announced in last week's OREAD, the Ninth Annual Employee Recognition Ceremony will be held at 1:30 p.m. on Tuesday, April 26 in the Kansas Union Ballroom. Employees will be honored for years of service, and awards will be presented to the Classified and Unclassified Employees of the Year. Insofar as possible, staff are encouraged to attend this program, and those being honored are especially encouraged to participate. Library staff who will be honored at the Ceremony include: 35 years of service: John Glinka; 25 years of service: Ruth Faulh; 20 years of service: Roger Anderson; 15 years of service: Carol Chittenden and Mary Lou Warren; 10 years of service: Mary Ann Baker, Joy Fry, Sherry Hawkins, Sue Hewitt, Ellen Johnson, Janet Revenew, Jim Smith, and Mary Tefft; 5 years of service: Nancy Akbaba, Kerry Bower, Barry Bunch, Leesa Duby, Nancy Hawkins, John Martin, Kathleen Neeley, Geri Slater, Diane Warner, and Margaret Wilson. Congratulations to all of you.

S. Gilliland

KPERS HOME MORTGAGE PROGRAM

All members of the KPERS retirement system should, in the next few days, receive a two-page information sheet concerning the latest Home Mortgage Program funded by the Kansas Public Employee Retirement System (KPERS). This \$20 million dollar program has a preference as to the availability for members of KPERS. The preference period is for a two-week period beginning March 1, 1983 and ending March 14, 1983. If you do not receive a copy of the information sheet and would like one, contact Sandy Gilliland.

S. Gilliland

SIGN IN/SIGN OUT

If, for some reason, the sign in/sign out sheet is not left on the Information Desk, it is kept in the bottom right-hand drawer of the Information Desk.

K. Simmons

SPRING TIMETABLES

Does anyone have any Spring 1983 timetables that they would like to donate to Reserve? We could use some. Thanks.

B. Harsh

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office Thursday, March 15, 1983, by 9 a.m.

S. Butter

LFA BALLOT RESULTS

The results of the LFA mail ballot dated February 3, 1983 have been tallied and are reported below. Overall, 73% of LFA members voted in this ballot. The Executive Committee thanks you all and commends you for your interest.

I. Amendments

1. LFA Code amendment prohibiting membership on the Committee on Promotion and Tenure of those LFA members scheduled for tenure review:

Yes -- 45 No -- 3 Abstain -- 2 Amendment passed

2. By-laws amendment clarifying procedure for filling committee vacancies:

Yes -- 42 No -- 6 Abstain -- 2 Amendment passed

II. Salary Distribution

1. Preference for distribution ratios

RATIO	CHOICE		
	1st	2nd	3rd
3-5-7	14	3	13
2-3-4	7	12	7
4-5-6	28	8	3

2. Preferences for distribution amounts

AMOUNT	CHOICE			
	1st	2nd	3rd	4th
Equal Dollar	17	3	5	7
Equal Percentage	8	2	4	13
1/2 Equal Doll.-1/2				
Equal Percentage	10	8	8	0
3/4 Equal Dollar-				
1/4 Equal Percentage	14	10	5	1

3. Would your preferences change if the salary base should be smaller than 5%?

Yes -- 11 No -- 38

4. Preferences for 2-3% salary increase in base

RATIO	CHOICE			AMOUNT	CHOICE			
	1st	2nd	3rd		1st	2nd	3rd	4th
3-5-7	1	1	3	Equal Dollar	4	1	0	1
2-3-4	1	2	1	Equal Percentage	1	0	1	3
4-5-6	6	1	0	1/2 E.D.-1/2 E.P.	1	1	3	0
				3/4 E.D. -1/4 E.P.	4	2	0	0



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

26 January 1983

Minutes of the Budget and Planning Committee

Present: Annie Williams, Peggy Shortridge, Gary BJORGE,
Rob Melton, Rich Ring, Dean Ranz, and Pat Nebgen

The meeting was called to order at 2:45 pm.

Dean Ranz met with the Committee. He proposed changing Marilyn Clark's title to Director of Resource Development in order to reflect more accurately what she is already doing. The Committee supported this proposal. The Dean also proposed that long-range goals and objectives for the KU Libraries be prepared. He will prepare a draft to be reviewed and revised by the Committee at a future date. Much discussion followed. The Committee will seek staff input after the first draft has been prepared.

The Committee will meet with Mary Kay in February to discuss long range needs.

Meeting adjourned at 3:45 pm.

Amended minutes published by Annie Williams, Rich Ring, and Pat Nebgen.

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

14 February 1983

Minutes of the Budget and Planning Committee.

Present: Annie Williams, Peggy Shortridge, Mary Kay, Nancy Shawbaker, Gary BJORGE,
Rob Melton, Rich Ring, and Pat Nebgen.

Meeting began at 10:40.

The first item discussed was Photocopy. Mary Kay reported that two machines had been completely overhauled over intercession. The overhaul had helped to decrease down time. Cooler temperatures in the room also helped. Facilities Operator is suppose to be checking into ways of decreasing heat in Photocopy during the summer months.

Mary Kay said that Marty Miller is currently obtaining statistics on patron use of the machines. This will help in justifying the need for another machine. If another machine was obtained, discussion of where it might be placed followed.

The committee decided that Mary Kay should forward the statistics obtained for the semester to the committee at the end of May. The committee decided the only responsibility the committee had was in trying to determine the Libraries long range needs for more machines. *for Photocopy*

Planning for the West Library was briefly discussed. It was decided that it was a dead issue until money was appropriated for planning as far as the Budget and Planning Committee was concerned.

The goals and objectives proposal to be coming from Dean Ranz was discussed. The committee felt it needed more information on the subject. Rob Melton was to obtain any articles about goals and objectives for libraries. Annie Williams was to write to peer libraries to see what goals and objectives they had. Rich Ring was to check for ARL information on the subject.

Rich Ring mentioned that the Libraries lowest ranking in the ARL rankings was in the amount of nonprofessional staff.

Meeting adjourned at 11:55.

Sincerely,

Pat Nebgen
Secretary

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

February 28, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, January 31, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Mary Hawkins, Jim Helyar, Marianne Siegmund, La Verne Coan

Charles Getchell chaired the meeting at the request of the Chairman.

LFA Meeting Report

The Vice-Chairman and Secretary gave a short report on the conduct of the LFA meeting of January 24, 1983, for the benefit of those Committee members unable to attend.

In response to a request from unclassified salaried staff as to their input in Assembly committee deliberations that affect them directly, the Committee agreed to remind them that comments would always be welcomed and that they should get in touch with the committee chairperson directly involved. A notice to this effect will also be published in FYI.

Issuance of the LFA Code

The Committee has agreed that the Code should be issued, including all amendments since 1980, as a stand-alone document and will be distributed to the LFA membership after the next mail ballot.

Mail Ballots

Two mail ballots will be distributed by February 7th, 1983: one concerning the salary distribution for merit raises and the other concerning two amendments to the Code and By-laws. The Nominating Committee will be asked again to take responsibility for tabulating the results for the Assembly.

Role of Committee on Budget and Planning

There has been concern expressed by the Executive Committee and by Assembly members that the Committee on Budget and Planning is not acting as a body of the Assembly, but in some cases acts as a body responsible to the Libraries' administration. The Executive Committee has no desire to limit the activities of the administration but would like to clarify the role and responsibilities of the Committee on Budget and Planning.

In an effort to clarify these issues, the Executive Committee has agreed to invite the Chairperson of Budget and Planning to the next Committee meeting to discuss these concerns and consider future direction for this committee.

Role of the Executive Committee

The Committee would also like to explore its own role: the Code lays down responsibilities for ensuring the orderly operation of the Library Faculty Assembly, by scheduling meetings, and organizing and overseeing committees and

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the procedures. However, in the past the Committee has tended to act as a cabinet (rather than a committee on committees), representative of the Assembly and speaking for it, filling a role not otherwise covered by the Code.

The History File of the Executive Committee

The Secretary reported on her findings while compiling a history file on the Executive Committee. The Secretary found that although most of the work of the Committee has been routine--appointing committees, dealing with approval of committee proposals--it has been this Committee which has directed the organization, shaped its functions, and decided difficult questions of procedure and policy so that the Assembly can be an effective representative body.

Issues for Future Discussion

(1) Formalize representation to the Classified Conference. (2) Clarify the status of the position of Adjunct Bibliographer. (3) Clarify the responsibilities of the Classified Conference representatives to LFA committees. (4) Review and suggest a broadening of the charge of the Nominating Committee.

Agenda for Next Meeting--Monday, February 28, 1983, 11 a.m.

Report on outcome of LFA balloting
Report on History File for the Committee on Budget and Planning--Charles Getchell
Discussion of role of Budget and Planning--Ann Williams, Chairperson as guest

Approved February 28, 1983

FYI

University of Kansas Libraries

Number 699

March 10, 1983

YEARS OF SERVICE AWARDS

Last week's FYI announced names of several library staff who will receive service awards at the Annual Employee Recognition Ceremony on April 26. Eleanor Symons will receive an award at this ceremony for her 25 years of service. Her name was inadvertently omitted from last week's announcement. S. Gilliland

STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, March 15, at 9:00 a.m. S. Butter

COM SYSTEM DEMONSTRATIONS

The Catalog Department is continuing to demonstrate the online COM editing system through the month of March. We would like any one who intends to see a demonstration to make an appointment before the end of March so that we can reassign the terminal time for COM production after that. Appointments are available for Monday, Wednesday, or Friday at 11:00, and Tuesday or Thursday at 3:00. L. Moore

BUT WHEN WE GET BEHIND CLOSED DOORS...

For obvious security reasons it is imperative that staff entering the building before opening hours lock the doors behind themselves when they come in. We are also having problems with the "air pocket" keeping the doors ajar, so please be sure that you pull or push the doors shut when you enter or leave. Thanks. L. Duby

REGENTS CENTER LIBRARY NEWS

Kent Boler has been hired at the Regents Center Library to replace Karen Knapp for a temporary period. His responsibilities will include serials check-in and photocopy deposits. Kent was previously a student assistant at Duke University Library, where he graduated in December 1982. Karen is expected to return to work on April 11.

Because of Spring Break the Regents Center Library courier service will be suspended and will resume on March 21. There may possibly be one delivery during the week of Spring Break, but please contact Z. Galliano in Reference (3366) if you need something to go to the Regents Center Library.

Library hours during Spring Break for the Regents Center Library will be 8:00 a.m.-5:00 p.m. Monday-Friday. N. Burich

HOWEY READING ROOM

The Howey Reading Room in Summerfield will be closed to the public during Spring Break beginning Saturday, March 12 through Sunday, March 20. However, Cherrie Saile may be reached by telephone at the Reading Room March 14-16. C. Saile

TUITION ASSISTANCE APPLICATION DEADLINE

Applications for Tuition Assistance for the Summer 1983 session are due in the Executive Vice Chancellor's Office no later than 5:00 p.m. Friday, April 29. The Tuition Assistance Program provides funding for certain educational expenses incurred by K.U. staff members. To be eligible for tuition assistance, applicants must be full-time employees who have worked for the University for at least one year and must remain full-time during the semester. Employees under this program

(CONTINUED)

will be limited to taking three college credit hours during their first semester in the program and up to six credit hours thereafter. Tuition Assistance pays the cost of tuition and other educational expenses for qualifying employees. Awards are granted on a competitive basis, based on length of service with the University, applicability of the coursework to the individual's job, and level of education being pursued. Application forms (revised) are available from the Office of the Executive Vice Chancellor, 231 Strong Hall, 4-4904, or from Sandy Gilliland in the Administrative Office.

S. Gilliland

FYI

University of Kansas Libraries

Number 700

March 17, 1983

PERFORMANCE EVALUATIONS - CLASSIFIED STAFF

A March 11 memo from David Lewin, Director of Personnel Services, has announced the schedule for distribution of performance evaluations this spring, since a large number of classified staff are scheduled for annual evaluations at this time. As with the past two years, a staggered schedule for the distribution and submission of these evaluations has been established, as follows:

<u>Employee Surname</u>	<u>Distribution Date</u>	<u>Deadline for return to Personnel Services</u>
A to L	March 18, 1983	April 6, 1983
M to Z	April 6, 1983	April 27, 1983

Even if no merit increases are granted next fiscal year, departments are required to have current performance evaluations on file, since they are used for a variety of personnel purposes--not the least of which is communication between the supervisor and the employee. As of March 18, new or revised performance standards (form DA-229) which are submitted to Personnel Services, must include for each classified supervisor a standard relating to Affirmative Action efforts. Many standards for the Library's classified supervisors already include such a standard. To assure that such a standard is in all cases included, DA-229 forms for affected employees will be monitored for this compliance in the Administrative Office, and assistance provided in adding an Affirmative Action statement, where needed. Attached is the explanation of this requirement, as provided by David Lewin. M. Hawkins

PERFORMANCE EVALUATIONS:

Each librarian should have by now received a copy of his/her completed performance evaluation. All have been returned to department heads for distribution. Please let me know if you haven't received yours. M. Hawkins

PERSONNEL:

Paul Tyson will promote to the half-time Clerk Typist II position in Cataloging effective March 21, 1983. Paul, a student assistant in the Math Library and in Periodicals, replaces Paula Fakhari. M. Hawkins

FOLLOWING IN CARRIE'S FOOTSTEPS?:

Nora Quinlan gave a tour of the Spencer Library and a very interesting presentation on the history of book printing to the Zodiac Club on March 8. Carrie Watson had been a member of this women's study club, which celebrated its 105th anniversary this February. M. Alexander

EAST ASIAN LIBRARY ACTIVITIES:

Gene Carvalho and Gary Bjorge will be attending a professional conference from March 23 through March 27. G. Carvalho

SPRING CLEANING:

The Mathematics Library will be closed for Spring housecleaning on Friday, March 18. R. Fauhl

MAGNA CARTA:

MAGNA CARTA will be on exhibition in the Spencer Library from April 3 through April 6. All library staff are invited. The hours are: April 3, 3-6pm; April 4-5, 9am-5pm; April 6, 9am-6pm. Come and welcome one of the fundamental documents of Anglo-American law and liberty to Kansas. A. Mason

VOLUNTEERS TO ASSIST WITH MAGNA CARTA:

Volunteers are needed to assist with the visit of Magna Carta to KU on April 3 through 6. If you would like to help guide visitors to see Magna Carta, answer questions about it, hand out brochures, or sell souvenirs at the exhibition, please call Al Johnson, Academic Affairs, 864-4455. There will be a special private showing of Magna Carta for all volunteers from 5 to 6pm on Monday, April 4, so that they can get a particularly close look at this fundamental document of Anglo-American liberty and law.

PERFORMANCE EVALUATION ATTACHMENT:Required EEO Statement for Classified Supervisors

As mentioned in a February 14 memorandum from Personnel Services, the conciliation agreement between the University and the Office of Federal Contract Compliance Programs (OFCCP) requires equal employment opportunity efforts and results be a part of managerial supervisory performance evaluations. To that end, we are requiring the inclusion of a standard relating to Affirmative Action efforts on all Performance Standards (DA-229 forms) for classified supervisors. These employees were recently identified by your department.

It is a supervisory responsibility to assure equality of treatment regardless of race, religion, color, sex, disability, veteran's status, national origin, age or ancestry in at least the following areas: staff hiring, training (particularly that related to Affirmative Action), supervision of the daily work, evaluation, counseling, disciplining, policy implementation, and providing an opportunity for broader cultural awareness and promotion of non-sexist/racist language usage in written communication (refer to Affirmative Action Plan, II, D,6).

As of March 18, 1983 our department will return supervisors' performance standards forms (DA-229) which do not include the required Affirmative Action statement. The required statement may be included as a part of other supervisory standards, or it may be a separate standard with its own weight assigned. In some cases, an associated improvement goal may be appropriate. We provide below an example standard that you may wish to adapt for your own purposes.

A supervisor assures compliance with EEO/Affirmative Action principles and policies in all areas of staff responsibility so that: (1) no instances of legitimate complaints occur and so that (2) good faith efforts are demonstrated in meeting goals and in complying with other affirmative action principles.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

March 16, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LVC*

RE: Minutes of Committee Meeting, February 28, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Jim Helyar, Marianne Siegmund, La Verne Coan

Schedule of Committee Reports

The Committee revised the schedule for presentation of committee history files. The amended schedule is as follows:

March 14, 1983	Charles Getchell	Committee on Budget and Planning (Chair Annie Williams, guest)
	Gene Carvalho	Committee on Appointment Criteria
March 28, 1983	Mary Hawkins	Committee on Salaries
or	or	or
April 11, 1983	Nancy Shawbaker	Peer Review Committee
April 25, 1983	Gene Carvalho	Library Committee on Promotion and Tenure

The report of the Committee on Professional Development and Recruitment will be scheduled at the April 11th meeting.

Results of the Recent Mail Ballot

The Secretary reported on the results of the LFA ballot of February 3, 1983 concerning changes to the LFA Code and By-laws and preferences for this year's salary distribution. The results were:

1. Amendment to the LFA Code prohibiting membership on the Committee on Promotion and Tenure to those LFA members scheduled for tenure review:
Yes -- 45 No -- 3 Abstain -- 2 Amendment passed
2. Amendment to By-laws clarifying procedure for filling committee vacancies:
Yes -- 42 No -- 6 Abstain -- 2 Amendment passed
3. Separate ballot on salary distribution yielded complex results which will be reported in full in FYI and to the Committee on Salaries. In summary:
The most supported ratio combination was 4-5-6
The most supported distribution pattern was 3/4 Equal Dollar - 1/4 Equal Percentage
If the overall increase is smaller than 5 percent, 11 members stated their preference would change; 38 members said it would not.

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Special Meeting of the Committee on Professional Development and Recruitment

The Secretary reported on a meeting that she attended called by CPDR to discuss with the Affirmative Action Office the issues involved in opening professional candidates' files to people outside the Search Committee. A written summary of the meeting will be made available to Committee members.

Committee on Budget and Planning Minutes

The Secretary reported on meeting minutes of the Committee on Budget and Planning dated 1/26/83 and 2/14/83. The Committee felt that the fuller coverage of the work of the Committee on Budget and Planning will be appreciated by the membership.

Agenda for Next Meeting--Monday, March 14, 1983, 11 a.m.

- Report of the History File for the Committee on Budget and Planning--Charles Getchell
- Report of the History File for the Committee on Appointment Criteria--Gene Carvalho
- Discussion of Role of Budget and Planning--Ann Williams, Chairperson as guest

Committee on Professional Development and Recruitment

Minutes of the meeting on February 3, 1983

Purpose: to discuss the charge---"Consider to whom the files of candidates for professional appointments should be made available (a range of possibilities exists, from solely members of the search committee, through members of the relevant department(s), to all members of the libraries staff.")

Present: Roberta Ferron, Director of Affirmative Action, Juanita Wehrle-Einhorn, Asst. Director of Affirmative Action, Mary Hawkins, Asst. Dean of Personnel, Laverne Coan, representative from the LFA Executive Committee, Paulette DiFilippo, Earl Gates, Jeannette P. Shawl.

M. Hawkins provided a brief description of search committee composition for unclassified positions within the library (G.23.a Library Staff Handbook). R. Ferron asked how "protected class" people (women, minorities, handicapped, and veterans) are sought as representatives on library search committees. M. Hawkins said that females almost always outnumber males on library search committees. However, the library system has a very small number of staff from the other protected groups. Library search committees have the responsibilities of preparing vacancy notices, determining methods of recruitment, screening, interviewing, and making hiring recommendations. R. Ferron asked how it was determined which candidates are to be interviewed. Her concern is related to the current revision of Affirmative Action's procedural handbook. M. Hawkins confirmed that the screening process is conducted by the search committee members. Other staff are involved in the interview process after applicants have been screened and at that time have access to resumes and vitas of candidates interviewed, but not to transcripts and letters of reference. Historically, an exception has been made to this practice for the Reference Department because they have requested full involvement in the screening process as well for their department's vacancies. According to L. Coan, the Reference Department tends to make collegial decisions more often than other departments. Members of the department have, in the past, screened complete files of applicants for their unclassified vacancies, in addition to the screening done by the search committee. Department members have then acted in an advisory capacity to their representatives on the search committee regarding which applicants should be interviewed. Search committee members are not obliged to follow the advice in selecting candidates. The question

arose as to whether or not department members (outside of the search committee) should have access to the entire files, which consist partly of confidential materials. As a result of a prior meeting with the Reference Department, it was suggested that the department, together with the appointed committee members, might form a search committee of the whole and thereby validate access by all to the entire file of each applicant prior to deciding which applicants should be interviewed. Several issues regarding designating a committee of the whole were raised: the unwieldy size of such a committee; whether a committee of that size could be adequately instructed, convened, and overseen. Time and efficiency are at stake if an entire department is used as the search committee. Confidential materials would be more widely disseminated in such a case, and all members would be required to read all files with equal attention before contributing input, or be vulnerable to a charge of unfair practice. Both R. Ferron and J. Wehrle-Einhorn stressed the importance of equal opportunity and its relationship to consistent fair practice regarding the composition of search committees as well as the separate issue of equal attention which is due to all applicants' files during the screening process. R. Ferron emphasized the following important points to bear in mind: the responsibility for the control of confidential materials; and the responsibility of the personnel head to educate the search committee as to procedure, practice, etc. Equally important to consider is the separate issue of underrepresentation of a protected group in a department which is reading confidential materials. Such a practice leaves the department and the search committee open to possible legal problems. Although it is not always possible to have protected groups represented on a search committee, those responsible for the appointment of committee members must be able to show that the attempt was made.

R. Ferron asked how input regarding candidates was solicited by search committee members from the library department(s) involved. M. Hawkins said that generally individual search committee members polled all those who had participated in the interviews in order to obtain their reactions and recommendations. P. Difilippo asked for a clarification of the obligations and requirements of search committee members. Does each member of the search committee have an equal responsibility to the whole? If a department acts as a committee of the whole, does it not then diminish the viewpoints and opinions of the appointed search committee members who are from outside of the department concerned? M. Hawkins said that screening, a time consuming process, has in general been the responsibility of only the search committee. L. Coan added that the Reference Department did not sit in on search committee deliberations; department members simply reported their recommendations to the representatives on the search committee. R. Ferron emphasized that what works is best for you; she would not presume to tell an academic unit how to conduct its activities. However, it is important that the library system scrutinize itself. Do the library's search procedures, first of all, offer equal opportunity? Is there any danger of peer pressure within a department which might prevent a member from expressing a different opinion? R. Ferron expressed admiration for a department which was willing to spend the time and become involved in the search for a new member. Again, she reiterated the importance of the education process for search committee members; it is a requirement that each search committee member understand the nature of the job to be filled. The job description should be written such that others reading it will understand the nature and requirements of the job. J. Shawl asked who had the authority to sanction a committee of the whole. M. Hawkins said that the Dean would have, since he approves search committee appointments. P. Difilippo observed that the question of a committee as a whole is an administrative one and is influenced by the efficiency of such a process. R. Ferron said that another question to consider is, does the Reference Department follow through to the end in its search committee participation. Some final discussion followed regarding the privilege of being able to provide input based on access to files and the responsibilities attached to the activity. The search committee members may have access to confidential material, but not without incumbent responsibilities. May outsiders without these responsibilities have access to confidential materials? R. Ferron said that we should scrutinize ourselves to determine if there is a procedural defect, and if there is a legal question of consistency at risk.

A brief discussion followed regarding Affirmative Action Goals and Timetables. M. Hawkins will continue the discussion with Affirmative Action representatives at a later date. Attached to these minutes is a reminder from Dean Cobb to comply fully with Article VII of the Faculty Senate Rules and Regulations. This memorandum was distributed by the Affirmative Action Director at the beginning of the CPDR meeting.



THE UNIVERSITY OF KANSAS

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

May 3, 1982

Memorandum to Vice Chancellors, Deans,
Directors, and Chairpersons
May 3, 1982
Page Two

Memorandum

To: Vice Chancellors, Deans, Directors, and Chairpersons

From: Robert P. Cobb *RPC*

It has come to my attention that some units of the University may not be complying fully with Article VII of the Faculty Senate Rules and Regulations, which describes University policy on confidentiality of official faculty personnel records. I urge each of you to review the policies currently utilized in your unit to insure that they conform to the Faculty Senate Regulations. Article VII is reproduced below, in full, for your convenience.

