CLASSIFIED VACANCY

Due to Cynda Benson's resignation, effective August 9th, the Department of Special Collections has announced the availability of a full-time Secretary I position. Responsibilities of this position include: 1) secretary to the department head; 2) reception and public service duties; 3) supervisory responsibilities; 4) departmental functions; 5) special projects. The State of Kansas requires that all applicants for Secretary I positions meet the following minimum qualifications: Coursework in typing, arithmetic, English grammar or composition, and one year of experience in clerical or secretarial work. Additional secretarial science related courses at the high school level may be substituted for experience at the rate of one course for two months of experience, with a maximum substitution for six months of experience. Post high school secretarial science related courses may be substituted for all the required experience at the rate of one course for two months of experience.

Specific preferred selection criteria include: Effective oral and written communication skills; ability to establish and maintain effective working relationships with the public and staff; ability to organize work with detailed and complex procedures effectively, to work independently and accurately, to meet deadlines and to establish work priorities; accurate typing skills of approximately 50 wpm; good proofreading skills; supervisory skills or experience; demonstrated initiative; ability to demonstrate a professional attitude; bookkeeping skills or experience; one or more years educational or work experience in a university environment, preferably at KU; ability to establish bibliographical identity of both foreign and English language materials; interest in or experience working with historical research materials.

Library staff interested in applying for this position should contact Sherry Butter by 5:00 p.m., Wednesday, July 10th. A copy of the position description is on file in the Library Office for review. Minorities are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

S.Gilliland

STAFF TIME CARDS

Staff time cards for the pay period 6/18/85 - 7/17/85 are due in the Administrative Office by 9:00 a.m., Tuesday, July 16. Your continued cooperation in meeting our deadlines is greatly appreciated.

S.Butter

STUDENT TIME CARDS

Student time cards for the pay period 6/18/85 - 7/17/85 are due in the Administrative Office by 9:00 a.m., Tuesday, July 16. The maximum number of hours for both regular and Work-Study students this pay period is 176. Thank you.

S.Butter
TUITION ASSISTANCE DEADLINE

Applications for Tuition Assistance, for the Fall 1985 semester, are due in the Executive Vice Chancellor's Office by 5:00 p.m., Friday, July 26th. Application forms and informational brochures are available in the Library Office, or from the Executive Vice Chancellor's Office. All full-time staff who have been in a full-time position for at least one year are eligible to apply. If awarded, Tuition Assistance will pay tuition and books for one class. Contact Sandy Gilliland or Sherry Butter if you have any questions.

S. Gilliland

SIGN MAKING NEEDS

Due to the absence this summer of our sign making student assistant, Gary Boyd, anyone needing any signs prepared should contact Patty Hobbs, in the Administrative Office, for assistance. Please indicate the urgency of the requests. Thank you.

P. Hobbs

MICROFORMS

Sherry Hawkins will be on vacation from July 12th through August 9th. During that time, student assistants will be in charge of the Microforms Collection. Problems needing immediate attention, should be referred to Jim Neeley in the Reference Department.

S. Hawkins

CLASSIFIED CONFERENCE GENERAL MEETING

There will be a general meeting of the Classified Conference on July 18 at 1:30 p.m. in the Administrative Conference Room. The three state representatives from Lawrence -- Jessie Branson, Betty Jo Charlton, and John Solbach -- will be on hand to discuss the new classified pay plan and other issues we might want to talk about. Classified employees are urged to attend this meeting if possible. Wint Winter, the State Senator from Lawrence, won't be able to join us for this meeting, but we hope to arrange a meeting with him at a future time.

R. Crank

TO ALL BIBLIOGRAPHERS

Don't forget that July 15th is the last day to vote for two new members of the CDC Executive Committee. Return your ballots to Rachel Miller (SPLAT).

R. Miller

THANK YOU

KULSA has received thank you notes from Maxine Hack for the plant, which KULSA sent her during her recent hospitalization, and from Galina Kuzmanovic. Galina writes from Florida that it is nice to be retired and suggests that everybody do it as soon as possible.

M. Kliewer
LFA COMMITTEE ANNUAL REPORTS

Chairpersons of LFA Committees are reminded that they need to turn in an annual report of their committee's activities for FY84/85. The reports should be sent to LeAnn Weller, Engineering Library, LFA Secretary for 1985/86, by July 15th.

A. Williams

LFA COMMITTEES

The following LFA committees need additional members:

- Budget & Planning: 3 vacancies: current members are Rich Ring (Collection Development) and Ken Lohrentz (Acquisitions)
- Salary: 1 vacancy: current members are Kathleen Neeley (Science Library) and Sandy Mason (Special Collections)
- Nominating: 3 vacancies.
- Staff Development: 2 vacancies: current members are Barbara Clason (LIII, Cataloging) and LeAnn Weller (LII, Engineering).

All these appointments are for 2 years, except those to the Nominating Committee which are for 1 year.