Thank you very much for your attention to this matter.

University of Kansas Faculty Senate Rules and Regulations

ARTICLE VII. POLICY ON CONFIDENTIALITY OF OFFICIAL FACULTY PERSONNEL RECORDS

Section 1. Files and dossiers on individual faculty members are in general to be treated as confidential, with access limited to the individual concerned (except as provided in Section 3 of this Article); to those administrators and committees who are directly responsible for making individual staff decisions, such as reappointment, promotion, tenure, and salary; and to local, state, and federal officials specifically authorized by constitutionally valid law or regulations to have access to specified categories of information.

Section 2. At the request of the individual, copies of any materials in his or her file (except as provided in Section 3 of this Article) shall be made available

Section 3. A separate file may be maintained on an individual to which he or she may neither have nor authorize others to have access, because the materials it contains (such as letters of recommendation) were placed therein with a guarantee of confidentiality made or implied to the originators of such materials. Whenever such a file is maintained, a) the individual shall be notified of the existence of such a file and shall be provided upon request a list of the materials contained in the file identified by approximate date, category of source, and type of subject matter; and b) the materials i) normally shall be destroyed as soon as they have served their immediate purpose and the matter at issue has been finally resolved, or ii) shall be transferred to the general file on the individual if the materials have ceased to be confidential, or iii) shall be maintained in a continuing confidential status at the request of the individual.

RPC:sp

FYI

University of Kansas Libraries

Number 701

March 24, 1983

LAW LIBRARY VACANCY ANNOUNCEMENT

The Law Library has announced the following vacancy: Catalog Librarian, School of Law. Required qualifications: ALA accredited MLS: OCLC LC classification, AACR2 experience. Preferred qualifications: law library or academic library experience, working knowledge of Germanic and Romance languages. Responsible for all aspects of cataloging. Salary: \$14,500-\$16,500. Position available April 18. Contact Professor Peter Schanck, Director, Law Library, Green Hall, 864-3025. Application deadline: April 15.

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

INTERIM ENGINEERING LIBRARY ADDITION

The Ground Breaking Ceremony for the Interim Engineering Library Addition to Learned Hall was held Monday, March 21, on the front lawn of Learned. The addition is funded by contributions to the Kansas University Endowment Association which have come mainly from School of Engineering alumni, businesses and industries. The two-story, 12,000 sq. ft. building will be located in front of the south/central entrance to Learned Hall. The architect for the building is Gould-Evans Partnership of Lawrence, and the general contractor is Douglas Construction Company of Topeka. It is projected that the building will be ready for occupancy in early 1984. M. Cyr

TUITION ASSISTANCE DEADLINE

As a reminder, applications for Tuition Assistance for the Summer 1983 session are due in the Executive Vice Chancellor's Office no later than 5:00 p.m. Friday, April 29. (Please consult the March 10th FYI, or contact Sandy Gilliland for further information). Application forms are available from the Office of the Executive Vice Chancellor, 231 Strong Hall, 4-4904, or from Sandy Gilliland in the Administrative Office. S. Gilliland

February 16, 1983

Attending: C. Howard (presiding), P. DiFilippo, H.R. Malinowsky, L. Moore, J. Neeley, K. Neeley, M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:15.

The minutes of the January 6, 1983 and January 20, 1983 meetings will appear in the February 17, 1983 issue of FYL.

Howard announced that a group of library representatives from Johnson County Public Library and northeast Kansas had been viewing KU's library systems (especially COM) on the invitation of Dean Ranz. The representatives were impressed with COM and would like to make use of it for their own catalogs. They particularly liked the fact that the data in COM would be "clean" (evaluated) and that KU would have control over its own data base (and not be dependent upon a vendor). The possibility is being discussed that the libraries might run their records past KU's authority file, and in return they would furnish additional Clerk III positions to KU to speed up implementation of COM.

Howard also announced that, according to information he had been furnished, the contract for purchase of a personal computer (to be used to transfer authority records from OCLC's authority file directly into KU's authority file) had been approved and was being typed. Immediately after the meeting it was learned that a state contract for supply of personal computers was being let, that bidding would close on March 15th, and that the contract would be awarded on April 1st.

Roach distributed materials that are being used by the Cataloging Department for training (including "COM Online System: An Overview" and exercises for trainees as well as examples of off-line printoffs of a COM bibliographic record and COM authority records). Moore reported that training in searching records online had begun for Cataloging Department personnel. It consists of a one-hour orientation session in a large group followed by a "hands-on" session conducted in groups of two. A preliminary manual has been produced and distributed within the Cataloging Department and is undergoing revisions to rectify changes in the program occasioned by problems that are surfacing during the training sessions. Next week will begin a new series of training sessions that will deal with editing and inputting online. Roach added that the system had been greeted with enthusiasm in the Cataloging Department. Moore announced that demonstrations of the system will be available to all library personnel during the remainder of February and all of March. Anyone interested should call the secretary in the Cataloging Department for a reservation. (Demonstrations will be conducted in groups of three.)

Susott reported no delays in the system's schedule. He conceded that Howard's information on the personal computer was more recent than any he had. He estimated that it would still take two months after the arrival of the personal computer before it would be available to transfer information from the OCLC database to KU's database. He did caution the committee about his time estimate because the problem (communication between a microprocessor and a mainframe to be handled by someone other than a computer programmer) is a relatively new area. Since there are no experts at the Computer Center in this area, much research and experimentation will have to be done. The Computer Center is quite supportive of the project because of

its implications for other possible applications of microprocessor-to-mainframe communications elsewhere within the University. DiFilippo stressed that a delay will not lessen the usefulness of the personal computer to the Cataloging Department: it will continue to be a useful tool even after the initial KU Authority File has been created.

Malinowsky reported that the Subcommittee on Public Orientation had met the previous day (February 15, 1983). That meeting dealt primarily with developing a questionnaire and a list of institutions with automated catalogs to send the questionnaire to. The Subcommittee will meet again in two weeks and is soliciting possible questions to add to the questionnaire. The questions should not duplicate what is already known from the literature on the subject. The Subcommittee reiterated that the first priority will be the training of staff.

Susott asked about the layout for COM. He added that the location of COM will be important; it needs to attract the attention of the patron as he enters the public catalog area. J. Neeley thought it needed easy access to the Reference Desk, so that reference librarians could field questions conveniently. Susott and Roach said that patron questions had not been a big factor in use of the COM catalog at Trinity University. Discussion of layout followed, but as the matter is still under review in the reference department, presentation of a final plan will be made at a later meeting.

J. Neeley also stressed the need for signs. Malinowsky said that a supplemental sign contract would be let when the library knew exactly what is needed. J. Neeley said that studies have shown that patrons most often request a wide (r) distribution of the catalog as a desirable improvement--even to the extent of putting copies of the catalog in the stacks. Malinowsky said that stack copies of COM were not planned because of the expense involved, but that each department would have a copy (e.g., Periodicals (4th floor) would have a copy in addition to those copies on the 3rd floor). J. Neeley pointed out that COM will represent a small portion of KU's holdings for quite some time and as such will not be that useful when it is cut off from the (card) public catalog.

Malinowsky brought up the need for security within the library as more and more expensive automated equipment is introduced. He mentioned that a sign-in/sign-out system will be instituted for those library employees who work in the building after closing time. Various possibilities were discussed for protecting the equipment that will be used in the Cataloging Department, and it was suggested that the security precautions taken by the local school district to protect their equipment be studied.

Howard called for agenda items and unfinished business for the next meeting. Roach confessed that the 6th draft of the COM Catalogue Format was not finished and would not be finished for some time because of training commitments. Malinowsky mentioned that the header strip was still unfinished business; Howard said that the header strip was something for the Subcommittee on Public Orientation to consider. Roach asked that the Subcommittee show the questionnaire to the COM Committee before it is sent out. J. Neeley brought up the question of the maintenance of the COM readers (from putting out new fiche to changing bulbs and cleaning screens and lenses) and whose responsibility it would be. He said that the Reference Department cannot assume these tasks which, based on our experience with UKASE, will be quite time-consuming. Malinowsky repeated his plan that there would be two new student positions created whose only duties would be to service COM readers.

The meeting was adjourned at 2:00.

The next meeting of the COM Committee will be on Wednesday, March 16, 1983.

Minutes of the Senate Library Committee
February 2, 1983

The Senate Library Committee met at 3:45 in the Library Conference Room with Chairman Katzman presiding. Present were: Bunch, Burchill, Cannatella, Francisco, Getchell, Johnson, Maloney, Ranz, and Schanck.

The following guests were introduced: Gary Susott and Albert Weaver, Office of Information Systems; Lorraine Moore, Cataloging Department Head; and Clint Howard, Assistant Dean of Libraries.

Minutes of the January 10, 1983 meeting were accepted as written.

The Student Fee Sub-Committee reported that on February 15 they will meet with members of the Student Senate leadership to discuss the fee issue. A brief report of this meeting will be presented at the next Senate Library Committee meeting.

Howard reported on the progress of the Library's COM Catalog and provided a brief history of the project. (A written report on COM, prepared by Howard, had been mailed to committee members prior to this meeting.) Howard explained the extreme cost and difficulty of maintaining a card catalog and the phases of production leading to the COM Catalog: 1) Creating the capability to edit and change cataloging records, archive tapes, locally rather than going through the OCLC database in Ohio; 2) creation of a database (this phase is about to begin now); and 3) production of COM fiche and transfer from the card catalog, scheduled for September, 1984. All cataloging records from January 1981-on will be in the COM Catalog records. Howard stated that retrospective conversion (inputting catalog records prior to 1981) could not be considered for quite some time due to the large expense this process would involve. He added that COM fiche, which will look very similar to the Serials UKASE fiche, will be updated possibly once a month, but not less than every two months. There was a brief discussion of an on-line catalog. Howard stated that the progression from COM to on-line is quite easily done and could possibly be done at K.U. when funds are available. Susott stated that large scale on-line capability is costly and would demand much power from the central computer. He stated that an on-line catalog would not make the COM catalog obsolete because of the tendency for on-line systems to break down periodically, and also because not all users would have access to terminals. Howard stated that another consideration for COM is to create branch library fiche catalogs. He added that COM will result in substantial staff time savings because filing in the card catalog will be reduced.

The meeting adjourned at 5:15.

Respectfully submitted,

Sandra K. Gilliland

Minutes of the Senate Libraries Committee
Wednesday, December 15, 1982

The Senate Libraries Committee met at 4:00 p.m. in the Science Library with Chairman Katzman presiding. Present were: Bunch, Burchill, Francisco, Getchell, Johnson, Maloney, Mikkelsen, Ranz, and Schanck. David Allen, student, was also present at today's meeting.

Minutes of the December 9, 1982 meeting were amended as follows:

Paragraph 3, seventh line: change the \$80,000 figure to \$40,000. Add Schanck to those present at the meeting.

The purpose of today's meeting was to agree upon the next course of action regarding a proposed student fee for the Library. Katzman explained that he had met with Cannatella prior to today's meeting and decided that the best way to proceed on this issue would be to form a sub-committee. This sub-committee, headed by Cannatella, will meet with the Student Senate to make a presentation of SLC's discussions. Burchill and Francisco volunteered to serve on the sub-committee. The sub-committee will keep SLC informed of all discussions and progress.

Francisco suggested that if a general agreement was ever reached regarding a student fee, there should be two provisos: 1) the amount of the fee could not be increased without the vote of some body; 2) the fee would only be collected if the University Administration spends its allocation on the Libraries. It was also suggested that the money be "earmarked" for specific uses, such as for acquisition of books and/or periodicals.

Katzman reported that a one-two page report to SenEx describing progress on Committee charges is due January 15. Burchill suggested that a draft of the report be circulated to members for comment.

The Libraries' FY84 Budget Request will be reviewed and discussed at the next SLC meeting, scheduled for Monday, January 10, 4:00 p.m., Library Conference Room, 511 Watson.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Sandra K. Gilliland

Minutes of the Senate Library Committee
January 10, 1983

The Senate Library Committee met at 4:00 in the Library Conference Room with Chairman Katzman presiding. Present were: Bunch, Burchill, Cannatella, Francisco, Johnson, Maloney, Mikkelson, Ranz, Schanck, and Woodyard.

There were no changes to the December 15, 1982 minutes.

Ranz introduced Nancy Shawbaker (Assistant to the Dean of Libraries) and handed out sections of the Library's budget request. He then began a presentation of the FY84 Request. He stated that throughout the entire budget preparation process library staff gave much input. The process involved 1) department heads meeting with staff colleagues to formulate recommendations; 2) discussions of recommendations with department heads and library assistant/associate deans; and 3) discussions of recommendations at three meetings of the Library Administrative Conference. Also involved in each phase of the process was the Library's Budget and Planning Committee, composed of library unclassified and classified staff. The Budget and Planning Committee's report will be included as part of the Library's budget request document. Ranz explained that the following points were stressed in the general overview of the budget report: 1) The service nature of the library--no programs to cut in times of financial shortfalls. 2) Impact of the shrinkage requirement--being a unit under Academic Affairs, the unclassified shrinkage requirement is 2% and the classified shrinkage requirement is 5%. The Library has twice as many classified staff as unclassified, and the library payroll is almost equally proportioned between unclassified/classified staff. 3) Cumulative nature of library activity--almost everything the Library does is cumulative, i.e. uncataloged books will be there next year to catalog.

Ranz further explained the rationale for the FY84 budget recommendations: 1) Public Services Staff--an approximate one-third increase in the use of library facilities and collections has occurred due to the renovation of Watson, the expansion of the Science Library, and the opening of the new Art Library. Therefore, it is difficult to find services that can be cut or positions that can be eliminated. 2) Technical Services Staff--the backlog of uncataloged books and importance of completing work on the COM Catalog make it imperative that processing efforts be protected. 3) Acquisitions--to protect the present buying power, Acquisitions would need a 12% increase and retention of the two \$100,000 grants, plus the same base as FY83.

The following chart explains cancellations that would occur at various percentage points of funding:

Funding Level	Resultant Shortfall	Serials* Cancelled	Books** Cancelled
102%	\$151,247	1,512	3,025
101%	\$208,271	2,083	4,165
100%	\$265,295	2,653	5,306
99%	\$265,295	2,653	5,306
98%	\$297,319	2,973	5,946
97%	\$354,343	3,543	7,087
96%	\$411,367	4,114	8,227
95%	\$411,367	4,114	8,227

*Average cost of \$50 each
**Average cost of \$25 each

(CONTINUED)

Ranz stated that a copy of the Library's FY84 Budget document will be provided to Katzman.

The next SLC meeting will be held on Wednesday, February 2, at 3:45 in the Library Conference Room.

The meeting adjourned at 5:05.

Respectfully submitted,

Sandra K. Gilliland

FYI

University of Kansas Libraries

Number 702

March 31, 1983

PERSONNEL

Bob Malinowsky has announced his resignation effective July 10, 1983 to become General Manager/Senior Editor of Libraries Unlimited, a private publishing firm located in Littleton, Colorado. Here at K.U. Libraries Bob has held positions of Assistant Science and Engineering Librarian, 1963-64; Science and Engineering Librarian, 1967-69; Assistant Director of Libraries 1969-76; and his present position, Associate Dean of Libraries, 1976-present.

Bertie Kotas will retire from her Library Associate position in the Cataloging Department effective May 1, 1983. Bertie began her Library employment on October 5, 1966 and has been employed in the Cataloging Department during this entire period. S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, April 13, at 9:00 a.m. S. Butter

MAGNA CARTA

On Tuesday, March 28, Governor Carlin signed a proclamation declaring April 3-9 as Magna Carta Week in Kansas, to recognize the opening of the document's display this Sunday at Spencer Research Library. The document will be displayed in its own case under bulletproof plastic, and can be viewed Sunday from 3:00-6:00 p.m., Monday and Tuesday from 9:00 a.m. - 5:00 p.m., and Wednesday from 9:00 a.m. - 6:00 p.m. M. Baker

SPECIAL COLLECTIONS SCHEDULE DURING MAGNA CARTA WEEK

The Department of Special Collections will be closed during the visit of Magna Carta April 3-6 except by previous appointment. Appointments must be made with the Department of Special Collections by April 2. M. Baker

CREDITS

"Music Collections--University of Kansas," a history of the Thomas Gorton Music Library from 1893 to the present, by Ellen Johnson, appeared in "Conventional Title," Mountain Plains Library Association, January 1983, pages 7-10. Did you know that the first music library room was fitted up in 1893 at the expense of Dean George Barlow Penny? From 1890 to 1903 the Regents Reports record sums spent for music books and supplies ranging from \$9.02 to \$226.98 for purchasing additions for the library. The library moved into Strong in 1919, later to the Annex, and in 1957 to Murphy Hall, where it is at present. If you wish a copy of the paper, contact Ellen. E. Johnson

EASTER DISPLAY

Mike Palij has arranged a display of Ukrainian Easter eggs in Watson Library on the fifth floor, directly outside of the Administrative Office. S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

March 28, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, March 14, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Mary Hawkins, Jim Helyar, Nancy Shawbaker, Marianne Siegmund, La Verne Coan, Annie Williams (Chairperson, Committee on Budget and Planning)

Report on the History File of the Committee on Budget and Planning

Charles Getchell presented a summary of his findings while compiling a file on the history of the Committee on Budget and Planning (B&P). B&P has dealt with, on the one hand, a defined set of tasks and, on the other, tasks which are assigned by the Dean of Libraries or by the LFA. The defined tasks are those related to formulating budget recommendations and to reviewing procedural or administrative changes in the Libraries which would impact the budget. Assigned or requested tasks have included review of salaries and advertising procedures for vacant positions, compilation of facts and figures for new library facilities, comparison of the KU Libraries with other peer libraries for planning purposes, and consultation with the Dean on selected personnel matters.

Although the planning function of the B&P is integrated in every decision this committee makes, planning as a separate function has never been strong. Also, there has always been some concern that the work of this committee could be better documented.

Discussion of Points Raised in B&P History Presentation

Annie Williams, Chairperson of B&P, attended this meeting at the invitation of the Executive Committee to give her impressions of the role of B&P and its relationship with the Executive Committee in the past.

The preliminary discussion which followed attempted to define the Executive Committee's concerns. Areas covered included the relationship of B&P to the Dean of Libraries, to the Executive Committee and to the LFA; the role of the Executive Committee in attempting to insure that the work of all LFA committees is visible and responsive to the membership; and the need for a mechanism to supply input from library faculty on administrative matters which may not directly affect the budget.

The lively discussion closed due only to lack of time, but the Executive Committee feels that the issues raised are important for the future of the LFA and will pursue them in subsequent meetings.

Agenda for Next Meeting, Monday, March 28, 1983, 11 a.m.

- Report of the History File of the Committee on Appointment Criteria--Gene Carvalho
- Report of the History File of the Committee on Salaries--Mary Hawkins or Nancy Shawbaker
- Continuing Discussion of the Role of B&P and the Executive Committee

Approved March 28, 1983

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

1 March 1983

Minutes of the Budget and Planning Committee

Present: Annie Williams, Peggy Shortridge, Nancy Shawbaker, Gary Bjorge, Rob Helton, Dean Ranz, Rich Ring, and Pat Nebgen.

Dean Ranz and Nancy Shawbaker joined the Committee for a discussion of the budget for FY84. Dean Ranz explained the letter he had received from Academic Affairs, and the final budget he plans to submit. Much discussion followed. The Library received 99% of the FY83 base budget for FY84. However, the Library must also fund one Art Library position and base adjustments for FY83. This will be accomplished by following the recommendations for the first percentage cut, deleting the equipment budget, decreasing the supplies and expenses budget, and making some salary and fringe adjustments. Shrinkage needed for FY84 was also discussed. Four positions that are currently vacant and budgeted will remain vacant, but additional funds will still be needed.

Annie has written to peer libraries about their goals and objectives. Rich will find ACRL material on that topic.

The meeting adjourned at 10:15.

Sincerely,

Pat Nebgen
Pat Nebgen
Secretary

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

FYI

University of Kansas Libraries

Number 703

April 7, 1983

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, April 13, at 9:00 a.m.

S. Butter

SUMMER WORK STUDY PROGRAM

Work Study authorization cards for the Summer Work Study Program may be picked up in the Student Financial Aids Office, 26 Strong Hall, during the first week of May.

S. Butter

STUDENT ASSISTANT EVALUATIONS

Annual evaluations for all student assistants are due in the Administrative Office on Friday, May 6, 1983. It is not necessary to submit evaluations for those students who were evaluated during the current spring semester. A supply of blank evaluation forms and a memo outlining the procedures to be followed were sent to department heads on April 6. Please contact Sherry Butter if you need a copy of the memo or additional evaluation forms.

S. Butter

MAX KADE GERMAN-AMERICAN DOCUMENT AND RESEARCH CENTER

An FYI bulletin several months ago described the status of the Max Kade Collection. Here is an update. The Research Center is being established on campus, and letters were sent to historical societies across the country announcing the Center and soliciting materials for it. The K.U. Libraries are the caretakers of the "document" part of the Center's title; the books are now stored in an area of brieflisting in Spencer Library. For access, patrons and staff should contact the Government Documents Department. Materials are non-circulating. The "research center" is being organized from faculty offices in the German Department. For more information, patrons and staff should contact Dr. J. A. Burzle (4-4803) or Dr. Helmut Huelsbergen (4-4657).

L. Coan

REVISED LFA CODE

LaVerne Coan, LFA Secretary, has produced a new copy of the LFA Code of Governance which includes all updates as of March 1983. These are being distributed to all LFA members. If you do not receive your copy within the next week, please contact LaVerne.

L. Coan

REDEDICATION REVISITED

The following is an excerpt from "Random Recollections of Anachronism", written by Keyes DeWitt Metcalf, © 1980:

The only position that I applied for was a mistake on my part. It was when I was in library school and I was wondering what to do next. I had two brothers living in Lawrence, Kansas, another who had graduated from the university there, a fourth who had worked there between college and medical school, and two others who had worked in Kansas and liked it. I had heard that Miss Watson (after whom the present library at the University of Kansas was named) was about to retire after many years of service. My handwritten application, which I am sure was not a good one (I do not have a copy of it), reached its destination and an acknowledgment came saying that Miss Watson had decided not to retire at the beginning of the next school year. This turned out to be fortunate for me because the University of Kansas did not have much of a library at that time. With my conservative nature, if I had gone there I probably would have stayed and the position would not have provided the variety of experiences and

Minutes of the Administrative Conference
March 3, 1983

The Administrative Conference met in the Library Conference Room with Dean Ranz presiding. Present were: Bjorge, Bunch, Burich, Carvalho, Craig, Cyr, Gates, Getchell, Glinka, N Hawkins, Howard, Howey, Jerkovich, Kay, Malinowsky, Mason, K Miller, Moore, Nebgen, J Neeley, Richardson, Ring, Shawbaker, Shortridge, Simmons, A Williams, and S Williams.

Ranz explained that although the University will be funded at 95%, the Library will be funded at 99% of its FY82/83 base. He further explained that the term "base creepage" results from fluctuating salaries due to promotions and new hires. The status of the two \$100,000 acquisitions grants remains unknown. Ranz stated that the FY84 shrinkage requirement will be \$95,000.

The meeting adjourned at 11:15.

Announcements: Howard reminded staff of COM Catalog demonstrations; call Cataloging Department to schedule. He also reported on the progress of the coordinated collection development policy. Acquisition librarians from other Regents schools would draft a policy for possible legislative review to answer legislative concerns about duplication of holdings in Regents school libraries. The second purpose of the statement would be to point out the extent of cooperative agreements; the third purpose would be to explore expanding cooperation and entering new agreements.

Cyr announced the upcoming ground breaking ceremony for the new interim Engineering Library. She also mentioned that a copy of the blue prints is available at the Engineering Library for staff to view.

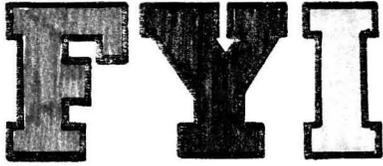
Ranz reported on the status of the Library's FY84 budget: The following information was presented on the chalkboard in the conference room:

1982/83 Base Budget	\$5,702,416	Yet to be determined:	
<u>Rescission</u>		% increase for Salaries,	
Unclassified	\$33,293	OOE, Student Help, and	
Classified	17,737	Acquisitions	
S & E	10,216		
Equipment	14,784	<u>Shrinkage</u>	
Binding	50,000	2% of \$1,300,000	\$26,000
	- 126,050	5% of \$1,300,000	65,000
			\$91,000
1983/84 Request		Increase	4,000
Multiple Levels (95-102%) of 82/83 Base			\$95,000
Library received 99%	\$5,702,416	<u>Positions</u>	
Less	- 60,000*	Doc. Asst.	} -55,000
	\$5,642,416	Ref. Asst.	
		Spec. Coll.	
		Circ. Clerk	
*Will take cut per plan:		NEED	\$40,000
Circ Head			
Circ CIII			
Serials CII			
SpecColl CTIII = \$60,000			
But, we must assume these:			
1) Art research assistant	\$15,000		
2) "base creepage"	13,000		
	28,000		
To be covered thus:			
Equipment	\$15,000		
Positions	6,400		
S & E	6,600		
	\$28,000		

(Continued)

inspiration that I had during the years that followed at the New York Public Library. Miss Watson ultimately retired seven years later and was succeeded by Earl Manchester, a good librarian, who, after seven years there, went on to be the librarian at Ohio State University for 24 years. The Kansas Library did not become a distinguished one until Bob Vosper, one of the finest in our profession, became librarian and, with the aid of Chancellor Murphy, built it up very rapidly."

J. Glinka



University of Kansas Libraries

Number 704

April 14, 1983

WORK STUDY AUTHORIZATION CARDS

Work Study Authorization cards for the Summer Work Study Program (May 18-June 17, FY83 and July 1-August 17, FY84) may be picked up in the Student Financial Aids Office, 26 Strong Hall, during the first week of May. S. Butter

STAFF INPUT INVITED

The Budget and Planning Committee of the LFA is considering the question of how the soon-to-be-vacant position of associate dean for public services should be filled. In formulating its suggestions and recommendations, the Committee would appreciate input from all members of the Library's staff.

If you wish, you may write down your ideas, concerns, etc., regarding this issue, and give them to any member of the Committee (Gary Bjorge, Rob Melton, Pat Nebgen, Richard Ring, Peggy Shortridge, or Annie Williams).

If you wish to express your ideas, concerns, etc., orally, the Budget and Planning Committee will hold an open meeting for anyone on the Library's staff on Thursday, April 21st at 10:00 a.m. in Conference Room A, 5th Level of Watson Library.

A. Williams

PREPARING PRs

Would persons preparing PRs please remember that these should be typed. This helps greatly in processing large amounts of material, and provides a legible record when the PR has to be used as a 24 mo. hold slip. Thanks. C. Howard

NEW CATALOG IN WATSON

Beginning April 11, 1983, all cards for new monographic cataloging produced on OCLC in Watson Library to be filed in the Watson card catalog will be filed in an add-on catalog instead of in the old card catalog. The add-on catalog is located in an aisle between the author/title catalog and the subject catalog. Since the add-on catalog will contain nothing that is not in the first edition of the COM catalog, we will be able to discard it entirely when the COM catalog is produced. Filing cards in the add-on catalog will enable us to avoid some of the duplicate effort required to produce both a manual catalog and an automated catalog at the same time. It will simplify authority work for the card catalog so that Cataloging Department efforts can be concentrated on building the authority file for the COM catalog.

The old card catalog will continue to contain cards for all materials not included in the COM catalog. These include temporary records for materials put into hold prior to the first edition of COM, all cards for serials cataloging, and cards from Special Collections, the Kansas Collection, the Clendening Library, and the Law Library.

The new catalog will be divided between author/title and subject sections. None of the branch libraries will have new catalogs. L. Moore

PERIMETER HEATERS/BUILDING MAINTENANCE CALLS

Library staff who notice any of the perimeter heaters in Watson Library making unusual noise are asked to notify the Administrative Office if this occurs during the regular business day, or call Facilities Operations at 4-4770 if this occurs after 5:00 p.m. and before 1:00 a.m. Monday-Friday. If perimeter heaters are making unusual noise during the weekend hours, library staff are asked to call the Police Department emergency number, 4-4100. In addition, Watson Library staff are reminded to report all building maintenance and housekeeping problems

(Continued)

to the Administrative Office (Darla Perry). This information will be recorded in a log book and reported to Facilities Operations. Accurate records are necessary for purposes of monitoring progress on repairs and for billing purposes. J. Glinka

STAFF ASSOCIATION

What library organization has as its objective "the promotion of the professional, social and economic welfare of the members, and the bettering of the libraries and the library profession in general"? K.U.L.S.A.! "The Officers of the Kansas University Library Staff Association are elected annually, and shall be the President, Vice-President, Secretary and the Treasurer." This year's officers have been Rob Melton, Mary Ann Baker, Charles Getchell and Sherry Hawkins. This year we have been providing the K.C. Star-Times in our staff room, had a sales booth at the Book Fair last fall, a wonderful Christmas party, a volley-ball game on the lawn (last spring, remember?) and numerous remembrances for illness, sympathy, and farewells. It is now time to elect new officers, and we are requesting nominations from each of you. If you are convinced that someone you know (or yourself!) would be a good officer, please nominate them on the ballot at the bottom of this page and send it to Charles Getchell in Reference. S. Hawkins

TO: Members of the Salary Committee
DATE: March 3, 1983
SUBJECT: Minutes of the 03/03/83 meeting (1:30pm)

Present were: B. Jones, J. Skipp, M. Hawkins, and G. Blosser

The main item for discussion was the result of the LFA mail ballot on salary distribution:

- The most supported ratio combination was 4-5-6
- The most supported distribution pattern was 3/4 Equal Dollar - 1/4 Equal Percentage
- If the overall increase is smaller than 5%, 11 members stated their preference would change; 38 members said it would not.

Although it was popular, the staff did not vote overwhelmingly for the Equal Dollar distribuion; and a majority of voters did not want a large differential, as a clear majority voted for the 4-5-6 ratio. (A tight spread is more appropriate in a year such as this, when the salary base is so low.)

Recommendation of the committee: 4-5-6 ratio
3/4 Equal Dollar, 1/4 Equal % distribution

Barb will summarize the ballot results and the recommendation of the Committee and turn it in to Dean Ranz with a copy to the LFA Executive Committee.

Respectfully submitted,

Gaelle Gillespie Blosser

cc: LFA Executive Committee (LaVerne Coan, Secretary)

KULSA BALLOT
Nominations for Officers

(nominate one or more staff
for each office)

President: _____, _____ Secretary: _____, _____

Vice-President: _____, _____ Treasurer: _____, _____

Ideas for future projects:

Return this ballot to Charles Getchell, Reference Dept.



THE UNIVERSITY OF KANSAS

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

April 4, 1983

Memorandum

To: Deans, Directors, Vice Chancellors, Chairpersons

From: Robert P. Cobb *rpc*

Considering the importance of private support for the University of Kansas and the intrinsic role that the Kansas University Endowment Association plays in encouraging, receiving, and administering private support, the following guidelines for the solicitation of outside support are established:

1. All plans for the solicitation of private support for the benefit of the University, or any activity conducted in relation thereto, by any member of the University community should be discussed and coordinated with the Endowment Association.
2. Following such conversations, a request should be formulated in writing and contain the following information:
 - a. The purpose for which private support is sought,
 - b. A list of potential donors or a reference to an existing list, such as those records maintained by the Alumni Association for a particular school or department, and what cultivation has been done,
 - c. The time frame proposed for such effort, and
 - d. The approximate date on which the solicitation is proposed.

In the case of on-going solicitation projects, mailing dates should be scheduled approximately 12 months in advance.

3. All such written requests should be directed to the President of the Kansas University Endowment Association

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

and forwarded through normal administrative channels of the University, i.e., chairperson or supervisor, dean or director, vice chancellor or university director, executive vice chancellor, chancellor.

4. Following the preliminary conversations indicated above, written requests for the assistance of the Endowment Association regarding private support activities may be made at any time, through the appropriate administrative channels.
5. In the preparation of requests, please note that solicitations for private support from any "family class" private foundation must explicitly be approved by the Endowment Association before the proposal is submitted to the foundation; similarly, all approaches to "national class" private foundations should be coordinated with the Office of Research, Graduate Studies, and Public Service before the proposal is sent.

RPC:sp



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
April 11, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, March 28, 1983, 11 a.m.

Present: Gene Carvalho, Charles Getchell, Mary Hawkins, Jim Helyar, Marianne Siegmund, La Verne Coan

Report on the History File of the Committee on Appointment Criteria

The report by Gene Carvalho described the short history of the Committee on Appointment Criteria and the results of its deliberations. The idea of such a committee was conceived during the discussions of requirements for the Assistant East Asian Librarian position, and since its inception in 1981, the committee has dealt with three cases in which required qualifications for vacant positions were reviewed. The committee has the responsibility to review and recommend changes to position descriptions, but is not the final authority.

An obvious flaw in the historical record for this committee was the near complete lack of written minutes documenting the deliberations of the committee. Considering that this body, through its deliberations and recommendations, is likely to set precedents in any case it discusses, the Executive Committee has agreed that future action must be taken to insure that written records be kept and that those records are suitable for publication so that the membership will know not only the outcome of a certain case, but also the reasons behind the recommendation. The Executive Committee is considering several possibilities to improve the written record.

Discussion of Executive Committee's Role

With the presentation of each committee history, the Executive Committee has found that the LFA has changed rapidly and that a review of procedures through which the Executive Committee can fulfill its charge and a review of the Committee's changing role are necessary. The Committee hopes to summarize its discussions and recommendations in a paper which can then be considered by the Assembly.

Secretary's Report

The presentation of the history file of the Committee on Salaries is postponed until the next Committee meeting. The Secretary attended a meeting of the Committee on Professional Development and Recruitment to which Robbie Ferron, Affirmative Action, and Ron Broun, General Counsel, were invited to give further advice in the matter of access to professional candidates' files. Minutes of the meeting will be published in FYI after approval by both guests. The Secretary received minutes from the Committee on Budget and Planning and reported on them.

Agenda for Next Meeting, Monday, April 11, 1983, 11 a.m.

Report on the History File for the Committee on Salaries -- Mary Hawkins
Continuing Discussion of Executive Committee's Role in the Functioning of the LFA
Scheduling of History Reports on the Library Committee on Promotion and Tenure and the Peer Review Committee

Main Campus, Lawrence Approved April 11, 1983
College of Health Sciences and Hospital, Kansas City and Wichita

Minutes of the Committee on Professional Development and Recruitment,
the Library Faculty Assembly

March 1, 1983

Present: P. DiFilippo, N. Hawkins, J. Shawl (Presiding), N. Burich

A draft of the minutes of the February 3, 1983 meeting with representatives of the Office of Affirmative Action were distributed; they will be published upon approval of content by Affirmative Action.

The first order of business was the distribution of travel funds. A total of \$1755.26 is available for distribution this quarter. Among the requests received were three to attend the Name Authorities Institute offered by the Library of Congress and three for the SALAM (Seminar on the Acquisition of Latin American Materials) meeting to be held jointly by KU and the University of Costa Rica. Due to the scheduling of two ALA meetings during the fiscal year, those wishing to attend both were permitted to exceed the \$300 limit per person/per year by \$150.00. Funds were allocated as follows:

7 persons at 40% for	\$116.06 each
3 persons at 60% for	two at \$150.45, one at \$174.09
3 persons at 80% for	\$150.00; 85.72; & 232.12
2 not funded due to funding limitations	
15 requests for funds	1755.26 allocated

J. Shawl reported on her conversation with Ron Broun from the General Counsel's Office concerning access to application files. He pointed out that an applicant assumes that documents submitted will be seen by many people and that a job application asks for no confidential information. In addition, there is no statement that an application is confidential. The main concern should be one of equitable consideration and access to files. There seems to be no written policy statement on this matter. P. DiFilippo noted that if there is no policy, perhaps the confidentiality question is not an issue. J. Shawl agreed. The main concern is that those giving opinions to a search committee read all the documents and not just some. The goal is to avoid a "tainted search."

The possibility of a whole department acting as a committee of the whole was discussed. Only the Dean has the power to approve such a committee. There was discussion on whether one must be a formally appointed member of a search committee in order to read files and advise a department prior to screening for interviews. The question remains unanswered.

It was felt that a careful reading of the Feb. 3 minutes was necessary before further discussion on these matters. The next meeting will be on March 8 at 11am.

Submitted by;

Nancy J. Burich
CPDR Secretary

FYI

University of Kansas Libraries

Number 705

April 21, 1983

PERSONNEL

Norman Wycoff has announced his retirement effective May 17, 1983. Norman has been employed in Copying Services since September 1, 1976. S. Gilliland

PROMOTIONS AND AWARDS OF TENURE

Congratulations to Gary Bjorge, Jim Neeley, and Sherry Williams (Librarian I's) and to Mariann Cyr (Librarian II), who have been awarded continuous tenure with the University. Bjorge, Neeley, and Williams will also be promoted to Librarian II effective July 1, 1983. M. Hawkins

EMPLOYEE OF THE YEAR FINALIST

Included among the 10 finalists for this year's Employee of the Year award is Nancy Shawbaker, a finalist for Unclassified, Non-Teaching Employee of the Year. The winner of this award and of the Classified Employee of the Year award will be announced at the Ninth Annual Employee Recognition Ceremony to be held on Tuesday, April 26 at 1:30 p.m. in the Kansas Union Ballroom. The two selected employees of the year will receive trophies and cash awards of \$200. All finalists receive a certificate and a cash award of \$50. Also honored at the Employee Recognition Ceremony are those employees with five, ten, fifteen, etc. years of service (a list of library staff who will receive service pens was included in the March 3 and March 10 FYIs). Congratulations to Nancy and all staff receiving service pens. S. Gilliland

DEADLINE FOR SUBMITTING PURCHASE REQUISITIONS ANNOUNCED

The University's Office of Business Affairs has announced that Monday, May 9 is the deadline for submitting purchase requisitions to the Purchasing Office, chargeable to this fiscal year's funds (FY83) if the amount is less than \$5,000. Library departments with special supply orders exceeding \$150 are asked to submit the request form to the Administrative Office ahead of the May 9 deadline (preferably by April 30) to allow adequate time for processing. Departments are reminded that such orders should be placed only if the supplies are needed before the end of the fiscal year. Also announced in the Business Affairs' memo is the deadline for submitting purchase requisitions over \$5,000--May 2nd. This memo is included in today's FYI. S. Gilliland

NAME CHANGE

Nancy Akbaba became Nancy Hollingworth due to her marriage on April 15. S. Gilliland

CALL FOR NOMINATIONS

A memo to librarians from the LFA Nominating Committee concerning the call for nominations for 1984 was mailed on April 14. Please note the following when you complete your nomination form:

- 1) Committee on Promotion and Tenure: Gary Bjorge, newly promoted LII will continue in his new rank creating a vacancy in the LI category. No librarian who is scheduled to be reviewed for tenure within the two-year term of committee service shall stand for election.
- 2) Sheryl Williams and Jim Neeley, newly appointed LII's are eligible for positions in that rank.
- 3) Further clarification is in the April 1983 Code of Governance. E. Johnson

(Continued)

TUITION ASSISTANCE

This is a final reminder that applications for Tuition Assistance for the Summer 1983 session are due in the Executive Vice Chancellor's Office no later than 5:00 p.m. Friday, April 29. For an application form or further information, contact the Executive Vice Chancellor's Office (4-4904) or the Library Administrative Office (4-3601)

S. Gilliland

EXHIBIT GRAND VIEWING

There will be a Grand Viewing of the new exhibit "All that in this Delightfull Gardin Growes" in the Main Gallery of Spencer Library at 4:00 p.m. on Thursday, April 28. Coffee and cookies will be served. The exhibit is the work of Sally Hocker, and covers some six centuries of books and manuscripts on many kinds and forms of gardens.

J. Helyar



THE UNIVERSITY OF KANSAS

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

Rec'd 4/1/83
March 30, 1983

MEMO TO: All Faculty and Staff
FROM: Keith L. Nitcher, University Director
REFERENCE: Purchases to be charged against 1983 and 1984 fiscal year funds

In accordance with information received from the Department of Administration, Division of Purchases, the following schedule has been prepared.

All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1983, must be received in the University's Purchasing Office by:
1) Monday, May 02, 1983, if the amount is estimated to be \$5,000.00 or more; 2) Monday, May 09, 1983, if the amount is estimated to be less than \$5,000.00.

Purchase Requisitions chargeable against 1984 funds may be submitted after Friday, May 27, 1983. They will be transmitted to the Division of Purchases for immediate processing so that orders can be placed soon after July 1, 1983. However, fiscal year 1983 transactions will necessarily be given priority.

Additional instructions for completing fiscal year 1983 financial transactions by June 30, 1983, will be sent to your department from the Office of Business and Fiscal Affairs in May.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
April 18, 1983

Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary

RE: Minutes of Committee Meeting, April 11, 1983, 11 a.m.

Present: Gene Corvalho, Susan Craig, Charles Getchell, Mary Hawkins, Jim Helyar,
Marianne Siegmund, La Verne Z. Coan

General Business

Because of its continuing discussions, the Committee on Professional Development and Recruitment has requested an extension to the March 31st deadline for a report concerning access to professional candidate's files. The Executive Committee agreed.

The Executive Committee thanked the Secretary for her work in publishing the revised LFA Code of Governance which was distributed this week.

Charles Getchell reported on a meeting between the Senate Libraries Committee and the Chancellor held this morning.

The Secretary received minutes of the Committee on Salaries (3/3/83) and the Committee on Professional Development and Recruitment (3/1/83) and reported on them.

Revision of Committee Minutes for March 14, 1983

To correct an unintentional misstatement in the Committee minutes of March 14, 1983, the Executive Committee agreed to make the following change: The second sentence of the first paragraph should read "B&P has dealt with, on the one hand, a defined set of tasks and, on the other, topics on which the Dean provides an opportunity for faculty input or which are assigned by the LFA Executive Committee".

Dean's Request for Faculty Input Concerning the Position of Associate Dean for Public Services

The recent resignation of Bob Malinowsky as Associate Dean for Public Services has provided an opportunity for the Libraries to examine their priorities in the Public Services area so that the vacant position and accompanying monies can be used in the most effective manner. The Department Heads of the Libraries will be discussing alternatives in detail, and the Dean has asked for suggestions and recommendations from the staff.

The Executive Committee agreed to refer the matter to the Committee on Budget and Planning to review both budget and planning implications of any changes. The Committee will suggest that the LFA as a whole be contacted for input. A summary report should be submitted to the Executive Committee and the Committee will forward that report to the Dean with any additional comments.

As a result of the preceding matter, the Committee spent some time considering the most useful mode of handling such requests for input from the LFA. This and other aspects of the interrelationships of the Executive Committee, the Standing Committees and the membership at large will be treated as a matter for priority consideration during the remainder of the year.

Agenda for Next Meeting (NOTE DATE AND TIME), Monday, April 18, 1983, 11 a.m. to 1 p.m.

Report of the History File of the Committee on Salaries--Mary Hawkins

Scheduling of History Reports on the Library Committee on Promotion and Tenure

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



THE UNIVERSITY OF KANSAS

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

April 15, 1983

APR 15 1983
OFFICE OF THE DEAN
University of Kansas Libraries

MEMORANDUM

TO: Deans, Directors, and Chairpersons

FROM: David Lewin, Director of Personnel Services

SUBJECT: Financial Planning Seminar

The Department of Personnel Services is sponsoring a Financial Planning Seminar for University staff members. The seminar is scheduled for April 27, 1983, and will be held in the Alderson Room (formerly the Forum Room) in the Kansas Union. One session will start at 1:00 p.m. and a second repeat session will start at 6:30 p.m. that evening.

Each seminar will include presentations on Tax Deferred Annuities and Deferred Compensation (1:15 p.m. and 6:45 p.m.); Stocks, Bonds and Life Insurance (2:00 p.m. and 7:30 p.m.); Real Estate as an Investment (3:00 p.m. and 8:30 p.m.); and, Estate Planning, Taxes, Trusts, Wills, Inheritances (4:00 p.m. and 9:15 p.m.).

While pre-registration is not mandatory, we encourage interested staff members and spouses to make a reservation by calling Personnel Services at 864-4942. This will allow us to arrange for alternate accommodations if space becomes a problem.

If there are any questions about this seminar, please call Personnel Services at 864-4942.

DL:jc

cc: Personnel-Related Staff

FYI

University of Kansas Libraries

Number 706

April 28, 1983

UNCLASSIFIED VACANCY

RESEARCH AIDE, Department of Special Collections. Full-time position for grant-funded appointment, May 11, 1983 - September 17, 1984. Will serve on NEH/Spencer Library team to process 16th-19th century British manuscripts and prepare copy for 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: 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; familiarity with WordStar, dBase II, and/or IBM-PC; some experience in office management; some experience with editing and layout for publication. 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. Application Deadline: Applications must be received by May 3. Apply to Mary Hawkins, 511 Watson.

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

SUMMER WORK-STUDY AUTHORIZATION

As a reminder, work-study authorization cards for the Summer Work-Study Program [May 18-June 17 (FY83), July 1-August 17 (FY84)] may be picked up in the Student Financial Aids Office, 26 Strong Hall, during the first week of May. S. Butter

STUDENT ASSISTANT EVALUATIONS

Annual evaluations for all student assistants are due in the Administrative Office on Friday, May 6. It is not necessary to submit evaluations for those students who were evaluated during the current spring semester. A supply of blank evaluation forms and a memo outlining the procedures to be followed were sent to department heads on April 6. Please contact Sherry Butter if you need a copy of the memo or additional evaluation forms. S. Butter

ARL SPEC KITS RECEIVED

Association of Research Libraries SPEC kits 91 "Student Assistants in ARL Libraries" and 92 "Interlibrary Loan in ARL Libraries" have been received and are available for use in Periodicals. K. Miller

ART LIBRARY

Susan Craig will be out of town from April 29 to May 31. Please contact Art Library staff or Bob Malinowsky during this time if you have any questions regarding the Art Library. S. Craig

JERKOVICH PRESENTS LECTURES

George Jerkovich has been invited to deliver two lectures at Grinnell College, Grinnell, Iowa. His lecture on May 2 will be "Highlights of Yugoslavian History, Literature and Civilization: The Pre-Modern Period", and on May 3 "Contemporary Yugoslavia: Economic and Political Conditions". M. Alexander

(Continued)

Minutes of the COM Catalog Committee Meeting

March 23, 1983

Attending: C. Howard (presiding), S. Craig, P. DiFilippo, L. Moore, J. Neeley, K. Neeley, J. Ranz, M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:20.

Howard reported on the problem of maintenance of fiche readers. When the COM catalog is finally produced there will be 106 fiche readers in the library system. These will require a great deal of time to keep the glass and lens clean on each, replace burnt-out light bulbs, and keep them correctly adjusted. Having consulted with Kent Miller, Howard suggested that the library maintain a supply of spare parts-- primarily in the form of a number of drawers that can be slipped into ailing readers to put them back into service as quickly as possible and without removing them from their stations. He asked if the Committee thought that it could be done in 20 hours per week. J. Neeley and K. Neeley thought that 20 hours was too conservative an estimate; they thought 40 hours would be more realistic. K. Neeley expressed the hope that there would be a large supply of spare parts. Craig mentioned that Art has one unique reader (with side-by-side plates) that would create a spare-parts problem. Howard suggested that Art trade with Microforms to get a standard machine. Craig added that she likes the idea of having one person responsible for all machines library-wide rather than forcing the branches to do maintenance as best they can. J. Neeley once again stated that the Reference Department would not be able to absorb the additional duties of servicing 20 new readers and filing each edition of COM with its existing staff. He asked if vendors could furnish pre-sorted fiche (already in order and in the storage cards). Susott and Weaver weren't sure if that service would be available; Roach thought if it were, the cost would be prohibitive.