Any unclassified staff member wishing to serve on one of these committees should contact Annie Williams, Cataloging Department (4-3038) by July 19th. The Executive Committee will make appointments as soon as possible after that date.

A. Williams

END-OF-THE-YEAR PARTY

Don't forget to RSVP by July 15th to either Sandy Gilliland or Annie Williams.

As of July 2nd, we have 39 people planning to attend.

A. Williams/S. Gilliland
TO: Library Faculty Assembly Executive Committee 
FROM: Lorraine Moore, Secretary
RE: Minutes of the Committee, June 11, 1985, 8:30 a.m.
PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller, Nancy Shawbaker, Eleanor Symons, Susan Craig, Lorraine Moore

MINUTES:
The minutes of the meeting of June 7, 1985, were approved as corrected. The minutes of the general meeting of the membership of May 21, 1985 were also approved as corrected.

PEER REVIEW:
The revisions to the proposed change to LFA code creating a peer review committee as a standing committee were made as a result of the discussion of June 7, 1985 were approved, and minor editorial changes were made in the ballot.

ANNUAL REPORTS:
It was agreed that annual reports of LFA committees should be submitted by July 15.

NEXT YEAR:
Members of the committee agreed to meet with the members of next year's committee on July 2, 1985.

TO: Library Faculty Assembly Executive Committee
FROM: Lorraine Moore, Secretary
RE: Minutes of the Committee, June 11, 1985, 8:15 a.m.
PRESENT: Ellen Johnson, Annie Williams, Rachel Miller, Susan Craig, Nancy Shawbaker, Eleanor Symons, Lorraine Moore

EXECUTIVE COMMITTEE:
Lorraine announced that she had received a letter from Jim Helyar resigning his position as LII representative on next year's committee. Barbara Clason, the runner up in the election, has agreed to serve.

MINUTES:
The committee discussed comments received from Mary Hawkins regarding the June 7th meeting of the committee. The committee agreed to publish her comments as an addendum to the minutes.

LCPT:
Ellen reported that she had received a copy of a document sent by LCPT to Dean Ranz. It was a draft of changes to be proposed for certain sections of the Libraries' Staff Handbook (primarily in Sections 6.6 and 8.11a). The cover letter states, "It is our understanding that, since this part of the Staff Handbook is an administrative document, amendment of this material is subject to approval by the Dean of Libraries, and that it has been the practice to submit such changes subsequently to the IFA for their approval."

PEER REVIEW:
Nancy Shawbaker expressed concern regarding the ballot which was to be sent to the membership to establish a peer review committee as a standing committee. She was concerned whether the proposal in its present draft represented the actual recommendation of this committee. She said that it is our responsibility to put forth a proposal that we feel comfortable with.

Several members of the committee stressed the importance of maintaining flexibility in the code by keeping procedures out of the code, so that the procedures can be changed as it becomes desirable. Several methods of establishing procedures were discussed, including the possibility of changing the peer review committee with writing procedures to be recommended.

It was agreed that the ballot should be issued in the version agreed upon at the last meeting. A recommendation will be made to next year's executive committee to review the relevant portions of the staff handbook in order to make any necessary changes.

The meeting was adjourned at 9:00 a.m.
June 24, 1985

Susan Craig, Chairperson
Committee on Staff Development

Dear Susan:

This is a report on my not-too-recent attendance at the 37th Annual Meeting of the Association for Asian Studies in Philadelphia, March 22-24.

The main purpose of my attendance was to participate in the activities of its Committee on East Asian Libraries which began a day before the general conference activities. This committee consists of East Asian librarians and scholars from over 100 institutions in the U.S. and Canada, and it is the main planning and coordinating body for EA library resources development in North America.

The Committee for EAL is currently totally preoccupied with the RLIN-Chinese/Japanese/Korean (CJK) enhancement project which has been fully operative for nearly two years now. The committee and subcommittee meetings were given to discuss the first full year of successful operation and its implications. These meetings had an aura of church revival meetings. The number of voluntary testimonials from those who have committed themselves to the new mechanical savior was impressive, and they spoke with such great born-again fervor that I was overwhelmed. I was beginning to feel depressed and inadequate for not having a RLIN/CJK set-up to solve all our problems in the EAL.

Unquestionably, the RLIN/CJK project is an enormous success. The vernacular catalog input for Chinese-Japanese-Korean began on September 12, 1983 with just a handful of libraries experimenting with the new program, but by March of 1985, there are over 62,000 records in CJK database and nearly 50 percent of EALibraries are already subscribing or have made definite commitment to join.

The East Asian Studies field is being revolutionized by the RLIN/CJK project, and it is moving much faster than anyone has imagined. It seems very clear that virtually all future bibliographic access in EA studies field will be done through RLIN/CJK, and that those libraries that cannot participate in this cooperative network will not be regarded seriously by the EA studies community in the U.S. I came back to Kansas with a very clear impression that we are losing our ground very fast just by standing still because everyone else is moving so fast. By this time next year, the RLIN/CJK database will be an important resource for research in East Asian fields and it would be a critical factor in evaluating the adequacy of EA libraries. A lack of access to this network at KU will severely impair our chance of regaining the National Center for East Asian Studies.