Susott reported that a new version of the on-line program has been available for two weeks, incorporating suggestions from the Cataloging Department. The contract for the personal computer is now ready for bids. (The contract purchase of a personal computer ran into some last-minute difficulties and had to be abandoned.) The first "live" file was loaded into the system on Monday and is now being edited by the Cataloging Department. Roach said that a great deal of time had been spent building the system control file. This will allow the system to make "global" changes: automatically changing obsolete forms to their new forms (e.g., "European War, 1914-1918" to "World War, 1914-1918"), abbreviations to their spelled out forms (e.g., "U.S." to "United States"), and some common misspellings to the correct form (e.g., "great Britain" to "Great Britain"). She also said that free-floating subdivisions (e.g., "Addresses, essays, lectures") and certain geographic names had been put in the system control file; therefore if the main heading is established in KU's on-line file (e.g., "Education") and a later occurrence of that heading with a free-floating subdivision is used on a record (e.g., "Education--Addresses, essays, lectures"), then that heading would automatically be accepted into the system without having to be reviewed. Susott said that output from the system was not now highly visible, but that the work so far had laid the basis for a high quality catalog. Weaver added that errors and inconsistencies would always be in the catalog unless they were caught and cleared up as were entered. Although progress seems to be slow now, these preparations will pay off in a quality product, and quantity will be greater in the future because more machine conversions of records will be possible.

COM Minutes
March 23, 1983
Page 2

Moore reported that, now that the first "live" file had been loaded, the Cataloging Department was working on establishing the on-line authority file. The orientation training sessions for Cataloging Department personnel were now paying off because everyone is already familiar with the system even before training in specific inputting tasks is begun. The system is working beautifully. There will be 94 tapes (each containing two weeks of cataloging records) that will have to be loaded and processed before August, 1984: an average of 1.3 tapes per week. Howard commented that whatever slippage in the schedule that may have occurred last fall is now being made up.

The report from Malinowsky concerning the Subcommittee on Public Orientation was presented by Moore in his absence. She distributed a draft of the COM Catalog Questionnaire" and a list of institutions to be contacted. Susott asked again if it would be possible to call these fifteen institutions. Moore said that Malinowsky thought it would be too expensive. KU would call to determine the right contact person to receive the questionnaire. Susott was in favor of getting answers to the questionnaire over the phone; Roach pointed out that most could be reached on the KANS-A-N network. Craig suggested that some information could be gathered from other sources (e.g., size of faculty, size of student body). J. Neeley said that such items were included on the questionnaire to provide a record that the information was collected. Howard wondered if there was a way of asking how institutions handled cross references and how often patrons missed things in the catalog. Craig would like to ask if other institutions put brief records on their automated catalogs. Howard said that additional comments and suggestions for the questionnaire could go to Moore or Malinowsky.

Howard opened the discussion of the add-on catalog by asking how it would go over with patrons. J. Neeley responded by asking how it could be avoided. He said that the inconvenience of an add-on catalog had to be weighed against the later advantages. Susott asked the obvious question: why? Moore answered that it met two needs: space and time. The Reference Department will need the space occupied by the card file cabinets that will fill between now and August, 1984. An add-on catalog could be thrown away and the card cabinets moved from the reference area as soon as the COM Catalog is ready without any need to pull cards. The Cataloging Department can use the time saved by filing into a smaller (add-on) catalog and not having to deal with conflicts that new forms of entry create with old forms present in the (old) card catalog. There would be a limited reference structure for the add-on catalog and full reference structure for the branch catalogs, but the bulk of the efforts of the Cataloging Department would be directed into creating the on-line authority file. Ranz asked if the time savings could be quantified. DiFilippo replied that one LAl does nothing but conflict resolutions; in addition, all catalogers and paraprofessionals spend part of their cataloging time checking conflicts (around 100-150 a month). Weaver asked if the add-on catalog would be filed according to the old rules (as in the old card catalog) so that filers would not have to be re-trained in filing at the same time they are being trained to input on-line. J. Neeley noted that an additional disadvantage of the add-on catalog would be the absence of the cross reference structure present in the old card catalog. Susott wondered why there were no objections to this plan from the Cataloging Department or the Reference Department. All conceded that it was not an ideal situation, but J. Neeley argued that a lot of time was now being spent in maintaining the old card catalog which has a limited useful life; it makes sense to find a way to spend more of that time to expedite the COM catalog which will have an indefinite useful life. DiFilippo echoed these sentiments by expressing the preference for

producing a "throw-away" add-on catalog and concentrating resources on the COM catalog rather than producing two mediocre catalogs side-by-side (the old card catalog which is clogged with split files and the COM catalog, progress on which is being slowed by "fix-up" efforts on the old card catalog). Howard suggested that the final decision on an add-on catalog be postponed until more people (e.g., searchers) could have a chance to comment. Moore suggested that filing into the old card catalog be held for two weeks. Ranz suggested that the Senate Library Committee should be brought up to date on this proposal. Howard asked if the decision could wait for a week. Moore thought that was a good suggestion.

J. Neeley began the discussion concerning the location of the cabinets for the add-on catalog by saying that a location south of the reference desk (as first proposed) was impractical. If the add-on card catalog cabinets are to be to the north of the reference desk, the suggestion has been made that the author-title and subject catalog cabinets be moved to their post-COM locations and the add-on catalog be placed where the COM reader tables will be. Placement of the new catalog is complicated by the necessity of working around the columns in the reference area and by the fact that space allocations for the public catalog were based on the assumption that cards would be pulled from the old catalog as entries were added to COM, thus allowing the card catalog to be compacted. Pulling large quantities of cards in the near future is not in present plans because of the time required; hence, space in the reference area is limited.

Two arrangements have been studied: 1) place the new catalog (first the add-on catalog, later the COM reader stations) along a north-south aisle beginning at the reference desk and separating the author-title card catalog from the subject card catalog, and 2) move the existing card cabinets to the north (eliminating the center east-west aisle) and place the new catalog in an east-west row running from the main entrance to the reference desk, separated from the old card catalog by a new east-west aisle. The advantages of the first arrangement are space (the narrowest aisle would be 10½ feet; most would be 12 feet), accessibility to the reference desk (for patron questions), and the fact that it would divide the author-title and subject catalogs. The second plan is preferred by the Cataloging Department because it would give greater prominence and visibility to the new catalog. It is, however, more crowded (aisles are squeezed to 9 feet); and it is awkward around the columns. Ranz asked if there weren't also problems getting electrical power to the readers in the second plan. J. Neeley conceded that it would be difficult. Ranz said he understood the need for accessibility between the card catalog and COM but questioned the need to spread COM across the length of the reference area. Susott stressed the need for visibility for the new catalog. Weaver expressed the fear that patrons might use the author-title card catalog (the only catalog that could be seen from the main entrance in the first plan) and then assume they had seen the entire catalog. J. Neeley thought that patrons usually mill around the card catalog and do make their way eastward to use the subject catalog or ask questions at the reference desk. Ranz expressed the opinion that concentrating the new catalog in a smaller area as in the first plan (rather than stretching it out from the main entrance to the reference desk) would call attention to it. Weaver was afraid that the COM stations would not be seen behind the taller card cabinets. Susott brought up the example of Trinity University where patrons encounter the COM catalog immediately upon entering the reference area. Ranz summarized his concerns: furnish power safely to the COM stations and use space most efficiently when space is at a premium. He thought the second plan gave too much space to COM and crowded the aisles too much. Craig

liked the idea of having a COM station near the main entrance. Howard thought that would make it easy for the patron to move from the card catalog to COM no matter where he begins his search. Susott said that the second plan would make the statement that the library considers COM as the main catalog and that the card catalog is the supplement. Howard suggested that a "bay" arrangement for the card catalogs be considered. J. Neeley thought that the columns in the reference area would present a problem to such an arrangement. K. Neeley suggested that the card catalogs be run east-west, parallel to the windows. J. Neeley saw a serious disadvantage in that the author-title catalog would not fit into one row. Ranz and Craig suggested that two "islands" of COM stations be created--one near the entrance and one near the reference desk. J. Neeley thought that would be bad because reference librarians would be less available for questions at stations near the main entrance. K. Neeley wondered if a COM station could be put where the Linda Hall catalog is now located (for experienced users who have fewer questions). Roach pointed out that users of the card catalog now have to cross the room to reach the reference desk (e.g., if they have a question about a card in the "A" drawer of the author-title catalog). She said that an arrangement with two "islands" of COM stations would be her second choice. Ranz asked about the possibility of putting the COM stations against the card cabinets in the second plan (i.e., eliminating the aisle between the COM catalog and the card catalog). J. Neeley thought that would force card catalog users to walk a long way to get from one cabinet to the next. He tossed out the idea of moving half of the card catalog cabinets north against the wall and putting COM stations down the (now wider) center aisle. He called for additional floor plan proposals and said he would continue to work on possible floor plans.

The meeting was adjourned at 2:45.

The next meeting of the COM Committee will be on Wednesday, April 20, 1983, at 1:15 in the Conference Room.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 68045

April 25, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, April 18, 1983

Present: Gene Carvalho, Susan Craig, Mary Hawkins, Jim Helyar, Nancy Shawbaker,
Marianne Siegmund, La Verne Coan

General Business

In response to a question from an LFA member concerning the incorporation of the Peer Review Committee into the LFA Code of Governance, the Chairperson replied that this subject was being considered by the Library Committee on Promotion and Tenure whose report is due this summer.

The Committee on Budget and Planning submitted its report concerning its charge to review the committee's description in the Code of Governance and suggest any amendments. The committee felt that the phrase "Administrative Council" within that description has no clear meaning. The Executive Committee agreed to discuss this matter in the future and to suggest a change to the Code.

To facilitate LFA mailings, the Secretary has compiled a mailing list of members which can be copied directly to labels. The Executive Committee agreed that this list should be used only for LFA business and will not be given to other organizations or persons wishing a mailing list of librarians.

The Chairperson has referred the question of faculty input into the Associate Dean position to the Committee on Budget and Planning.

Report on the History of the Committee on Salaries.

Mary Hawkins presented her findings while researching the history on the Committee on Salaries. The committee has had a varied history because for the ten years prior to 1981, the responsibilities were carried out by ad hoc arrangements. Various staff committees dealt with two important issues: the salary survey through which salary recommendations could be made in the annual budget; and the recommendation of the distribution of merit increases. In 1981, the standing committee which now operates was established as part of the LFA.

Several points concerning this important committee were presented. (1) Reports of this committee have resulted in supplementary allocations from the Vice Chancellor for Academic Affairs. (2) In the two years since its establishment, the Committee has sent the LFA results and its own recommendation to the Dean. (3) The Dean has always approved the ratio of distribution recommended by the LFA, but has not approved the LFA's recommendation in recent years that academic rank be ignored when applying salary increases.

The Executive Committee commended Mary on her work, especially considering the ad hoc nature of most of the committee's history.

Schedule for Remaining History File Reports

May 2, 1983	Peer Review Committee	Mary Hawkins
May 9, 1983	Lib. Comm. on Promotion and Tenure	Gene Carvalho
May 23, 1983	Comm. on Professional Development and Recruitment	Jim Helyar

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

Minutes of LFA Executive Committee Meeting, 4/18/83, Pg. 2

Discussion of Procedure for Handling Special Requests

The Executive Committee continued its discussions concerning the role of the Executive Committee in the operation of the LFA and procedural alternatives for dealing with special requests for faculty input. To implement such procedures the Committee is considering substantive revisions to the Code of Governance. In future meetings, the Committee will discuss those sections of the Code whose revision would yield the most effective results.

Agenda for Next Meeting (NOTE DATE AND TIME) April 25, 1983, 11 a.m. - 1 p.m.
Discussion of possible revisions to the LFA Code to clarify a mechanism for soliciting faculty input on special issues

Approved 4/25/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Classified Conference Executive Board meeting, April 6, 1983

page 2.

Classified Conference Executive Board meeting, April 6, 1983 2:00.

Members present: D. Borton, S. Butter, R. Crank, R. Embers, B. Harsh, S. Hewitt, D. Hodges, C. Jeffries, M. Little, C. Mastin, P. Negben.

Barry Bunch presided.

The meeting opened with a suggestion from C. Mastin that the Classified Conference establish a support fund for members of the Classified Senate who are lobbying in Topeka. Several questions arose about what the Classified Senate is currently doing in the way of support for Lobbyists, and what possibilities exist for coordinating the Classified Conference and Classified Senate efforts. Barry volunteered to do a little investigating.

B. Harsh reported Personnel Committee business:

State regulations have changed the following:

1. There is a new layoff procedure.
2. Leave will be accrued differently - based upon an hourly worked rate rather than days worked.
3. All classified supervisors will be required to take the Supervisory Training workshop offered by Personnel Services.

Bayliss also reported that the Personnel Committee sent Mary Hawkins suggestions for library interviewing and selection procedures. Anyone interested in seeing the suggestions may consult members of the Personnel Committee.

Of further interest to Classified staff is this proposed legislation:

HB 2237. This act concerns KPERS and relates to retirement annuities for certain employees of the state Board of Regents or educational institutions thereunder. It provides an alternative to KPERS to take advantage of tax-sheltered annuities. Under this act the Board of Regents would assist its employees and those under its management with the purchase of retirement annuities, require a 5 percent employee contribution toward the purchase, contribute an equal 5 percent match and provide for retirement no earlier than 62 and not later than 70. Employees would have to file a written statement of election between KPERS and the alternate. Failure to file would be presumed to be an election not to participate. Election to participate would mean transfer of the amount of accumulated employee contributions from KPERS to the alternate system and an amount equal to that actually contributed by the employee from KPERS to the alternate. All KPERS participating service would be forfeited and could not be purchased again, but it would be recognized for determining a vested benefit in the alternate program. This act would take effect upon publication in the Kansas register.

D. Borton, chairman of the Library Grievance Board, reported that David Llewyn, Director of Personnel Services, has decided classified staff can not use the library grievance procedure because the state has a grievance procedure for classified staff.

Concern was expressed that the Library Faculty Assembly was approached by the administration for ideas on how to fill the duties which will be left vacant when the Assistant Dean of Public Services leaves, but that the Classified Conference was not.

The next Executive Board meeting will be April 20, 1983 at 2:00.

Respectfully submitted,
Debbie Hodges
Debbie Hodges, Secretary.

Minutes of the 18 April 1983 meeting of the LFA's Budget and Planning Committee.

Present: Gary B. Jorgensen, Sue Hewitt (for Pat Nebgen), Rob Melton, Jim Ranz, Rich Ring, Peggy Shortridge (acting secretary), Annie Williams.

This meeting was originally planned as an opportunity to begin a discussion of Library goals and objectives, but that purpose was overridden by the recent realization that we will soon be lacking an Associate Dean for Public Services. The LFA Executive Board requested that we involve ourselves in the discussion of alternatives presented the Library by HRM's vacating of that position.

To this end, Dean Ranz was invited to fill in the details of the situation before us. He began by outlining the current distribution of "Deanly Duties." The position that HRM will be leaving open has the duties of:

1. meeting with the branches and Watson public service units to keep apprised of their affairs and concerns.
2. giving special attention to departments which may find themselves "in trouble"
3. coordinating the work done by the departments supervised

In more prosperous times we'd probably just fill the position in the normal way, as soon as possible. However, we now have always before us the spectre of \$95,000 in annual shrinkage money to be returned to Academic Affairs. The temptation is great to leave such a high-salaried position as Associate Dean open indefinitely.

In addition, we may want to take this opportunity to reduce the size of the Library's Administration. So now the Library can look at some possible alternative actions:

1. Recruit nationally for an Assistant Dean.
The advantages to bringing new blood into the Library must be weighed against the obvious monetary cost.
2. Recruit internally and build on an existing job. (e.g. C. Howard now has "deanly duties" in addition to his responsibilities as Head of Acquisitions)
We certainly have no dearth of very strong candidates among us. However, most departments would probably need to hire someone extra, to enable any of these candidates to take on the added duties of an Assistant Dean.
3. Reassign "deanly duties" among the existing Administrative Office personnel.
Our remaining Assistant and Associate Deans each have experience and abilities to offer, but in most cases, adding to their existing duties would, again, necessitate hiring an extra person at a salary of \$10-20,000 to take over some of their old responsibilities.
4. Other alternatives? (Suggestions are most welcome.)

Now is the time for input from the Library staff in general. AW mentioned that she has been receiving written and verbal comments and suggestions all week, and other members agreed that they'd also been informally discussing the matter. JR said he had met with Department Heads individually and will ^{soon} meet with all of them at once. Thursday, April 21, at 10:00 there will be an "open forum," and the B&P plans to wander through the Library all week collecting thoughts.

Friday, April 22, the B&P will again meet to formulate, on the basis of what we've heard, a report to be presented to the LFA Executive Board and to JR.

PS



THE UNIVERSITY OF KANSAS

Office of the Executive Vice Chancellor
231 Strong Hall, Lawrence, Kansas 66045
(913) 864-4004

TO: Vice Chancellors, Deans, Directors and Chairpersons
FROM: William R. Hogan, Associate Executive Vice Chancellor
DATE: April 12, 1983
RE: Inclement Weather Procedures and Policies

The following inclement weather procedures and policies are applicable to the Lawrence campus. We ask that you review these procedures and policies, as our decision to cancel classes or to restrict campus activities will be governed by them.

Inclement Weather - Personnel Policies

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

- A. Employees who do not report to work or who elect to return home after reporting to work during an inclement weather or other emergency condition can select one of the following options for handling the lost time:
1. Charge their discretionary holiday;
 2. Charge accrued compensatory time;
 3. Charge accrued vacation leave;
 4. Charge leave without pay;
 5. Make up the absent from duty hours within the following 30-day period on an hour-for-hour basis. Plans for makeup time must be worked out with and approved by the supervisor in advance. Time not made up within the specified period will be charged to accrued vacation leave or leave without pay. When the option for makeup is elected as provided above, and if the hours worked in a workweek exceed 40 as a result of makeup hours, the makeup hours shall not be considered as hours subject to overtime since those hours were previously paid for at the appropriate rate.

3. Once the necessary information has been gathered from law enforcement agencies and the Weather Service, the University Director of Support Services, shall, by no later than 5:30 a.m., contact the Office of the Executive Vice Chancellor and provide this information together with any appropriate recommendations.
4. The Office of the Executive Vice Chancellor shall contact the Vice Chancellor for Academic Affairs and any other administrators he deems appropriate in order to reach recommendations about whether to cancel classes. A decision to curtail other activities of the University will require consultation with others, such as the Vice Chancellor for Student Affairs, the Director of Personnel Services, and the University Director of Support Services.
5. By no later than 6:00 a.m., a recommendation will be made to the Executive Vice Chancellor and the Chancellor.
6. The Executive Vice Chancellor or his designate shall inform University Relations, University Director of Support Services, University Director of Personnel and Information Systems and the other Vice Chancellors.
7. University Relations will attempt to notify the University Information Center and the news media by 6:15 a.m. This notification should include Lawrence, Leavenworth, Kansas City, Ottawa and Topeka.
8. In the event that severe weather develops during the course of a work day, the procedures listed above shall be followed so that a decision can be made about whether to dismiss employees early and/or cancel evening classes. In such cases, the appropriate information should be forwarded to the Office of the Executive Vice Chancellor by no later than 3:00 p.m.
9. Each Vice Chancellor and University Director shall establish and disseminate a "calling tree" to assist in the prompt notification of staff.
10. The University has many operations which carry out their duties on a "non-conventional" work day basis (those other than 8-5 M-F). In those cases where conditions do not favor travel, the respective Vice Chancellor or University Director will call the Executive Vice Chancellor in order to recommend that a decision be made regarding the particular unit in question. Ultimately, a decision will be made and information released to the department in question as well as to University Relations for distribution to news media.
11. The University maintains several 24 hour per day, 7 day per week operations. Each Department shall include in their operational plans the means by which these critical, continuous service operations are to be staffed. Decisions to alter the University operation should not affect these operations.

- B. Employees who miss one (1) hour or less of work because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Employees who miss more than one (1) hour of work shall use one of the options described above for handling all additional lost time beyond 1 hour. However, employees will not be granted the one hour of leave if they miss the complete day.
- C. Employees on authorized leave, holidays, or rest days will not be affected by these emergency procedures.
- D. In any case, Chairpersons and Department Heads shall determine staffing requirements for their respective departments to provide continuity of essential programs and activities.

Procedures to Cancel Classes or Curtail Other University Operations

Whenever current weather conditions and weather forecasts for the area indicate that travel in the Lawrence area may become extremely hazardous, the following steps will be taken to arrive at a decision about whether or not the University shall remain open, classes shall be held as scheduled, and whether or not other operations of the University should be curtailed in any way.

1. When severe weather is anticipated, the University Police Department will maintain regular communication with the Lawrence Police Department, the State Highway Patrol, other appropriate law enforcement agencies in the area, and with the Weather Service in order to monitor the conditions of streets and roads and to assess the likelihood that severe weather will continue. Police Dispatch will contact Facilities Operations as per established procedures and will maintain communications in order to assist with the overall effort to minimize the affect of inclement weather. Facilities Operations will assure adequate routing of emergency vehicles, fire apparatus, etc.
2. By 5:00 a.m., the Director of Facilities Operations or his representative shall provide the University Director of Support Services with an up-to-date complete status of street and parking lot conditions on the Lawrence campus and major feeder streets. As the result of the Police communications with other law enforcement agencies, the University Director of Support Services will consult with the Police Department on the current weather conditions and on the progressive weather changes anticipated.

FYI

University of Kansas Libraries

Number 707

May 5, 1983

PERSONNEL

Pete Runyan, half-time Clerk III in the Engineering Library, has announced his resignation effective May 9.

Steve Robinson, Clerk III in the Mail Room, has announced his resignation effective May 17. S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday, May 13 at 9:00 a.m. S. Butter

TRAVEL FUND APPLICATION DEADLINE ANNOUNCED

Applications for reimbursement of travel during July, August, and September are due May 20. Application forms are available from Paulette DiFilippo, Cataloging Department, 201 Watson. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

PRECEDENCE PROCEDURE

A reminder on the precedence procedure for cataloging: please remember to annotate and initial the slip in the order file, and initial the precedence flag. Please note that because 050 and approval trucks are moving into cataloging so quickly, flagging these items for precedence may actually delay cataloging. In order to make this system work effectively, it would be appreciated if persons reviewing trucks would try to keep the number of items flagged for precedence down as far as possible. C. Howard

SCHEDULE OF HOURS

Attached to this issue of FYI is the Libraries Schedule of Hours for the period June 5, 1983 - August 14, 1983. H.R. Malinowsky

SPENCER LIBRARY DEPARTMENTS' SCHEDULES

The Kansas Collection, Map Library, Special Collections, and Archives will be closed on Saturday, May 7. (Documents will be open as usual, 9:00 a.m. - 5:00 p.m.) On Sunday, May 15 (Commencement weekend), the Kansas Collection and the Department of Special Collections will be open from 1:00 - 5:00 p.m. (Documents, Maps, and Archives will be closed.)

FAREWELL PARTY

Staff members are reminded to complete the information below indicating the type of food you will provide for refreshments for the farewell party on Friday afternoon, May 13. Please return the information to Sherry Hawkins, Microforms.

I will bring the following for the May 13 farewell party (circle one):

vegetables fruit chips & dip nuts cookies cake

other _____

(your name)



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

May 3, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, April 25, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Mary Hawkins, Jim Helyar, Manacy Shawbaker, Marianne Siegmund, La Verne Coan

Committee Minutes

The Secretary received minutes from the Committee on Budget and Planning (4/18/83) and from the Nominating Committee (4/13/83) and reported on them.

Discussion of LFA Code of Governance Revisions

Continuing in their efforts to clarify procedures for dealing with requests for faculty input, the Executive Committee discussed at length revisions to the LFA Code of Governance.

During the discussion, the Committee considered not only the issue of special requests, but also revisions which would reflect the current operation of the Assembly, detail the representation of the Classified Conference on LFA committees, and expand the duties of the Nominating Committee to include assembly and distribution of LFA ballots.

The Executive Committee extended its gratitude and appreciation to Jim Helyar, who compiled the draft of these revisions.

Agenda for Next Meeting (NOTE DATE AND TIME): Monday, May 2, 1983, 11 a.m. - 1 p.m.
Report on the History File of the Peer Review Committee -- Mary Hawkins
Continuing Discussion of LFA Code Revisions

Approved 5/2/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Minutes of the Budget and Planning Committee for 22 April 1983.

Present: Gary Borge, Rob Melton, Rich Ring, Peggy Shortridge, Annie Williams and Pat Nebgen.

The principal item on the agenda was discussion of various alternatives open to the Libraries when the associate dean for public services leaves in a few months. Budgetary and long-term implications were discussed in relation to external or internal search as well as in relation to a rearrangement of administrative duties among the remaining administrative staff.

Concerns were raised about the cost of an external or internal search; what sort of salary could be offered; what the benefit of new blood would be to the KU Libraries; how much shrinkage will be needed, at least for FY84; how many line positions (if any) could be filled if there were an internal or external search or if administrative duties were rearranged; what sort of professional or personal requirements are needed for a dean of public services; what additional positions or other budgetary implications were involved if an internal candidate were hired or if administrative duties were rearranged; what bearing should the new west library, COM catalog, and other changes have on this decision; and other similar topics. After much discussion it was decided that Annie will draft the Committee's report for the LFA Executive Committee to be reviewed by Committee members during the week of April 25th.

Unless this report needs gross revision by the Committee, the next meeting will be on May 17th at 8:30am to discuss the Libraries' goals and long-range objectives. Peggy agreed to draft a tentative statement for discussion at that time.

The meeting adjourned shortly after 10am.

Respectfully submitted,

Annie Williams & Pat Nebgen

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

To: Gene Carvalho, Chair
Library Faculty Assembly
From: Budget & Planning Committee (Gary Borge, Rob Melton, Pat Nebgen, Rich Ring, Peggy Shortridge, Annie Williams chairman)
Re: Filling the position of associate dean for public services

Having considered the various alternatives for meeting the responsibilities of this position, and the budgetary and long term implications of these alternatives, the Budget & Planning Committee makes these recommendations.

We recommend that preference be given to redistributing the administrative duties among the present deans. We realize that this may involve redistributing not only the duties of the dean for public services, but also other duties as well. In this redistribution we suggest that the current administrative separation of public and technical services be retained.

This redistribution should take into account many factors. The person assuming the duties of the dean for public services should want to do it and be willing to give up some of his/her present duties if necessary or if a conflict of interest may arise. The person assuming the duties of the dean for public services should be able to work effectively with the heads of the public service departments, with the other library deans, and with other library staff. While the duties of the dean for public services may not occupy all of one person's time, they are, or should be, nearly full-time, and we do not recommend that these administrative duties be added to those of a public service department head. We suggest that serious consideration be given to the background of the person assuming the duties of the dean for public services: experience in some area of public service would be preferable, but lack of such experience might be overshadowed by administrative or other experience and by personal abilities.

The Committee realizes that the cost of this redistribution of administrative duties would vary depending on how it was brought about. If no new personnel were needed to fill administrative gaps, the money made available from this vacant position might possibly allow the filling of 2 or 2½ vacant line positions. The need for one new administrative position would reduce this number in half. The Committee strongly recommends filling as many vacant line positions as possible, but it understands that hiring someone to undertake certain administrative duties may, in the long run, prove to be less expensive than other alternatives.

The Committee feels that the options of recruiting either internally or nationally are not viable at this time, primarily because of the economic situation. However, we recommend that the next time there is a vacancy within the administrative staff, the entire distribution of administrative duties be reconsidered. We may find at that time not only that the economic situation has improved, but also that we have different administrative needs because of the new west library.

April 29, 1983

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Minutes of the open meeting of the Budget & Planning Committee, 21 April 1983

The meeting was called to provide a forum for any staff member who wished to express concerns and to suggest solutions for dealing with the upcoming vacancy in the position of associate dean for public services. Over forty staff members were present when Annie Williams opened the meeting by outlining briefly our options: national search, internal search, or rearrangement of 'deanly' duties.

The option of internal and/or external search had many advocates. Points raised included the recognition that the position is important and that an external and internal search together, would be the ideal situation; a new person would bring in new ideas; a strong, full-time person is needed for public services for the benefit not only of public services departments but also other units in the Libraries, including technical services; this person is needed to unify and to coordinate library functions; by giving up the position we would be saying to university administrators that we really didn't need the position; the ideal situation would be to have five deans, and four out of the present five deans have come up through the ranks; it is time for new blood; an interim appointment wouldn't be in a strong position; in hiring a new person we would need to be very explicit about our financial and staffing problems; KU's financial position is pretty good in relation to that of other libraries around the country; internal candidates could, of course, apply if we held a national search; the salary would need to be high to attract good candidates; and job notices and air fares needed in a national search are usually funded by our supplies and expenses account.

Many staff members spoke in support of a reassignment of 'deanly' duties. Points raised included the improvement of our ratio of administrators to other library personnel; rearrangement of duties would save us money and some line positions could be filled; it's harder to replace line positions when they are lost than it is to replace administrative positions; public services have been cut and are hurting, and our vacant line positions need to be filled; although ideally it would be good to have an external/internal search, financial restraints should compel us to rearrange 'deanly' duties; the administrative office should cut back on staff as other library departments have had to do; whoever takes on the duties of the dean for public services should have time and energy to cope with the responsibilities for that position; and we presently have an associate dean with the necessary administrative experience and we should use this expertise. Many people advocated filling the position on an interim basis, perhaps for one or two years, in which time the state's financial position would, we hope, improve; after two years, the rearrangement of 'deanly' duties could be reconsidered; rearrangement of 'deanly' duties would be the least expensive and least painful alternative; perhaps an interim appointment could be with a sunset clause, although it was pointed out that this would severely limit this administrator's effectiveness. And finally, rearrangement of 'deanly' duties would demonstrate to university administrators that we are willing to cooperate in cutting back on personnel.

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

The only alternative to the above options was the suggestion that the public services departments could administer themselves via a committee made up of their department heads. However, evaluation of professional performance would need to be done by someone. It was further suggested that the literature be searched to find out how other libraries are coping with this sort of problem. Perhaps the Budget & Planning Committee should look into staffing needs in the EU Libraries.

A significant part of the meeting's discussion related to shrinkage. It is anticipated that the Libraries will need \$95,000 for shrinkage in FY84. Nancy Shawbaker gave a brief history of shrinkage, pointing out that some units of the state's government are required to pay as much as twenty-five percent of their salary budget as shrinkage. One percent of our shrinkage must be returned to the state on July 1st. The shrinkage requirement for the classified staff is five percent, while that for the unclassified staff is presently two percent (this latter percentage may change). The classified shrinkage is higher because there is more classified turnover. While unspent salary monies are used for shrinkage, they cannot be used for raises to unclassified staff, nor can they be used to effect reclassification of classified personnel, and we cannot apply unspent salary monies toward new phone lines. During FY84 it is assumed that we shall still need to justify filling each vacant position as we do now, in a letter to the university administration.

The Budget & Planning Committee made note of these concerns and suggestions and will take them into consideration in formulation its recommendations to the LEA Executive Committee and to Dean Ranz.

Respectfully submitted,

Pat Nebgen, Secretary
Annie Williams, Chairman

Minutes of the March 24, 1983 Meeting

Present: guests Robbie Ferron (Office of Affirmative Action), Ronald Broun (General Counsel's Office, LaVerne Coan (LFA Executive Committee), P. DiFilippo, E. Gates, N. Hawkins, J. Shawl (presiding), N. Burich

Ron Broun distributed copies of a memo to Shawl clarifying the legal implications of Library recruitment procedures. He and Robbie Ferron discussed the distinctions between searching (looking for candidates), screening (meeting job description requirements) and selection (rank ordering candidates).

Broun asked whether "the mob" (committee of the whole) would receive the same instructions and constraints and have the benefit of wide discussions as regular committee members. Anyone voting or advising those who vote must read all folders and be part of a formal and structured procedure. If this is done, the size of the committee poses no legal problems.

Ferron noted that opening the search to a committee of the whole could disturb the weighting of the committee to no longer favor protected classes.

Broun cautioned that there is a difference between what a candidate submits and letters of recommendation. The Family Rights and Privacy Act of 1974 means that care must be taken to keep the file from the candidate. If letters are not kept strictly confidential, in the future they might not be written at all. The situation is especially critical if an internal candidate is involved. The greater the number of people seeing the files, the greater chance of a leak of the information they contain.

Ferron commented on questions submitted earlier by Shawl:

1 Question: In a search for a faculty member, who may have access to the complete files of applicants for the position prior to the selection of interviewees?

Answer: The screening committee.

2 Question: Must persons reading those files be members of the officially designated search committee?

Answer: Yes, they should be listed in Precis Part I.

3 Question: May members of a department who are not members of the officially designated search committee read the files and advise those members of the search committee regarding who shall be interviewed?

Answer: No.

4 Question: What legal ramifications might be involved in such a procedure?

Answer: The problem of biases and their adverse impact and the question of privacy rights.

Feron noted that there may be circumstances which deserve further consideration. She would like to discuss the matter further with Broun. Then a statement agreeable to both offices could be formulated.

Broun commented that there are no firm answers. His primary concern is whether a suit will result from recruitment procedures. A committee which is "too large" will not work administratively and control of information is difficult. His experience indicated that the more important the position, the more people involved. If the Libraries keep their current system of recruitment, there must be careful monitoring of all who see the files with a formalized grading system used by all. It is necessary

to balance number vs. administrative and legal difficulties. We must put a boundary around all who see the files and give equal weight to all opinions. Why not have wide input in formulating the job description and let the committee do its job?

Respectively submitted:

Nancy Burich
CPDR Secretary

Additions attached.

Regarding Minutes of the March 24, 1983 meeting---phone call to Robbie Ferron, Director of Affirmative Action.

Ms. Ferron wished to add the following points regarding her response to the first three questions recorded on the bottom of the first page of the minutes.

Question 1: Use of the expression "complete files" is problematic because we don't know at the beginning of the search process what will end up in each file as further documentation and information. Often later information is added to a file such as memos of opinions or memos documenting phone calls made. A file grows during the search process such that what is a complete file varies for each applicant and has to be defined on an ad hoc basis. Some applicants' files contain waivers for certain items, while some files have no waivers attached.

What may be considered "safe" file materials as opposed to confidential materials are resumes and information of that kind which may arrive attached to the resumes. Ms Ferron considers transcripts and letters of reference to be confidential. A good way to define "confidential material" would be to be to say that whatever a submitter may feel is confidential should be treated as such. Or, whatever a submitter wouldn't mind having published is "safe" material, as opposed to file materials which the submitter would want to keep confidential. (Submitter here refers not only to the applicant, but also to persons submitting letters of reference.

Question 3: Ms. Ferron would have her original response changed to "No, yes, maybe --- it depends." If we are talking about complete files which contain confidential information, then the answer is No. If there is a system, however, for separating out the confidential materials before noncommittee members read materials, then the answer is Yes.

Recorded by Jeannette Ponce Shawl

Jeannette Ponce Shawl

Library Faculty Assembly Committee on Professional Development and Recruitment Minutes of the March 31, 1983 Meeting.

Present: P. DiFilippo, E. Gates, N. Hawkins, J. Shawl (presiding), N. Burich
Minutes of the 3/8 and 3/24 meetings were approved as amended.

Due to the complexity of the issues involved Shawl will request from the LFA Executive Committee an extension to our charge to consider recruitment procedures.

Discussion centered around results obtained through deliberations with offices outside the Libraries concerning recruitment procedures. Firm statements include:

- a. If the composition of search committees is opened to all members of a department, it is likely to upset the balance of the committee and to perpetuate the status quo.
- b. Anyone reading files must read and rate all using the same system as the designated committee.
- c. There may be two committees involved - the larger doing the screening, and the smaller selecting for interviews and rating candidates.
- d. There must be documented evidence of control of the files.
- e. Everyone reading files must receive the same instructions about Affirmative Action procedures.
- f. Anyone having access to files incurs a legal responsibility for action taken in the search process.

Shawl will talk with Mary Hawkins concerning the administrative feasibility of opening access to files beyond formally appointed committee members. Recommendations to the LFA Executive Committee will be made in light of her response.

In old Business, a request was considered from a staff member leaving KU before ALA who asked to apply retroactively funds granted for ALA (which were beyond the \$300/yr. limit) to attendance at ALA mid-Winter meetings. After discussion, the request was denied.

A written recommendation to the LFA Executive Committee will be composed at the next meeting.

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

June 5, 1983 -- August 14, 1983

Schedule I	Schedule II	Schedule III
M-Th 8am-10pm	M-Th 8am-6pm	M-Th 8am-5pm
F 8am-5pm	F 8am-5pm	F 8am-5pm
Sa 9am-5pm	Sa 9am-5pm	Sa Closed
Su Closed	Su Closed	Su Closed

Art Library
Circulation*
Engineering Library
Microforms
Music Library
Periodicals
Reference
Reserve
Science Library

Documents

East Asian Library
ILS
Kansas Collection
Map Library
Math Library
Special Collections**
University Archives

June 5-July 1	I	II	III
July 2-4 Independence Day	Closed	Closed	Closed
July 5-July 27	I	II	III
July 28-August 4	III	III	III

HOWEY READING ROOM (when classes are in session): M-Th, 8am-9pm; F, 8am-5pm;
Sa, 12N-5pm; Su, Closed. Closed during vacation, breaks, and between semesters.

*Circulation stacks closed one half hour before library closes.

** Special Collections is open until 6pm M-F.

HOURS SUBJECT TO CHANGE AT ANY TIME

FYI

University of Kansas Libraries

Number 708

May 12, 1983

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Friday, May 13 at 9:00 a.m. S. Butter

SUMMER WORK STUDY

As earlier conveyed to library departments by phone, there will be no work study funds available after May 17, 1983. A memo regarding this unexpected change will be distributed early next week to library departments. S. Butter

TRAVEL FUND APPLICATION DEADLINE

Applications for reimbursement of travel during July, August, and September are due May 20. 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

SCHEDULE OF HOURS

Please make the following correction on your copy of the Library Schedule of Hours:
July 28-August 14: Schedule III
Contact the Administrative Office if additional schedule errors or changes occur. S. Gilliland

HOWEY READING ROOM

The Howey Reading Room will be closed to the public on Friday, May 13 through Monday, June 6. Regular hours will resume on Tuesday, June 7. C. Saile

FAREWELL PARTY

The farewell party for Ellen Brow, Carol Chittenden, Bertie Kotas, Bob Malinowsky, Nora Quinlan, and Norman Wycoff will be held Friday afternoon, May 13, from 2:30-3:30 in Watson Library Staff Lounge. At 2:15 Ellen Brow will speak on "Ajiaco, stone soup, limited good and university libraries" in the readers' lounge in Watson. Around 3:00 gifts will be presented to the honorees. The party is an occasion to express our appreciation to our colleagues and to give them our best wishes. All staff members are invited. During the party, there will be a very brief interval of KULSA business. M. Kliever

ENGLISH HONORS

The K.U. English Department recently honored its outstanding students with awards for literary study, scholarship and teaching, as well as achievements in critical, creative and poetry writing. Among those honored was Diane Warner, a member of the Library's staff. Our congratulations are extended to Diane. S. Gilliland

MOTTO FOR LIBRARIANS

The following was found on the title page to Poole's Index to Periodical Literature:
Qui scit ubi sit scientia habenti est proximus.
A good motto for librarians, isn't it? B. Clason

(Continued)

CLASSIFIED SENATE UPDATE

On Wednesday, May 18 from 11:30-12:30 in Woodruff Auditorium of the Kansas Union, the Classified Senate will sponsor a meeting of all University classified staff and Regent James Pickert. Topic for discussion: Removing classified staff of Regent Schools from the State Civil Service System and placing them under Regents' jurisdiction.

The next general Classified Senate meeting will be held on June 7th at 7:00 p.m. in the Council Room of the Kansas Union. Agenda items include: Regent employees or state civil service employees?; November election preparations; and legislative report from Collins and Cupp.

As always, classified staff are invited to attend these meetings. S. Gilliland/
A. Alvarez



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

May 10, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, May 2, 1983, 11 a.m.

Present: Gene Carvalho, Charles Getchell, Mary Hawkins, Jim Helyar, Marianne Siegmund,
La Verne Coan

Report from the Committee on Budget and Planning

The Committee on Budget and Planning submitted a report to the Executive Committee outlining recommendations for meeting the responsibilities of the position of Associate Dean for Public Services. The Executive Committee accepted the report as written and agreed to publish it in its entirety in FYI.

The Executive Committee will forward this report to the Dean along with mention of the interest in conducting a national search to fill the position, observed at the recent LFA open meeting on the subject and recorded in the minutes of that meeting.

Committee Minutes

The Secretary received minutes from the Committee on Budget and Planning (4/21/83 and 4/22/83) and the Committee on Professional Development and Recruitment (3/24/83 and 3/31/83) and reported on them.

Affirmative Action's Revisions of Library Hiring Goals for Unclassified Staff

Mary Hawkins presented an informative report concerning the latest hiring goals set by Affirmative Action. The availability data of 82% females in librarianship is not consistent with the composition of KU applicant pools (about 50/50 males/females) nor with the work pool in academic libraries (about 62% female).

The Executive Committee has asked Mary to prepare a short report which will be published in FYI.

Discussion of LFA Code of Governance Revisions

In a lively and stimulating discussion, the Executive Committee continued its review of the LFA Code of Governance with an eye toward recommendations for clarification and revision. Deliberation centered on ways of focusing the voice of the LFA through its representative body, the Executive Committee, and on alternatives for building a more effective structure for staff development among unclassified and classified staff. The Executive Committee agreed that it would need more information concerning classified staff development within the Classified Conference before recommending any changes.

Agenda for Next Meeting (NOTE DATE AND TIME): Monday, May 9, 1983, 11 a.m. - 1 p.m.

Continuing Discussion of LFA Code Revisions

Report on the History File of the Peer Review Committee -- Mary Hawkins

Report on the History File of the Lib. Comm on Promotion and Tenure

(time permitting) -- Gene Carvalho & Marianne Siegmund

Approved 5/9/83

FYI

University of Kansas Libraries

Number 709

May 19, 1983

UNCLASSIFIED VACANCY (READVERTISED)

RESEARCH AIDE, Department of Special Collections. Full-time position for grant-funded appointment, June 1, 1983 - September 17, 1984. Will serve on NEH/Spencer Library team to process 18th-19th century British manuscripts and prepare copy for 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: 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; familiarity with WordStar, dBase II, and/or IBM-PC; some experience in office management; some experience with editing and layout for publication. Starting salary: \$10,200 per year. Benefits: Vacation of 22 working days per year; 1 day per month sick leave; Blue Cross/Blue Shield health insurance. Application deadline: Applications must be received by May 24. Apply to Sandy Gilliland, 511 Watson Library.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Nora Quinlan, Librarian I in the Department of Special Collections, has announced her resignation effective June 17. Nora joined the Libraries in September, 1978. On July 1, she will assume her new appointment as head of Special Collections at the University of Colorado.

Pat Nebgen resigns from her Account Clerk I position in Acquisitions effective July 29. Pat joined the Libraries in October, 1981 and will be attending school in August at the Christ Unlimited Bible Institute in Shawnee Mission, Ks.

M. Hawkins/S. Gilliland

SCIENCE LIBRARY

Charlee Glinka will be on leave from the Science Library from June 2 through August 5. Cathy Randall will be assuming Charlee's responsibilities in circulation during this time. Cathy's first day will be May 25.

J. Richardson

LIBRARIAN SICK LEAVE RECORDS

This year, each librarian's vacation leave report form will include a report of sick leave earnings, usages and current balance for the fiscal year. This information has been added to provide librarians with an opportunity to review sick leave information that has been reported to the Staff Benefits Office. This method of reviewing sick leave balances will be continued on an annual basis.

S. Gilliland

ARL SPEC KIT RECEIVED

ARL SPEC KIT #93 "User Instructions for Online Catalogs in ARL Libraries" has been received and is available for use in the Periodicals Reading Room.

K. Miller

TRAVEL FUND APPLICATION DEADLINE

Applications for reimbursement for travel during July, August and September are due May 20. Application forms are available from Paulette DiFilippo, Cataloging Department.

P. DiFilippo

(CONTINUED)

LFA ELECTION RESULTS

The Nominating Committee of the LFA has tabulated the votes of the most recent LFA election and has reported the following results:

LFA Executive Committee: Vice-Chairperson/Chairperson-elect: Marilyn Clark
 Secretary: Mariann Cyr
 LI Representative: Gaele Blosser
 LII Representative: Gary Bjorge
 LIII Representative: Gene Carvalho
 Other Unclassified: Al Mauler

LCPT: LI Representative: Jeane Skipp
 LIII Representative: Invalid Election

Peer Review Committee: LI Representative: Tie Vote
 LII Representative: Lorraine Moore

The LFA By-laws state in Article III, Section 3.1.2: "Ballots must include at least two nominees for each vacant position..." In the case of the election for LIII representative to LCPT, there were two openings and two candidates; therefore, this portion of the election was invalid. Because of the tie vote in the election of LI representative to the Peer Review Committee and the problem mentioned above, the Executive Committee has asked that the Nominating Committee assemble a second ballot which will determine both elections.

Congratulations to all new representatives and thanks to all LFA members who took part in this important aspect of Assembly governance. L. Coan

NATIONAL UNION CATALOG: NEW BEGINNINGS...

KU Libraries has received the initial shipment of the "new" National Union Catalog from Advanced Library Systems/Library of Congress. The first unit received covers January 1983. The NUC is composed of a register and a series of indices, all published only in microfiche. The REGISTER, designated "LC Books", is the base file for this publication, and it displays the full cataloging record for each publication included. Most significant among the list of exclusions in LC books are serials (only found in NST) and scores (only found in MUSIC, BOOKS ON MUSIC...). The REGISTER is arranged in numerical (not alphabetical) order, and is a permanent record which will not be cumulated. The NUC may contain pre-AACR2 records. The indices are, with one exception, arranged alphabetically, and contain a brief form of the record. Access to the REGISTER from the indices is by register number which is a wholly new invention not to be confused with LC Card number, OCLC number, etc. The name index contains records of all names or name/title combinations used as main or added entries (but not as subjects). The title index accesses all titles except uniform titles and titles traced as subjects. The series index and the subject index contain only LC cataloging records. The series index accesses all traced series. The subject index accesses by topical, name, and title subject headings.

The NUC AUDIO VISUAL CATALOG and the NUC CARTOGRAPHIC MATERIALS CATALOG are companion series to LC books, each having a register and the full complement of separate indices listed above. Cartographic Materials also has a Geographic classification code index. The NUC REGISTER OF ADDITIONAL LOCATIONS will continue to be arranged by LC Card Number. This must be consulted to determine holding locations, since the basic cataloging record will contain only the symbol of the institution which input the record. It is important to note that the National Union Catalog will contain no cross references in Registers or Indices. Information of this type must come from the NAME AUTHORITIES CUMULATIVE MICROFORM EDITION, available in Cataloging, or the LC Name Authority File on OCLC. At this point, the Libraries have three sets of LC Books (Cataloging, Reference and Serials). The AV and Cartographic materials series have been purchased in one copy, to be located in Cataloging. The REGISTER OF ADDITIONAL LOCATIONS is available in ILS.

K. Miller

(Continued)

SIGN-OUT SHEET

There seems to be some confusion about who and when in regards to signing the sign-out sheet. Very simply, everyone leaving the building by the main doors after hours is supposed to sign out if the sign-out sheet is on the information desk. It doesn't matter if you haven't signed in--we only count people leaving. If you leave through any other door, you don't have to sign out. If you come in early but leave during regular hours, you don't have to sign out. If the sign-out sheet isn't on the desk, you do not have to sign out because we won't have taken the closing statistics yet. We are doing this to account for the discrepancy between closing and opening statistics. So, if the sign-out sheet's out, sign it, regardless of the time. If it's not out, don't sign it. Please spread the word to your students and staff. Many thanks. (This includes during break when we close at 5:00. We'll try to take the stats as late as possible.) K. Simmons

LIBRARY SCHEDULE OF HOURS

Attached is a revised Schedule of Hours for the Summer Session. This schedule should replace the one issued earlier. Please note the date of revision, 5/19/83.

S. Gilliland

TO THE UNIVERSITY OF KANSAS LIBRARIES STAFF

I want to thank you for the very pleasant farewell party last week and for the gift certificate. It was one of the best ever parties and much appreciated! Leaving the University of Kansas Libraries is hard to do when I have been around for so long. I know that I will miss working with you but will keep in touch. The opportunities for my own personal growth as an administrator were fulfilled with all of your help. It was a hard decision to consider a career change but I did, am excited about it, and look forward to a rewarding working relationship with the owner and staff of Libraries Unlimited, Inc. I will be working with many types of people, traveling, and living in the fast-growing and moving metropolitan area of Denver with all its cultural activities and the great Rockies at the backdoor. Again, thanks to a great crew! May you all gain what you want, do what excites you, and enjoy life to its fullest.

Bob Malinowsky

DEAR KULSA MEMBERS

Thank you so much for the farewell party you had for us "leavers" Friday. It was great seeing all of you. I plan to buy a Jayhawk key ring with a music box on it with my gift certificate so I'll remember you each time I go some place in the car. (I intend to go a lot!) Especially thanks for your friendship over the years; it is a treasured memory. God bless you all. (P.S. To the ones who brought the food--it was super.)

Bertie Kotas

ATTACHMENTS

Attached to this issue of FYI is the revised Schedule of Hours, LFA committee meeting minutes, and an invitation to all staff for a farewell party for Nora Quinlan.

S. Gilliland

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

June 6, 1983 -- August 21, 1983

Schedule I	Schedule II	Schedule III
M-Th 8am-10pm	M-Th 8am-6pm	M-Th 8am-5pm
F 8am-5pm	F 8am-5pm	F 8am-5pm
Sa 9am-5pm	Sa 9am-5pm	Sa Closed
Su Closed	Su Closed	Su Closed

Art Library
Circulation*
Engineering Library
Microforms
Music Library
Periodicals
Reference
Reserve
Science Library

Documents

East Asian Library
ILS
Kansas Collection
Map Library
Math Library
Special Collections**
University Archives

June 6	III	III	III
June 7-July 1	I	II	III
July 2-4 Independence Day	Closed	Closed	Closed
July 5-July 29	I	II	III
July 30-August 21	III	III	III

HOWEY READING ROOM (when classes are in session): M-Th, 8am-9pm; F, 8am-5pm;
Sa, 12N-5pm; Su, Closed. Closed during vacation, breaks, and between semesters.

*Circulation stacks closed one half hour before library closes.

** Special Collections is open until 6pm M-F.

HOURS SUBJECT TO CHANGE AT ANY TIME

REVISED 5/19/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

May 17, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, May 9, 1983, 11 a.m.

Present: Gene Carvalho, Charles Getchell, Mary Hawkins, Jim Helyar, La Verne Coan

Classified Conference Representation

Two representatives of the Classified Conference contacted the Secretary this week for information concerning the Executive Committee's work to clarify classified staff participation in LFA committees. The Conference is also reviewing present practices in order to make recommendations for future interaction between the two staff groups.

New Sick Leave Verification Procedure

In a letter directed to the Chairman of the LFA, Sandy Gilliland requested comments and suggestions regarding a new method for verifying librarians' sick leave balances on an annual basis. The Executive Committee saw no objection to the new method and will suggest in its reply that the staff be informed through FYI and that both sick leave and annual leave be verified using the same form.

Recent LFA Ballot

Upon review of the LFA By-laws and the most recent LFA ballot, the Executive Committee observed that the election of LIII representatives to the Library Committee on Promotion and Tenure will be invalid since the ballot contains only one nominee for each opening. It was agreed to notify the Nominating Committee of this fact and request a new ballot.

LFA Code Revisions

A short discussion of further revisions to the LFA Code covered changes proposed in previous meetings and the clarification of the role of Classified Conference representatives to the Committee on Professional Development and Recruitment.

Agenda for Next Meeting--Monday, May 16, 1983, 11 a.m.

Conclusion of discussion of LFA Code Revisions

Report on the History File of the Peer Review Committee--Mary Hawkins

Approved May 16, 1983

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

Library Faculty Assembly Committee on Professional Development and Recruitment

Minutes of the March 8, 1983 Meeting

Present: P. DiFilippo, E. Gates, M. Hawkins (guest), N. Hawkins, J. Shawl (presiding),
N. Burich

M. Hawkins was asked to clarify Library recruitment procedures. The Assistant Dean for Personnel routinely meets with departments to write job descriptions and the required/preferred qualifications. The Dean approves the composition of the search committee. Applicants often ask schools to forward placement service files which come with instructions of confidentiality and disposal. Many include a statement of compliance with the Family Rights and Privacy Act of 1974 which limits their availability to those involved in the employment process. Even though the committee is accountable for its recommendation, the Dean is ultimately responsible.

Shawl commented that Juanita Wehrle-Einhorn from the Office of Affirmative Action had indicated at the 2/3/83 meeting that anyone seeing all files must be part of the committee. But if everyone in a department becomes a committee member, the balance of protected classes represented would be disrupted.

Hawkins noted that the critical writing of the job description and required/preferred qualifications could involve review by all department members. Once this is done, the pre-interview stage of matching applicants to job description is fairly mechanical. The interviewing process is more subjective, as are the questions of where to recruit, how to recruit, and how to attract minorities. Guidelines used in the selection process include the Handbook of Affirmative Action Procedures and its addendum The University of Kansas Affirmative Action Plan and Grievance Procedures, 1980. Hawkins felt that the efficiency of the search committee is inversely proportional to its size. There is also the problem of continuity if various groups screen, interview, and select.

Questions to be resolved include classified vs. unclassified access to files, and search committee composition and accountability. Hawkins felt that a prime consideration in our deliberations should be whether broadening staff involvement will appreciably improve the quality of the hiring decision.

Burich will talk with Wehrle-Einhorn concerning access to files and accountability - must everyone having access to files be listed in the Affirmative Action Precip Part One? It was later determined that Affirmative Action feels this to be a legal question. Therefore, representatives of both Affirmative Action and the General Counsel's Office will be invited to the next meeting to clarify this question.

Respectfully submitted,

N. Burich

Nancy J. Burich
CPDR Secretary

Library Faculty Assembly Committee on Professional Development and Recruitment

Minutes of the April 21, 1983 Meeting

Present: P. DiFilippo, E. Gates, N. Hawkins, J. Shawl (presiding), N. Burich

The minutes of the 3/31 meeting were approved as read, and those of the 3/8 meeting were approved as amended.

Shawl reported on her talk with Mary Hawkins concerning the administrative feasibility of opening access to recruitment files beyond formally appointed committee members. Hawkins indicated that a change is necessary in the review process now used by at least one department. In light of information gained from Affirmative Action and the General Counsel's Office, it is not workable administratively to follow all guidelines recommended if files are open to a committee of the whole. It is clear that R. Ferron feels that having non-committee members read complete files violates Affirmative Action guidelines.

Shawl asked all committee members to consider the procedural statement to be submitted to the LFA Executive Committee. Each member should compile suggestions and sent them to Shawl soon after May 6 so that one statement can be drafted.

Respectfully submitted,

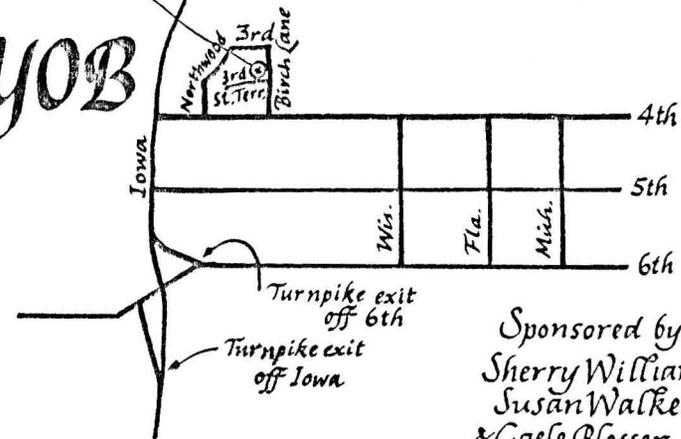
N. Burich

Nancy J. Burich
CPDR Secretary

You are invited to an
"Off to Colorado!"
party for Nora Quinlan
on Saturday evening,
May 21st, 7-10pm

at 1900 West 3rd Street Terrace (the Blue House)

BYOB



Sponsored by
Sherry Williams
Susan Walker
& Gale Blosser

FYI

University of Kansas Libraries

Number 710

May 26, 1983

PERSONNEL

Lynne Renick has announced her resignation from the half-time Clerk III position in Circulation effective June 30. S. Gilliland

OPEN MEETING

The Budget and Planning Committee will hold an open meeting for all staff on Wednesday, June 1st at 1:30 p.m. in Library Conference Room A to discuss the draft of the Libraries' Mission Statement. A copy of this draft statement is attached for review prior to the open meeting. A. Williams

LIBRARY FACULTY ASSEMBLY MEETING

In response to a request from the Library Committee on Promotion and Tenure, the LFA Executive Committee is calling a meeting of all members of the Library Faculty Assembly for TUESDAY, JUNE 7, 3:30 p.m. in the LIBRARY CONFERENCE ROOM. Please mark your calendars. The agenda item will be the discussion of a proposed revision of the evaluation system used by librarians. Members of the Peer Review Committee, who drafted the proposal, and members of LCPT, who reviewed and approved the proposal, will present the documentation and will answer any questions. Copies of the proposal will be available before the meeting at the Reference Desk, Watson Library, and at the front desk of the Department of Special Collections, Spencer Research Library. The Peer Review Committee and LCPT would like to implement this new procedure during FALL 1983, so attendance at this meeting is crucial to determine whether the proposal will go to a mail ballot of the Assembly. Thank you. L. Coan

STACK MAP REFORM

The Watson Library stack map is past due for a new edition, and is far from perfect as presently organized. Please make suggestions for its reform by July 1 to Carol Chittenden, Reference. Especially welcome will be suggestions for simplifying it, as it is probably too complicated at present for good communication. C. Chittenden

AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE

A copy of the Preliminary Program information for the 102nd Annual ALA Conference is available for viewing in the Administrative Office. The Conference will be held June 25-30, 1983 in Los Angeles. S. Gilliland

VACATIONS

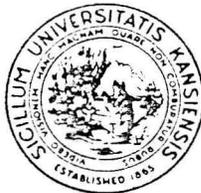
Jim Neeley will be on vacation from May 31-June 17. During this time, Carol Chittenden will be in charge of the Reference Department. S. Gilliland

STUDENT EMPLOYMENT PROCEDURES TRAINING SESSION

Sherry Butter will hold a training session on student employment/recruitment/documentation procedures at 1:30 p.m. on Friday, May 27. This session will be designed primarily for new staff involved in student employment, but all Library staff members interested in attending may do so. Please contact Sherry at 4-3601 if you plan to attend. The session will be held in the Library Conference Room. S. Gilliland

ATTACHMENTS

Attached to this issue of FYI are LFA minutes, the Draft Mission Statement, and an information sheet on the KANS-A-N telephone system. S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
May 23, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, May 16, 1983, 11 a.m.

Present: Gene Carvalho, Charles Getchell, Mary Hawkins, Jim Helyar, La Verne Coan

Recent LFA Ballot

The Secretary of the Nominating Committee reported to the Chairman of the LFA that there is a tie vote for the LI representative to the Peer Review Committee. After some discussion, the Executive Committee decided to instruct the Nominating Committee to assemble a second ballot for the LFA which would contain the run-off election and the election of LIII representatives to LCPT (previously deemed invalid). Results from the other portions of the ballot will be published as soon as tabulated.

Committee Minutes

The Secretary received minutes from the Committee on Professional Development and Recruitment (3/8/83 and 4/21/83) and from the Library Committee on Promotion and Tenure (5/4/83) and reported on them.

Classified Conference Representation on LFA Committees

Members of the Classified Conference have presented proposals to the Conference which detail classified staff participation on the Committee on Budget and Planning and the Committee on Professional Development and Recruitment. Formal proposals to the LFA will be presented to the Executive Committee after review and approval by the Classified Conference.

Revisions to the LFA Code

The Executive Committee concluded its major discussion of LFA Code revisions with deliberations on the composition and functions of the Committee on Professional Development and Recruitment. At its next meeting, the Committee will consider clarification of terms of office for members of the Executive Committee and all LFA Committees.

Report of the History File of the Peer Review Committee

Mary Hawkins presented the interesting history of the Peer Review Committee. After two years of discussions and proposals, the LFA established this ad hoc committee in 1979. In 1980 the Committee was expanded from 3 to 4 members and was charged to evaluate service and research and to review the overall performance ratings. In 1981 the Committee went on record with their recommendations for overall performance ratings and the next year membership was expanded to 5 members. Every year the Committee has described the characteristics of service and research at each rating level. The Committee has functioned as an independent review body. This year LCPT is again reviewing the possibility of granting standing committee status to this group.

Agenda for Next Meeting--Monday, May 23, 1983, 11 a.m.

Discussion to clarify terms of office for LFA committee members

Report on the History File of the Library Committee on Promotion and Tenure--
Gene Carvalho and Marianne Siegmund

DRAFT

UNIVERSITY OF KANSAS LIBRARIES

MISSION STATEMENT

The mission of the University of Kansas Libraries is to support the University-wide goal of facilitating the discovery, dissemination, and application of knowledge through research, teaching, intellectual self-improvement, and public service. The Libraries, as repositories for recorded knowledge, provide the materials essential to the further expansion of knowledge. Equally important, they provide the materials by which students obtain a broad liberal arts education and prepare for careers in the professions, public service, business, and industry. The primary responsibility of the Libraries is to the scholarly community of the Lawrence campus, including the Regents' Center. In addition, the Libraries further serve the needs of other institutions of higher education in the state, the citizens of Kansas, and the larger national and international scholarly community.

The mission of the Libraries will be fulfilled by making research materials and information available to library patrons when needed. To carry out their mission the Libraries must seek to achieve consistently the following objectives:

1. To select and acquire materials that will support the present and anticipated instructional, research, and informational requirements of the Libraries' users.
 - a. To maintain through periodic review the Libraries' Collection Development Policy as an effective guide to library acquisition.
2. To cooperate with other libraries and information agencies in the state and throughout the nation in order to expand the resources available to the University of Kansas Libraries and to make our resources available to others.
 - a. To review periodically our participation in these agencies.
3. To organize and provide bibliographic access to the Libraries' collections, materials on order, and the collections of other libraries.
 - a. To provide timely cataloging records for materials newly acquired by the Libraries through the implementation of a COM and eventually an online catalog, and through the maintenance of the integrity and accuracy of the online authority file.
 - b. To organize materials on the shelves in a way that provides the most useful access for the Libraries' users that is compatible with efficient and timely processing.
 - c. To convert retrospectively to machine-readable form cataloging records for selected library materials.

- d. To reduce the Libraries' backlog of unprocessed materials.
 - e. To maintain bibliographic access to materials in other libraries through participation in appropriate library networks.
 - f. To continue to explore ways of profiting from shared cataloging opportunities.
4. To maintain the collections in a usable physical condition, and to make every effort to preserve all materials for the use of future generations.
- a. To maintain an adequate budget for the application of necessary preservation techniques and materials, such as binding, microfilming, or the use of acid-free materials, to the collections as necessary.
 - b. To identify items with the highest risk of deterioration, loss, or mutilation, and to take effective measures to reduce this risk.
 - c. To inform library staff of ways to handle books that will minimize damage.
 - d. To ensure that all library facilities, equipment, and policies are designed to minimize the physical deterioration of library materials.
5. To assist and instruct patrons in the access and use of library resources available to them.
- a. To provide staff who are trained in the retrieval of bibliographical information, from both traditional reference sources and automated information retrieval systems.
 - b. To provide appropriate bibliographic instruction services for all patrons.
 - c. To review systematically the impact of library procedures and policies on the ability to find and use the Libraries' resources.
 - d. To provide specialized services for patrons with physical disabilities in order to ensure equal access to all library materials.
 - e. To promote our patrons' awareness of library services and resources available beyond the University of Kansas Libraries, and to provide access to those resources, when possible, through interlibrary borrowing.
 - f. To provide and maintain equipment, such as photocopiers and audio-visual equipment, needed for the efficient use of library resources.
 - g. To sponsor functions that enhance the university's and scholarly community's awareness of the Libraries' role as an integral part of the educational process.
6. To recruit, train, and support a staff of sufficient size, quality, and variety to fulfill the Libraries' mission.
- a. To utilize effectively the talents of individual staff members.
 - b. To endeavor to fill vacant professional positions through national searches.

DRAFT

- c. To encourage the continuing educational and professional development of the Libraries' staff.
 - d. To endeavor to provide equitable and competitive remuneration for Libraries' staff.
 - e. To support a policy of equal opportunity for all.
7. To encourage communication and cooperation both within the Libraries and between them and the University and other libraries.
- a. To provide an administrative structure that encourages staff participation in library planning and decision making.
 - b. To inform the University and broader scholarly community of the collections, policies, and services of the Libraries.
 - c. To participate institutionally in those professional organizations, associations, and information networks that foster efficient use of available information and financial resources.
 - d. To encourage staff members to establish professional contacts inside and outside the library community.
8. To secure the funding needed to provide a level of library resources and services commensurate with the high academic standing and reputation of the University of Kansas.
- a. To maintain information on the costs of meeting the Libraries' responsibilities.
 - b. To inform routinely the University administration and faculty as to the Libraries' financial needs.
 - c. To pursue vigorously funding from non-university sources that will allow for improved service to library users both now and in the future.
9. To support the Library Bill of Rights as revised by the American Library Association in 1980.

0583

DRAFT

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Telecommunications Office

JOHN CARLIN
Governor
LAURENCE J. KUNKEL
Director of Telecommunications

Room 240
503 Kansas Avenue
Topeka, Kansas 66603-3407
(913) 296-4124

M E M O R A N D U M

DATE: 12 May 1983 (5-047-M)
TO: All Telecommunications Representatives
FROM: L. J. Kunkel, Director of Telecommunications
SUBJECT: Revision to the KANS-A-N Telephone Directory.

Twenty-four new KANS-A-N access cities have been added to the network. This resulted in a need to update page 3 of the KANS-A-N Telephone Directory. Enclosed are sufficient copies of the revised page 3 so that distribution can be made to each employee in your agency with a KANS-A-N Directory. The new page contains the current listing of all KANS-A-N access cities and the local KANS-A-N operator access number.

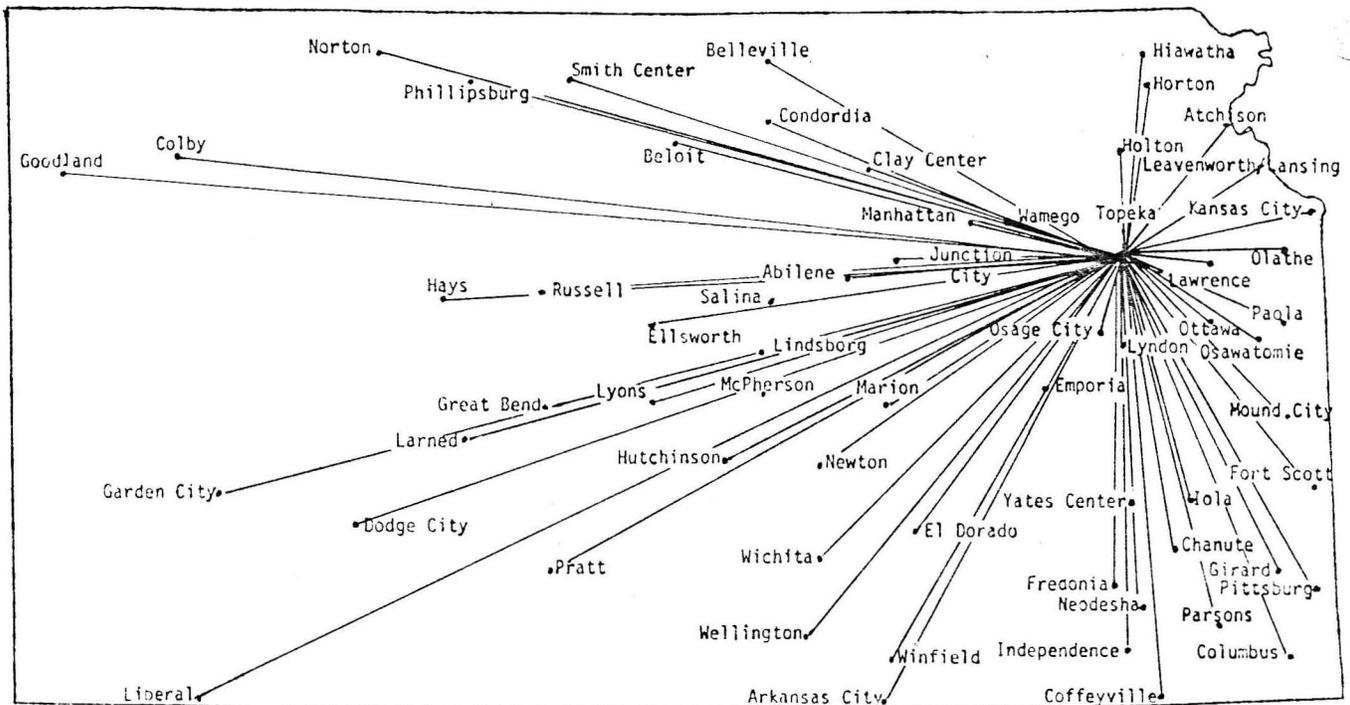
The new sheets are slightly smaller than the original KANS-A-N Directory and should be used to cover the existing page 3. The revised page should be placed in the directory with the left edge pushed as far to the left as possible (it should then be held in place by the pressure from page 2). The remaining three edges may be attached by using tape or staples.

All numbers listed should now be used except Lyndon, which will not be activated until 30 May. If additional copies of the revised page are needed, or if there are any questions, please call either Jim Gilbert or Steve Crabtree at 913-296-4392, KANS-A-N 561-4392.

LJK:JCG:mmb

Encls.

THE KANSAS AGENCY NETWORK (KANS-A-N)



Instructions for Using KANS-A-N (From Non KANS-A-N Telephones Only)

If you are in any of the present KANS-A-N access cities listed below, dial the specified number. The KANS-A-N operator will answer. Give the operator your Authorization Card Number, the name of the city from which you are calling, and the telephone number you want. The operator will complete your call.

KANS-A-N OPERATOR ACCESS NUMBERS 7:30 A.M. to 5:30 P.M. WORKING DAYS (MONDAY THRU FRIDAY)

Abilene263-7753	Hays	628-2811	Neodesha	325-3067
Arkansas City442-3460	Hiawatha	742-7917	Newton	283-8140
Atchison367-7460	Holton	364-4614	Norton	877-5124
Belleville527-5648	Horton	486-2831	Olathe	384-5969
Beloit738-5741	Hutchinson	663-8351	Osage City	528-3187
Chanute431-7111	Independence	331-6900	Osawatomie	755-3026
Clay Center632-5616	Iola	365-7624	Ottawa	242-8790
Coffeyville251-7606	Junction City	762-4624	Paola	294-5060
Colby462-6703	*Kansas City (Ks & Mo)	384-5969	Parsons	421-5203
Columbus429-1725	Lansing	651-4721	Phillipsburg	543-6536
Concordia243-2430	Larned	285-6984	Pittsburg	232-1720
Dodge City225-0541	Lawrence	841-5300	Pratt	672-5691
El Dorado321-6733	Leavenworth	651-4721	Russell	483-5692
Ellsworth472-3157	Liberal	624-8131	Salina	823-7141
Emporia343-3550	Lindsborg	227-3321	Smith Center	282-6831
Fort Scott223-6050	Lyndon	828-3125	Topeka	296-2000
Fredonia378-2105	Lyons	257-5108	Wamego	456-8184
Garden City275-9601	Manhattan	537-4710	Wellington	326-8976
Girard724-6340	Marion	382-3771	*Wichita	267-2061
Goodland899-5636	McPherson	241-5636	Winfield	221-3870
Great Bend792-3511	Mound City	795-2351	Yates Center	625-219

* Includes cities in Metropolitan area having toll free service to specified city.

IF YOU ARE IN ANY OTHER LOCATION IN KANSAS, CALL IN-WATS NUMBER, 1-800-255-3555

IF YOU ARE AT ANY LOCATION OUTSIDE OF KANSAS, CALL IN-WATS NUMBER, 1-800-255-3555.

The KANS-A-N operator will answer. Follow procedures specified above.

FYI

University of Kansas Libraries

Number 711

June 2, 1983

PERSONNEL

Ruth Hurst has announced her resignation from the Library Assistant I position in Circulation to return to school. Her resignation is effective August 17.

ATTENTION ALL STUDENT EMPLOYEES

You are entitled to use Robinson Center during the summer if you are employed on campus. A list of all current student employees will be forwarded from the Library Office to the Recreation Services Office in Robinson Center shortly. See? There are some advantages to being employed during the Summer! S. Butter

ART LIBRARY HOURS

The Art Library will close at 8:00 p.m. during the summer instead of 10:00 p.m. H.R. Malinowsky

AFTER HOURS VISITORS

All library employees are reminded not to let anyone other than fellow staff members into the library after hours regardless of their reasons. Recently, a patron was admitted to the library after hours to look for a book. Because the building is locked, lights are off, and circulation systems are not functioning after hours, no one should be allowed to enter the building unless they are current library staff. K. Simmons/H.R. Malinowsky

FORMER STAFF UPDATE

Nancy Sanders, former student assistant in Circulation (1963-67) received her doctorate in library and information science at Indiana University in December. She is currently a research associate with OCLC. J. Nugent

CREDIT

Mike Palij presented a paper, "The Problems of Displaced Persons in Germany, 1939-1945" at the Midwest Slavic Conference in Chicago, on May 7. S. Gilliland

ROSEMARY REPORT

Rosemary McDonough has returned home after successful major surgery at the Medical Center, and is gathering strength day by day. She appreciates visits, and a log is being kept at the Reference Desk for people to check on what she might need, list suggestions, post bulletins of her progress, and keep the visits flowing fairly evenly. C. Chittenden

STAFF FEE ELIGIBILITY

Information regarding Staff Fee Eligibility for the Summer 1983 semester is included in this issue of FYI. S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office no later than 9:00 a.m. on Tuesday, June 14. S. Butter

STAFF FEE ELIGIBILITY FOR SUMMER 1983

Information regarding staff fee eligibility is described below. Please complete and return the application form at the bottom of this page to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are also available upon request in the Administrative Office. If you have any questions regarding this information, contact Sandy Gilliland. S. Gilliland

STAFF RATE

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

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

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

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

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

STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the 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 712

June 9, 1983

CLASSIFIED VACANCIES

Applications are being accepted from interested library staff for the following classified vacancies:

Clerk III, Mail Room: Mail Room Supervisor, vacated by Steve Robinson
Clerk III, half-time, Engineering: vacated by Pete Runyan

Both of these positions are available June 18. Library staff interested in making application for these positions should contact Sandy Gilliland in the Administrative Office no later than Wednesday, June 15, 5:00 p.m. S. Gilliland

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

PERSONNEL

Paul Tyson has announced his resignation from the half-time Clerk Typist II position in Cataloging effective June 22.

Elizabeth Barnhill joins the Library staff effective June 6 as the Research Aide for the Library's NEH Historical Manuscripts grant project. Elizabeth replaces Lance Sprague.

Kathy Laushman, Library Assistant I in the Science Library, became Kathy Lane due to her marriage on May 7. S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office no later than 9:00 a.m. Tuesday, June 14. S. Butter

MAIL DELIVERY

U.S. mail delivery that has recently been delayed by an hour and a half will, effective today, be delivered to Watson Library on the previous schedule. U.S. mail will be received at Watson at approximately 7:30 a.m.; therefore, Library departments will also receive their mail at the normal time. N. Shawbaker

LIBRARY FACULTY ASSEMBLY BALLOT RESULTS

The results of the run-off ballot for the LI representative to the Peer Review Committee and of the ballot for LIII representative to LCPT are in. Peer Review Committee, LI: La Verne Coan. LCPT LIII representatives: Jim Helyar, George Jerkovich. Thanks to all members who voted in this ballot. L. Coan

REPORT FROM THE COMMITTEE ON PROFESSIONAL DEVELOPMENT AND RECRUITMENT

The Executive Committee of the LFA recently received a report from CPDR concerning the availability of professional candidates' files during the search and selection process. Attached to today's FYI is the text of the report. Because of the breadth of material which the committee studied and the input from the Office of Affirmative Action and the General Counsel, several letters and minutes accompanied the report and serve as background to and clarification of the committee's final recommendations. The accompanying documentation is available for study by any member of the LFA from La Verne Coan, Reference Department. A copy of the report has been forwarded to Mary Hawkins, Assistant Dean for Personnel, for her consideration. L. Coan

(Continued)

MAP EXHIBIT

Library staff are invited to view an exhibit in the lobby of the Student Union showing several examples of USGS maps found at the K.U. Map Library. The exhibit will also display a few maps of the local area and will run from June 12 through June 18.

R. Embers

CREDITS

Ellen Johnson will represent the United States and serve as Secretary for the International Association of Sound Archivists Copyright Committee for the coming year. The Committee functions in conjunction with the International Music Library Association and the IFLA, to promote the rights of science and the public interest by letting the public select what is protected and supported. Sound recordings before 1972 are not covered by federal protection in the U.S. The 1976 law, the first major revision since 1906, covers sound recordings. The committee will be pursuing the rights of libraries and archives world wide. Ellen recently attended the IAML/IASA 13th Congress in Washington, D.C.

S. Gilliland

ROSEMARY EXPRESSES THANKS

"I want to thank KULSA for the pretty bouquet of flowers I received when I was in the Medical Center. The flowers really gave me a boost."

Rosemary McDonough

VACATION AND SICK LEAVE REGULATION CHANGES

A recent memo from John D. Patterson, University Comptroller, has outlined changes in the accrual of vacation leave for classified staff, and sick leave for classified and unclassified faculty and staff. Effective May 1 (the pay period beginning April 18, 1983), vacation and sick leave earnings will be based on the number of hours worked during a pay period (see tables attached). This change in the regulation will not affect staff who do not take leave without pay during the pay period. If leave without pay is taken, however, accruals will be proportionate to the number of hours worked in the pay period. Please note that overtime worked does not allow accrual of vacation and sick leave beyond the maximum amount indicated in the tables.

Also effective May 1, new classified staff serving on an initial probationary appointment may begin using vacation leave as soon as it is accrued, rather than waiting six months.

Please note that vacation and sick leave cannot be used before it is accrued. With the change in regulations, no leave is accrued until the day after the close of the pay period (the 18th of the month). If you have any questions regarding these changes, please contact the Administrative Office.

S. Gilliland

ATTACHMENTS

Attached to this issue of FYI are copies of the CPDR report, vacation and sick leave accrual table, LFA committee minutes, and Classified Conference minutes.

S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

LFAEC page 2

June 1, 1983

TO: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE

FROM: COMMITTEE ON PROFESSIONAL DEVELOPMENT AND RECRUITMENT

J. Shawl, Chairperson
N. Burich
P. DiFilippo
E. Gates
N. Hawkins

RE: Specific charge for 1982-1983---"Consider to whom the files of candidates for professional appointments should be made available. (A range of possibilities exists, from solely members of the search committee, through members of the relevant department(s), to all members of the libraries staff.)"

Having carefully considered this charge along with assistance from R. Ferron, Director of Affirmative Action, R. Broun, Office of the General Counsel, and M. Hawkins, Assistant Dean for Personnel, the Committee on Professional Development and Recruitment makes the following recommendation.

Access to the complete files of candidates for professional appointments should be limited to the ad hoc search committee whose membership is approved by the Dean of Libraries. This search committee should have their names listed in the Recruitment and Selection Precis, Part I (see the Handbook of Affirmative Action Procedures). CPDR refers the LFAEC to the attached Minutes of March 24, 1983 for documentation from the Affirmative Action representative which supports this recommendation. In response to the second question asked during that meeting, "Must persons reading those files be members of the officially designated search committee," Ms. Ferron replied "Yes, they should be listed in Precis Part I." This response did not surface during our first meeting with Ms. Ferron, but rather was the result of some thought and consideration on her part over a period of time. The minutes and additions to the March 24 meeting represent R. Ferron's final statements to CPDR on this matter.

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

Because it is possible to have an entire department officially designated as a committee of the whole, CPDR felt it should also explore the administrative and legal aspects of this alternative. Since it is the Library Administration which is authorized to approve search committee appointments and to oversee the instruction and procedural correctness of the committee, CPDR believes that the first consideration in studying this alternative is the administrative response to the idea of a committee of the whole. It is CPDR's uniform opinion that the library administration does not view this idea in a favorable light. In a written response to CPDR, the Assistant Dean for Personnel made clear that she does not favor "lengthening the process and placing greater burdens" on either her time or that of the staff (see attached letter). In addition, Ms. Hawkins seriously questions whether the benefits derived from a department's full participation are commensurate with the amount of staff time expended in properly evaluating complete files of candidates. Taking into account the advice received from both Affirmative Action and General Counsel, as documented in minutes, M. Hawkins believes that all other aspects are best served through the search committee structure.

On a more positive side, all of CPDR's advisers encouraged full departmental participation at the level of formulating the required and preferred qualifications prior to advertising a vacant position. This valuable activity amounts to dictating to the search committee exactly what the department is looking for in a candidate. Only candidates meeting those requirements are invited for interviews.

On the subject of confidentiality, CPDR would like to emphasize the following points. R. Ferron distinguishes those portions of a complete file which may be seen by other personnel (see Additions to March 24 Minutes). "Safe Materials" are resumes and similar kinds of information which may arrive attached to the application, e.g. lists of publications, projects, etc. Ms. Ferron considers transcripts, letters of reference, as well as memos documenting phone calls and opinions to be confidential. Whatever a submitter of information may consider confidential and would not want published is to be treated as such. If there is a system for separating out the confidential materials beforehand, then other personnel may have access to resumes and the like.

In conclusion, we would like to add the following statement from R. Broun's letter to the Committee on Professional Development and Recruitment dated March 24, 1983:

"It is unacceptable to entrust a selection committee with the task of reviewing in depth the files of all applicants, and at the same time allowing other library personnel to read some files and then make their impressions known to the committee. This practice introduces an arbitrary element into the process,



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

because the opinions expressed by non-committee persons are not based on all the information before the committee. One cannot fairly evaluate a given application without having studied all the others; the search process is, by its nature, comparative rather than absolute."

It is our understanding and recommendation that unless the Dean wishes to approve of a department as a committee of the whole, other personnel outside of the search committee may not have access to the complete files of applicants. CPDR's recommendation should be accepted in the light of the attached minutes and letters. Our role in matters of recruitment is strictly advisory. The Executive Committee may wish to consider this issue in the light of other relevant data.

Sincerely,


Jeannette Ponce Shawl
CPDR, Chair

Classified Conference Executive Board meeting, May 25, 1983 2:00

Members present: D. Borton, S. Butter, R. Embers, S. Hewitt, D. Hodges, J. Martin, C. Mastin, M. Miller, K. Simmons.

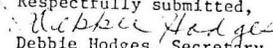
Barry Bunch presided.

Barry opened the meeting with old business:

The Executive Board sub-committee on joint L.F.A. committees is presenting a formal proposal to the L.F.A. Executive Board. Any one interested in seeing the proposal may contact a member of the sub-committee (see April 4 minutes).

The meeting Barry was to attend with D. Llewyn, M. Hawkins and V. Thomas to discuss the grievance procedure has been postponed.

A picnic/meeting of the Classified Conference has been tentatively planned for June 17 around the lunch hour by Potter's Lake.

Respectfully submitted,

Debbie Hodges, Secretary.



THE UNIVERSITY OF KANSAS

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Lawrence, Kansas 68045

Classified Conference Executive Board Meeting, April 20, 1983 2:00

Members present: R. Crank, L. DUBY, R. Embers, B. Harsh, S. Hewitt, D. Hodges, C. Mastin, P. Nebgen.

Barry Bunch presided.

Barry opened the meeting with old business:

Funds for lobbying efforts of Classified Senate members: A conflict of interest would exist for the members to accept payment for their lobbying efforts, We can, however, look for a plant from the Classified Senate, which is trying to find a way to support lobbying Classified Senate members without creating a conflict of interest. The members go to Topeka every Wednesday afternoon for four hours.

Joint committees: The time is right for the L.F.A. and the Classified Conference to work together to formalize interests and establish joint committees for the library committees which have traditionally been occupied by librarians. A committee from the Executive Board was formed to write such a proposal to present to the L.F.A. The members are Sue Hewitt, Channette Mastin and Rick Embers. Any staff member interested in helping should contact one of these people.

Dean Ranz met with Barry about the soon-to-be-vacated Dean of Public Service position. The Dean has been meeting with Department Heads for their ideas as well. Several options are open and a meeting for all staff will be sponsored by the Budget and Planning Committee. Staff input will be evaluated and that committee will forward recommendations to Dean Ranz. Time and location are in the FYI.

The next Executive Board meeting will be May 11, 1983 at 2:00 in the Conference Room, Watson.

Respectfully submitted,
Debbie Hodges
Debbie Hodges, Secretary.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 68045

Classified Conference Executive Board meeting, May 11, 1983 2:00

Members present: S. Butter, L. DUBY, R. Embers, B. Harsh, N. Hawkins, S. Hewitt, D. Hodges, C. Jeffries, C. Mastin, M. Miller, P. Nebgen.

Barry Bunch presided.

Barry opened the meeting with old business:

Dick Borton informed the Classified Conference that no final decision has been made about the Library Grievance Procedure, and that its use will be determined on a case-by-case basis. Barry Bunch will be meeting with Mary Hawkins, David Llewyn and Vicki Thomas to discuss this matter.

The Executive Board sub-committee working on the proposal to establish joint L.F.A. committees is drawing up a formal proposal to present to the L.F.A.

B. Harsh reported that the Personnel Committee is formalizing its committee structure. The Personnel Committee will be meeting and will present an outline of its structure to the Executive Board at some time in the future.

The next Executive Board meeting will be May 25, 1983 at 2:00 in the Conference Room, Watson.

Respectfully submitted,
Debbie Hodges
Debbie Hodges, Secretary.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
June 6, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, May 23, 1983, 11 a.m.

Present: Gene Carvalho, Charles Getchell, Jim Helyar, Marianne Siegmund, La Verne Coan

Classified Conference Proposal

The Chairman received a formal proposal this week concerning the amount and participation of classified staff representation on LFA committees. The proposal suggests two full members for the Committee on Budget and Planning and equal representation on the Committee on Professional Development and Recruitment. The Executive Committee is taking the proposal under advisement and will consider it while discussing possible LFA Code revisions.

LFA Code Revisions

Given that the Committee has, to a great extent, completed its deliberations concerning Code changes, future action was discussed. A draft of the Code, noting all proposed revisions will be forwarded to the three LFA committees most directly affected--the Nominating Committee, the Committee on Budget and Planning and the Committee on Professional Development and Recruitment--with a request for comments and suggestions. After receiving the comments of the committees, the Executive Committee will prepare a formal proposal to be submitted to next year's Executive Committee since insufficient time remains during the current year.

Nominating Committee Report

The Secretary received the results of the recent LFA ballot from the Nominating Committee and reported on them.

Revision of Librarians' Evaluation Procedure

The Library Committee on Promotion and Tenure, at the request of the Peer Review Committee, submitted to the Executive Committee a proposal which would change the procedure for librarians' annual evaluations. The most extensive change is the proposed use of the University-wide faculty annual report instead of the form now used. Because the Peer Review Committee would like to recommend that this procedure be implemented in the Fall of 1983 if the Assembly approves, the Executive Committee has called an extraordinary meeting of the Assembly for Tuesday, June 7 at 3:30 p.m. in the Watson Conference Rooms to determine if this proposal should go to a mail ballot.

Report on the History File of the Library Committee on Promotion and Tenure

The LCPT's activity, as reported by Gene Carvalho, has been focused on review and revision of the library's evaluation process. Representatives were elected in 1973 to advise the Library administration during annual evaluations. From that beginning, the committee became the decision maker for a variety of important questions in the evaluation process--evaluating new staff, finding the most effective evaluation system, forming eligibility standards for sabbatical leave, and determining

Main Campus, Lawrence
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LFA Executive Committee Minutes, 5/23/83, Pg. 2

salary distribution. Dealing with issues and establishing policies for which there were no precedents, the committee pursued information and standard procedures with a determination that resulted in clear guidelines for evaluation which have given the Libraries high credibility within the University community.

After this report, the Executive Committee decided that the final versions of the history reports compiled this year should be published and made available in Watson Library for the perusal of the staff.

Agenda for Next Meeting (Note Date): Monday, June 6, 1983, 11 a.m.

Clarification of LFA committee members' terms of office

Report on the History File of the Committee on Professional Development and

Recruitment--Jim Helyar

Final preparation for extraordinary LFA meeting

Approved 6/6/83

CLASSIFIED

Vacation Leave Earnings Schedule
for Monthly and Semi-Monthly Paid Employees

<u>Hours Worked</u> <u>Per Pay Period*</u>	<u>Hours Earned Per Pay Period</u> <u>Based on Length of Service</u>			
	<u>0-5 years</u>	<u>5-10 years</u>	<u>10-15 years</u>	<u>over 15</u>
0-19	0.00	0.00	0.00	0.00
20-39	1.00	1.25	1.50	1.75
40-59	2.00	2.50	3.00	3.50
60-79	3.00	3.75	4.50	5.25
80-99	4.00	5.00	6.00	7.00
100-119	5.00	6.25	7.50	8.75
120-139	6.00	7.50	9.00	10.50
140-159	7.00	8.75	10.50	12.25
160-	8.00	10.00	12.00	14.00

ALL ELIGIBLE CLASSIFIED, FACULTY, & UNCLASSIFIED STAFF

Sick Leave Earning Schedule
for Monthly and Semi-Monthly Paid Employees

<u>Hours Worked</u> <u>Per Pay Period*</u>	<u>Hours Earned</u> <u>Per Pay Period</u>
0-19	0.00
20-39	1.00
40-59	2.00
60-79	3.00
80-99	4.00
100-119	5.00
120-139	6.00
140-159	7.00
160-	8.00

* "Hours Worked" means hours in pay status, except that overtime worked and additional payment for holidays worked are not counted in determining sick or vacation leave earned.

FYI

University of Kansas Libraries

Number 713

June 16, 1983

CLASSIFIED VACANCY

The Cataloging Department is advertising a full-time Library Associate position available July 5. Library staff interested in making application for this vacancy should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, June 22.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Mary Hawkins has been appointed to the position of Assistant Dean for Public Service, effective 18 July 1983. She will be relinquishing her personnel duties as soon thereafter as a successor is appointed. S. Gilliland

HEALTH MAINTENANCE ORGANIZATION

Library staff were to receive a memo regarding an informational meeting on June 22 (noon) and June 23 (10:00 a.m.) regarding a new health maintenance organization, "Health Care Plus". If you have not received this information, please contact the Administrative Office. Also, if you are interested in attending one of these meetings, please call Darla Perry (4-3601) to register. S. Gilliland

FY84 PURCHASE REQUISITIONS

Acquisitions will begin accepting PRs for FY84 on Tuesday, July 5. Please see Sue Hewitt about any rush orders which may be needed before that date. C. Howard

CLASSIFIED CONFERENCE NOTE

The Libraries Grievance Procedure requires that new members to the committee be elected at this time. The five current members (Mary Miller, D. Warner, J. Hewitt, D. Borton, and B. Bunch) must wait one year before being eligible again. Send your nominations to Barry Bunch by Friday, July 1. Please don't delay! This is potentially the most important committee we can serve on. B. Bunch

MASON ELECTED TO ACRL DIRECTORSHIP

Alexandra Mason has been elected to the Board of Directors of the Association of College and Research Libraries. She will be the director-at-large representing the type-of-activity sections (Anthropology and Sociology, Art, Asian and African, Bibliographic Instruction, Education and Behavioral Sciences, Law and Political Science, Rare Books and Manuscripts, Science and Technology, and Western European Specialists sections) during a four-year term. C. Benson

BOOK FAIR II

On June 15 the University Events Committee approved a second University of Kansas Book Fair. This year's event will be held October 21-22, which coincides with Parents Day, the Engineering Expo, and KU Exploration Day. Once again, it will be held on the Watson Library fifth floor mezzanine. Jean Skipp is succeeding Nora Quinlan as Book Fair coordinator, and she is already hard at work on the initial stages of correspondence. When responses begin to come in from dealers, a committee will be formed to handle the variety of jobs required to make this year's Fair as successful as the first one. A meeting will be announced in late July or early August for all interested persons (classified/unclassified/students) who would like to take part in the project. If you are breathless with anticipation and can't wait until then, get in touch with Jean Skipp or Carol Chittenden. C. Chittenden

DRAWING LESSONS

Along with purchasing a professionally manufactured graphics system for Watson and the Science Library, materials and equipment for in-house sign production have been assembled under the protective wing of Carol Chittenden in the Reference Department. A manual has been prepared to guide people in using these facilities, and now instruction is being offered in the hope that each department will become gracefully sign self sufficient. There will be 2-hour instructional workshops offered at various times during July. We will be calling each department to find out who has volunteered or been volunteered to learn the ropes, and to set up a time for their instruction.

C. Chittenden



Department of Special Collections

KENNETH SPENCER RESEARCH LIBRARY

University of Kansas Libraries, Lawrence, Kansas 66045-2800

Budget & Planning Committee minutes for June 1st, 1983

Present: Gary Bjorge, Annie Williams and nine members of the Libraries' staff.

The meeting was called to give staff members an opportunity to discuss and ask questions about the draft version of the KU Libraries' Mission Statement as it appeared in the FYI of May 26.

Annie opened the meeting by asking Dean Ranz to explain why we are writing such a document now. Ranz said that the Senate Library Committee (SLC) has been charged with writing such a document and SLC has asked the Libraries to prepare it. While it could have been written in the dean's office, the mission statement will have more meaning for Libraries' staff if they prepare it. Such a document would be used by accrediting agencies. It would also be used in preparation of the budget and in effecting budget cuts, since we have obligations to the faculty, staff, and students of KU as well as to the citizens of Kansas, colleges & universities in Kansas, and colleges and universities around the country. A mission statement also helps with our collection development policy. It will give direction to the Libraries and also act as insurance when problems arise. This is an all-purpose document with many audiences; it can be both an offensive and a defensive tool. The document has to be balanced: if it is too specific or too short-range, then it is hard to reach agreement on it, but if it is too vague it is useless.

Discussion then turned to the draft in FYI, and many suggestions were offered. For example, it was suggested that objectives be rearranged, objective 5 and 6 coming before objective 4, and objectives 2 and 7 be combined. Another suggestion was that the statement address items where there is tension or controversy e.g. fragmented/centralized services; acquisitions/cataloging funding; serving Kansans vs serving the world. The opening paragraphs might be re-written to mention that KU is the largest and most comprehensive of the Regents' schools, and for that reason we have responsibilities to the state, and also we should keep abreast of the latest technological developments. Suggestions were made that goals under each objective be expanded, while others felt that the goals should be omitted completely or that the goals should be kept but the 'a,b,c...' be omitted. We have good relationships with the teaching faculty and that should be mentioned. Perhaps COM is too specific to be mentioned here. It was also suggested that all off-campus activities (e.g. ILL,ARL, etc.) be combined under one objective.

Budget & Planning is grateful to the many staff members who took the time to offer suggestions and comments. We shall try to re-write the document in light of these suggestions as soon as possible. The meeting adjourned at 3pm.

Respectfully submitted:

aw
Annie Williams, chairman

Budget & Planning minutes for June 6, 1983

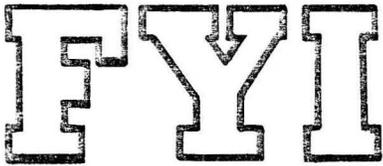
Present: Gary Bjorge, Rob Melton, Pat Nebgen, Rich Ring, Peggy Shortridge, Annie Williams

The Committee met at 2:30 in the Administrative Conference. The first item on the agenda was the consideration of the draft of the LFA code of governance and bylaws sent from the LFA executive committee. The Committee had questions about point 2.2.1, p.2 of the code; 2.2.2, p.3 of the code; and 2.3.1, p.6 of the bylaws. Annie will forward these questions to the executive committee by Friday, June 10th.

The second item on the agenda was the revision of the Libraries' mission statement. Copies of the minutes from the open meeting of June 1st were distributed, read, and discussed. Rob volunteered to rewrite the statement, taking into consideration the suggestions made at the open meeting. The Committee will meet again on June 10th to consider Rob's revisions. It is hoped that a completed document can be sent to the executive committee by the end of June.

Respectfully submitted,

aw
Annie Williams, chairman



University of Kansas Libraries

Number 714

June 23, 1983

UNCLASSIFIED VACANCIES

RESEARCH ASSISTANT, Department of Special Collections. Full-time appointment (funding available for the period June 18, 1983 through August 17, 1984).

Duties: Assists with technical and public services of the Department of Special Collections, including bibliographic searching, serial and monograph processing, receptionist duties, circulation of library materials, supervision of part-time employees, and related duties. Required Qualifications: Bachelor's degree; typing ability (40 wpm minimum); reading knowledge of at least one Western European foreign language; and good communication skills. Preferred Qualifications: At least two years of progressively responsible library work experience involving exposure to a variety of library activities and records, supervisory duties, demonstration of organizational ability, and effective interaction in public service. Also prefer interest in and experience with rare books and manuscripts. Salary: \$12,000 per year. Benefits: Vacation of 22 working days per year; sick leave of 12 days per year; individual health insurance provided. To apply, send letter of application, resume, and names of three references to: Mary Hawkins, 511 Watson Library. Application Deadline: Applications must be received no later than July 6. Starting Date: As soon as possible following application deadline.

PHOTOGRAPHIC ARCHIVIST (RESEARCH ASSISTANT APPOINTMENT), The Kansas Collection. Full-time position, funded by a grant from the National Endowment for the Humanities. Funding anticipated September 1, 1983, for 10-month appointment with possible 2-month extension. Funding anticipated from NEH will provide preservation and cataloging of the Joseph J. Pennell Collection, comprised of approximately 32,000 glassplate negatives and 7,000 copy prints. Subject matter includes portraiture and scenes from Junction City and Fort Riley, Kansas, at the turn of the century. Duties: Responsible for the cataloging of selected images from the Pennell Collection, the preparation of these prints for microfilming, and the production of copy prints from glass negatives. Also includes supervisory duties. Required Qualifications: Degree in archival administration, photography, or related field. Requires supervisory ability, darkroom experience, and strong organizational skills. Preferred Qualifications: Experience with cataloging, photographic preservation techniques, and glassplates. Also prefer understanding of the research value of historical photographs and background in the history of photography. Salary: \$1,250 per month. Benefits: Vacation of 22 days per year; 1 day per month sick leave; individual group health insurance provided. To apply, send letter of application, resume, and names of three references to: Mary Hawkins, 511 Watson Library. Application Deadline: July 22.

ASSISTANT SPECIAL COLLECTIONS LIBRARIAN, Department of Special Collections (beginning level, full-time, tenure-track position; 12-month faculty appointment.) Duties: Shares in cataloging, reference and book selection duties (subject emphasis determined by candidate's interest and qualifications within departmental parameters). Will also teach History of the Book course and have opportunity for exhibit preparation. Required Qualifications: MLS from ALA-accredited library school; training or experience in rare books librarianship; at least one West European language in addition to English; training or experience in cataloging; ability to work effectively with the public; broad academic interests. Preferred Qualifications: Strong academic background in European or English history, Classics, or English; acquaintance with AACR2 and OCLC; experience in teaching history of the book; ability to operate and teach hand-press; Latin, German, and French. Salary: \$15,000-\$17,000, dependent upon

(CONTINUED)

qualifications. Benefits: Vacation of 22 working days per year; sick leave of 12 days per year; TIAA/CREF retirement plan; sabbatical leave eligibility. To apply, submit letter of application, resume, transcripts, and names of 3 references to: Assistant Dean for Personnel, 511 Watson Library. Postmark Deadline for Applications: August 15, 1983. Starting Date: As soon as possible after application deadline.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION,
COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

REMINDER OF CLASSIFIED VACANCY

On Wednesday, June 22, a special flier announcing the promotion of Bruce Coburn to Mailroom Supervisor was sent to all Library Departments. The announcement also stated that applications for the resulting Clerk II Mailroom vacancy should be submitted to Sandy Gilliland by 5:00 p.m. Tuesday, June 28. S. Gilliland

PERSONNEL

Diane Warner, Library Assistant I in Cataloging, has announced her resignation effective August 17, 1982. S. Gilliland

With the appointment of Mary Hawkins as Assistant Dean for Public Services, Marilyn Clark has agreed to assume responsibilities for all Library grant administration within her present title of Director of Resource Development. With this change, all reporting for grant projects should be directed to Marilyn. J. Ranz

HEALTH CARE PLUS

Library staff who plan to enroll in Health Care Plus, the new alternative to Blue Cross/Blue Shield health insurance, are asked to submit three enrollment cards to the Administrative Office by July 7th. Three termination cards (for terminating from Blue Cross/Blue Shield) must also be signed and submitted (these cards are available from the Administrative Office). If you have any questions regarding Health Care Plus please contact the Library Office or the Staff Benefits Office, 4-4418. S. Gilliland

KANSAS STATE COURIER SCHEDULE, JULY-DECEMBER 1983

There will be no courier service on the following days: July 4 (Independence Day); August 1-19 (Summer Break); September 5 (Labor Day); November 24-25 (Thanksgiving Break); December 26-January 2 (Christmas-New Year's Break). Any other deviations from the regular schedule will be announced in the FYI. M. Borton

CREDIT

Michael Palij presented a paper "The First Experiment of National Communism in Ukraine in the 1920's and 1930's" at the Slavic Conference, University of Illinois at Urbana-Champaign, on June 18, 1983. S. Gilliland

IT'S A PARTY

The Budget & Planning Committee is having a party to celebrate the end of the fiscal year. While we can't pay for your refreshments, we would be glad if you would join us at the Union, on June 30th, 4:00-5:00 p.m. in Cork 2 near the Deli. Happy New Year! A. Williams

ATTENTION SEARCHERS AND BIBLIOGRAPHERS

On July 1 OCLC will begin charging 7.5¢ each time any "display holdings" (dh) command is entered into the system. Therefore, all searchers and bibliographers should be aware that "dha" will retrieve all holdings, thus avoiding extra charges for preliminary screens. A simple "dh" brings up regional holdings only, thus requiring a second chargeable "dh" command to obtain all holdings. Responsible use of the system can ensure that the library continues to receive the many benefits of viewing holdings screens at reasonable prices. N. Shawbaker



University of Kansas Libraries

Number 715

June 30, 1983

PERSONNEL

Lance Tomlin will promote from his student assistant position in the Science Library to the half-time Clerk III in the Engineering Library, effective July 11.

S. Gilliland

NEW COMMITTEE FORMS

The Classified Conference and LFA Executive Committees have formed a joint ad hoc committee to study the Assistant Dean for Personnel position. The committee members are Nancy Hawkins, Sue Hewitt, Barb Denton, Annie Williams, Gary Bjorge and Charles Getchell. This committee will gather information about the position and possible future changes, and will make recommendations to the dean.

B. Bunch

CLASSIFIED STAFF STANDARDS FORMS

Updated standards forms (DA229) for all classified staff evaluated in March and April 1983 should be submitted to the Administrative Office as soon as possible. If standards forms for the new evaluation period have already been submitted, please disregard this notice. If you have any questions, or are in need of additional DA229 forms, contact Darla Perry, 4-3601.

D. Perry

UKASE MICROFICHE DELAYED

The public list microfiche has been received. However, Technical services staff will not receive copies of the UKASE Master in the microfiche deliveries. The microfiche vendor had problems with one of the tapes that we sent them, so this month's master lists will be delayed indefinitely, probably no longer than one more week. The problem is being addressed, but our current delivery service will cause some avoidable delay. If you have questions about problem titles, call Joe, 4-3535. Routine inventory questions should still go to Serials Receiving.

J. Hewitt

ARL SPEC KIT RECEIVED

ARL SPEC Kit No. 94 "Fund Raising in ARL Libraries" has been received and is available for use in Periodicals.

K. Miller

HEALTH CARE PLUS

All library staff interested in enrolling in Health Care Plus, the new alternative to Blue Cross/Blue Shield health insurance, are reminded to submit three enrollment cards to the Administrative Office no later than Thursday, July 7. In addition to completing enrollment cards, staff must also sign three Blue Cross/Blue Shield termination cards, available in the Administrative Office. If you have any questions regarding Health Care Plus, please feel free to contact Darla or Sandy in the Administrative Office, 4-3601, or call Staff Benefits, 4-4418.

S. Gilliland

VACATIONS/TRAVELS

Rick Embers will be in Washington, D.C. attending the 1983 Library of Congress Summer Map Project from July 5 through August 5. During Rick's absence, please direct all questions regarding the Map Library to Mark Eboch, Ingrid Knudsen, or Steve Dulek.

Rob Melton will be out of town for coursework and vacation during the month of July. Refer any bibliographic instruction questions to Charles Getchell. Please hold any questions regarding collection development in English/American Literature until August 1st.

S. Gilliland

(CONTINUED)

STACK MAP

Last call for suggestions about how to improve the Watson stack map. Give your input to Carol Chittenden in Reference. Deadline: July 1. C. Chittenden

TUITION ASSISTANT DEADLINE

Applications for Tuition Assistance for the Fall 1983 semester are due in the Executive Vice Chancellor's Office (231 Strong Hall) by 5:00 p.m. Friday, July 29. Tuition Assistance is a tuition program offered to selected full-time University staff who have worked continuously for at least one year at K.U. For additional information, and/or for a copy of the updated application form, contact Sandy Gilliland in the Library Administrative Office, 3-4601, or contact the Office of the Executive Vice Chancellor, 4-4904. S. Gilliland

IT'S A PARTY

The Budget & Planning Committee is having a party to celebrate the end of the fiscal year. While we can't pay for your refreshments, we would be glad if you would join us at the Union, Thursday, June 30, 4-5pm in Cork 2 near the Deli. Happy New Year! A. William



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
June 28, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, June 13, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Jim Helyar, Marianne Siegmund, La Verne Coan

Budget and Planning Committee Minutes

The Secretary received minutes of the Committee on Budget and Planning's meetings (5/17, 5/19, 5/20, 6/1, and 6/6) and reported on them.

LFA Code Amendments

The Executive Committee reviewed the final set of proposed amendments to the LFA Code of Governance and considered comments from the LFA committees directly involved. The Executive Committee decided to present a proposal to next year's Committee with details of the proposed changes and the recommendation that the amendments be brought before the LFA in the fall.

Libraries' Mission Statement

At the June 7th meeting of the LFA, members present agreed that endorsement of the Mission Statement be sought through an informal mail ballot. The Executive Committee will urge the Committee on Budget and Planning to complete its work on the statement before June 30, 1983, so that the present Executive Committee may forward the statement to next year's Committee for early balloting.

Proposal for Change in Librarians' Evaluation Procedure

At the June 7th LFA meeting, the members voted that the Peer Review Committee proposal for a new evaluation procedure be brought to a mail ballot. The Executive Committee will ask next year's Committee to distribute the ballot. The Executive Committee will also suggest that the LCPT and the Peer Review Committee be contacted to prepare a document which would accompany the ballot and would present the pros and cons of the new procedure.

Report of the History File of the Committee on Professional Development and Recruitment

The report, presented by Jim Helyar, shows that the committee has dealt with distribution of travel funds (a prime consideration since 1977), new staff orientation, opportunities for further education and several recruitment issues. Through its dealings with a variety of issues and its continuing study of its own role, the committee has established itself as an important body which encourages staff development in all units of the Libraries.

Agenda for next meeting: Monday, June 27, 1983, 11 a.m.

Summary of year's activities

Issues to be forwarded to next year's Committee for consideration

Approved 6/27/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045
June 28, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, June 20, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Jim Helyar, Marianne Siegmund.

Charles Getchell acted as Secretary.

Committee Comments on Proposed LFA Code Revisions

The Executive Committee endorsed letters to the Nominating Committee and to the Committee on Budget and Planning which thank the committees for their comments on the proposed changes to the LFA Code. The letters will be sent this week. The Chairman received comments from the Committee on Professional Development and Recruitment. A thank you will be sent.

Grievance Committee

The Chairman reminded the Committee that new LFA representatives to the Libraries' Grievance Committee should be elected as soon as possible. The Chairman will contact the Nominating Committee to begin this procedure.

Responsibility for Personnel Duties in the Administrative Office.

The Dean has asked the Executive Committee to suggest alternatives for fulfilling personnel functions in the Libraries after Mary Hawkins assumes the position of Assistant Dean for Public Services. After discussion, the Executive Committee pinpointed some important issues: (1) The personnel officer is an integral part of the operation of LCPT. Any arrangement must insure continuity of personnel input on this committee. (2) The Classified Staff has a vested interest in any new personnel arrangement. Classified Staff should be included in the decision making. (3) Any group undertaking the task of formulating suggestions will need more specific information concerning this new position's duties and responsibilities. (4) Members of the Committee on Budget and Planning will be important sources of information in decision making.

Considering these points, the Executive Committee will recommend that an ad hoc advisory committee be established and be composed of an equal number of classified staff and faculty. Annie Williams and Gary Bjorge have agreed to serve on such a committee, and Charles Getchell was asked to serve as the third unclassified member representing the Executive Committee. Classified staff would be appointed by the Classified Conference. To make the membership uneven, the Executive Committee will recommend the appointment of one "other unclassified" staff member.

The Chairman will make these recommendations to the Dean this week.

Duties of the Head of Acquisitions

With the reassignment of duties in the Administrative Office, more responsibility will fall to Clint Howard as Assistant Dean for Technical Services. Clint has approached the Committee on Budget and Planning on an informal basis to discuss possibilities for reassigning his former duties as Head of Acquisitions.

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

Minutes of LFA Executive Committee Meeting, 6/20/1983, Pg. 2

The Executive Committee feels that the projected changes will affect a large part of the staff and will be of wide interest. Therefore, the Committee will request that any formal proposal from Clint be referred to the Executive Committee.

Agenda for Final Committee Meeting, Monday, June 27, 1983, 11 a.m.
Closing of Business for the Fiscal Year

Approved 6/27/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

June 28, 1983

TO: Library Faculty Assembly

FROM: La Verne Z. Coan, Secretary *LZC*

RE: MINUTES OF LFA MEETING, TUESDAY, JUNE 7, 1983, WATSON CONFERENCE ROOMS

The meeting was called to order at 3:35 p.m. by Chairman Gene Carvalho.

The Chairman introduced Wendy Chandley, a new LI in Special Collections, and welcomed her to the meeting.

The Chairman then turned the floor over to the representatives of the Peer Review Committee (PRC). Gaelle Blosser presented a proposal to alter the process of annual evaluation for librarians. The proposal had been developed to answer three specific criticisms of the present evaluation system:

1. An excessive amount of time is spent on the review process
2. Many discrepancies occur between the supervisors' ratings and the ratings given by PRC
3. There is dissatisfaction in differentiating between such activities as Job Performance and Service and Research.

After a reading of the proposal, a motion was brought to the floor that the proposal be distributed by mail ballot to the LFA for approval. The motion was seconded and the floor was opened for discussion.

The following points were made during the discussion:

1. Differences between the proposed system of evaluation and the present system are:
 - a. A different form will be used--a modified Faculty and Academic Staff Annual Report (FASAR). The Office of Academic Affairs is strongly urging all academic units to submit the FASAR as an annual report; if also used in evaluation, only one form per year will need librarians' attention.
 - b. One rating will be given for overall performance which is a combination of the present Job Performance rating and the Service and Research rating.
 - c. In the proposed system, the supervisor will submit only narrative support to the evaluation; he/she will not assign an overall performance rating. The PRC will assign the overall performance rating.
 - d. The Assistant/Associate Deans and the Dean will assign a rating to each evaluation, not a concur/not concur decision as is done now.
2. The present PRC operates on an ad hoc basis without a formal description of duties. If the PRC is going to have the responsibility of overall performance ratings, the committee should be given standing committee status and be incorporated into the LFA Code of Governance.
3. Clarification was given concerning the form presently used. The Libraries form is not forwarded to Academic Affairs as an annual report. The form is forwarded to the

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MINUTES OF LFA MEETING, 6/7/83, Pg. 2

University Promotion and Tenure Committee at the time that a librarian is reviewed for tenure. Academic Affairs has said that if the Libraries begin submitting the FASAR, submission can occur in January concurrent with our evaluation timetable.

4. Support for the FASAR as the evaluation form was offered. More information can be put into the FASAR, given its looser structure. The definitions for activity categories are clearer. The FASAR was used previously as the evaluation form.

5. Some objections were voiced concerning the lack of the supervisor's rating in the proposed system. The supervisor is most familiar with the worker's job and should give a rating. This is the most basic change to the system and was debated hotly by members of the PRC during development of the proposal. However, this change was included to respond to complaints of mismatches between the supervisor's ratings and the PRC ratings. The explanation for the inconsistencies stems from the supervisor's inability to compare the worker with all other librarians. The effect of this narrower viewpoint would be stronger in the proposed system where Job Performance and Service and Research are compressed into one overall rating.

6. Objections to the FASAR were raised. The less structured format places a burden on the written description given by the supervisor. If one supervisor is not as fluent with written words as another, descriptions may be uneven in content and comparison across librarians becomes more difficult. The lack of the 12 performance points may mean that certain aspects of the job are not given proper consideration. PRC envisions an instruction sheet that would suggest the 12 points as the basis for the narrative sections.

7. The PRC has found that the 12 points lead to unintentional and perhaps inaccurate "labeling" of people and were a hindrance to objective judgment.

The question was called.

The Motion passed: 19 Yes, 0 No, 4 Abstain. The proposal will be submitted to the Assembly through a mail ballot with sufficient time allotted to gain a decision of the LFA before the next round of evaluations.

The Secretary presented a further short item of business. While developing a Mission Statement for the Libraries, the Committee on Budget and Planning has decided that the statement should be endorsed by the staff organizations before it is forwarded to the Senate Libraries Committee. The Executive Committee found that there are no guidelines in the Bylaws which pertain to endorsements of letters, resolutions or statements. Robert's Rules of Order states that the procedure is at the discretion of the body and four alternatives are possible:

1. Voice or hand vote at an LFA meeting
2. Informal mail ballot; no previous vote needed at an LFA meeting
3. Formal mail ballot; previous vote needed by a quorum of the membership
4. The Executive Committee, as representatives of the LFA, endorse the resolution, statement, etc.

On behalf of the Executive Committee, the Secretary asked for the preference of the Assembly. The consensus of the members present was that such issues should be taken to the Assembly as a whole through an informal mail ballot.

The meeting adjourned at 4:18 p.m.

Reviewed by the Executive Committee
6/27/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Budget & Planning Committee minutes, June 8, 1983

Present: Rob Melton, Pat Nebgen, Rich Ring, Annie Williams, Dean Ranz, Gene Carvalho

Dean Ranz asked that the Committee meet to discuss personnel matters that not only have long range implications for the Libraries, but also will affect shrinkage for FY84 and, thus, the number of positions we may be able to fill.

The position of assistant dean for public services will be filled by Mary Hawkins. There followed much discussion of how personnel matters will be handled after Mary leaves that position.

The Libraries' shrinkage requirement for FY84 will be approximately \$100,000, of which approximately \$40,000 is due on August 1st, with the balance due January 1, 1984. At this time we can identify \$60,000 of salary monies specifically for shrinkage and Dean Ranz is hopeful that the balance will be forthcoming during the next six months.

Since it appears that we shall be able to meet our shrinkage requirement, we shall be able to fill most vacant positions. Positions to be filled include: 1.5 unclassified positions in Reference; 2 unclassified positions in Special Collections; 1 unclassified position in Splat; 1 classified position in Cataloging; and 1 classified position in Acquisitions. Mary Hawkins is now doing the paper work to fill the vacant classified positions. A few positions will be kept vacant to generate shrinkage.

The remainder of the meeting was devoted to Committee concerns with the long range direction of the Libraries. It was pointed out that any problems must be documented before anyone can deal with them. Distribution of the Libraries' resources was questioned, and it was suggested that the present Committee give the Executive Committee a list of topics recommended for consideration by the next Budget & Planning Committee.

Respectfully submitted,

Annie Williams, chairman
Pat Nebgen, secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Budget & Planning Committee minutes, June 15, 1983

Present: Gary Bjorge, Rob Melton, Peggy Shortridge, Annie Williams, Dean Ranz

The first hour of the meeting was spent discussing the future of the position of assistant dean for personnel with Dean Ranz. Topics included the personnel duties to be dealt with by the personnel position; whether the person filling that position should be classified or unclassified, a professional in personnel management, or a professional librarian; and implications for LFA committees and for current procedures.

After that discussion the dean left the meeting, and the Committee then worked for two hours on the Libraries' Mission Statement. The draft that appeared in the FYI of May 26th had been completely revised by Rob Melton in light of suggestions made at the open meeting of June 1st. Rob's revision was now re-worked yet again. Annie will make the revisions on ATMS and forward the revised document to committee members during the week of June 20th. If no negative comments are received, she will forward that final draft to the Executive Committee for consideration by the entire LFA and by the Classified Conference.

Respectfully submitted,

Annie Williams, chairman
Pat Nebgen, secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

Budget & Planning Committee minutes, June 16, 1983

Present: Gary Bjorge, Rob Melton, Pat Nebgen, Rich Ring, Peggy Shortridge, Annie Williams, Clint Howard

The Committee met with Clint Howard to discuss the addition of a half-time position to the Acquisitions Department.

Because of the impending reallocation of personnel duties caused by the redefinition of the position of assistant dean for personnel, Clint feels that he will no longer be able to carry out his duties as head of the Acquisitions Department.

Clint is tentatively proposing that the searching, ordering, receiving, and accounting functions of the Acquisitions Department be supervised by a half-time position which would report to the dean for technical services.

Clint is also tentatively proposing that the approval position, the collection development position (including Exchange and Gifts), and the ~~Humanities~~ *Bibliographer* (Eleanor Symons) each report directly to the dean for technical services.

Discussion included several topics. Should the proposed position be classified or unclassified: unclassified. Should there be a search committee or should the person be appointed: search committee. Should the search be internal or external: internal. What should be the recommended salary range: the salary should be half of whatever the person chosen for the position is paid in his/her current position in the KU Libraries.

Annie will draft the Committee's recommendations and circulate them to members for revision before forwarding them to the Executive Committee and to Clint.

Annie has learned from Gene Carvalho that he will recommend to the Executive Committee that the personnel position debate be referred to an ad hoc committee composed of three members of the Classified Conference and three members of the LFA. Gene will further propose that the three LFA members be from the present Budget & Planning Committee since we have been dealing with this issue for some time. Gary Bjorge, Peggy Shortridge, and Annie Williams volunteered to serve on this ad hoc committee should the Executive Committee decide to proceed in this fashion.

Respectfully submitted,

aw
Annie Williams, chairman
Pat Nebgen, secretary

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

LFA NOMINATING COMMITTEE

June 23, 1983

Present: Ellen Johnson, Marion W. Kliever

The committee met to prepare a ballot for the election of IFA representatives to the Libraries Grievance Committee. The ballot will be mailed June 27 and will be due July 7.

Marion W. Kliever



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

20 June 1983

Minutes of the Budget and Planning Committee

Present: Annie Williams, Peggy Shortridge, Gary Bjorge, Clint Howard, Rob Melton, Rich Ring & Pat Nebgen

Several members had more questions for Clint, concerning the Acquisitions position discussed at the 16 June 1983 meeting. There was much discussion on the type of search and combining it with something else to form a full time position. Annie will write up the recommendations of the committee and, after review by the rest of the committee, they will be sent to the Executive Committee and Clint.

Respectfully Submitted,

PN
Patricia J. Nebgen

PN/jt