Gene Carvalho
East Asian Librarian

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
Melton welcomed Sherry Hawkins who replaces Rick Embers on the committee. Melton noted that Hawkins had served on the Watson renovation committee and that knowledge gained there would be useful to this committee.

Ranz reported on a recent meeting with Lorna Zimmer, Director of the Student Assistance Center, and with Eric King. Her concerns included: the importance of access for the handicapped van to pick up and deliver individuals very near the entrance to the library, especially during inclement weather; that there not be large interior areas of the building not accessible to the handicapped, though the inaccessibility of the compact storage area was not a concern as long as a paging system is available; a signage system, restrooms, and water fountains which are responsive to the needs of the handicapped; a reading room for the blind; and that the same utilities be available throughout the building (refers to wire management for installation of equipment). During the meeting Ranz noted that much time had been spent to site the building so that it is accessible from two levels (Jayhawk and Sunnyside) and that other concerns of the handicapped would receive similar attention.

There followed a discussion of the open meeting and concerns raised there. An examination of Bill Mitchell's memo to the committee resulted in the decision to ask the architects to clarify the matter of humidity levels and control, and the costs involved in doing so.

Ranz noted that the University of Missouri at Columbia has employed the same architects from the firm we are using to design expanded library facilities for them. Half-way through the construction phase, they remain very happy with their work.

Melton shared with the committee a letter he drafted to Glenn Shafer concerning the location of applied mathematics journals. A meeting of the sub-committee of this committee will be arranged with Shafer after ALA.

Ranz reported on the status of the Math Library location. It remains unresolved. Vice Chancellor Tacha has established a sub-committee to develop an implementation plan to establish a small separate collection of materials for Math Dept. use. One task is to determine how many of the 853 serial titles now in the Math Library are needed for this collection. Members of the sub-committee include representatives from Academic Affairs; Research, Graduate Studies, and Public Service; Mathematics; Business (a non-Math user of the collection); and the Libraries.

Melton noted that he had agreed to serve as Chair of the Staff Committee for one year and that it was now time to rotate leadership. The committee agreed that it would be wise to rotate the Chair every year. Annie Williams was elected Chair for the next year by acclamation.
DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS

PERSONNEL

PROGRAM ASSISTANT, a full-time, grant-funded position available August 18th for one year with possible continuation for one or more years, dependent upon funding. Duties: Performs original and copy cataloging of materials published in Latin America, primarily in Spanish and Portuguese, using OCLC and a local online records management system. May help to oversee input of records by students and library assistants. Required Qualifications: B.A. degree; good reading knowledge of Spanish; experience with AACR2 in a cataloging department. Preferred Qualifications: Reading knowledge of Portuguese; research library experience with LC classification and OCLC or other bibliographic utility. Salary: $16,000 - $17,500 dependent upon qualifications. Benefits: 22 days paid vacation per year; one day paid sick leave per month; individual group health insurance provided. Application Deadline: Applications must be received by 5:00 p.m. Monday, July 22, 1985. To apply, submit letter of application, resume, transcripts, and names of 3 references to Sandy Gilliland, 502 Watson Library. Minorities are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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S. Gilliland

FACULTY/STAFF IDENTIFICATION CARDS

Identification cards for librarians and classified staff appointed to the new fiscal year will be distributed shortly. This card may be used for library or recreational purposes, or for general identification. Classified staff will also receive an appointment notice indicating their classification level, monthly salary, and salary step. Contact Sherry Butter or Sandy Gilliland if you have any questions.

S. Gilliland

END OF THE YEAR PARTY

As a reminder, the End-of-the-Year Party has been set for Saturday, July 20th. All library staff should have received information regarding location, events, and a tear-off sheet for R.S.V.P. purposes. If you are planning to come to the party, please R.S.V.P. (if you haven't already done so). It will be useful to know how many people are coming, how many want to play softball, and the food items you can bring. R.S.V.P.'s should be sent to Annie Williams or Sandy Gilliland by July 15th.

A. Williams/S. Gilliland

HODGES EXTENDS THANKS

Debbie Hodges, formerly a Library Assistant II in the Science Library, has asked that her sincere "thanks" be extended to all members of KULSA for the gift certificate she received upon her resignation. Debbie is now living in Warrensburg, Missouri.

S. Gilliland
IN MEMORY OF

Osama Elsawahli, a Student Assistant in the Science Library until this past May, died on July 4. Because his Master's Thesis was about improving the beauty of KU, we'd like to plant a tree on campus in his memory. Contributions in memory of Osama can be sent either to Rich Crank at the Science Library, or to the Endowment Association. Please attach a note saying that it's for a tree to be planted on campus in memory of Osama. Thanks.  

R. Crank

POLLY TRILLICH MEMORIAL

Three titles have been purchased for KU Libraries in memory of Polly Trillich with money contributed by staff members. The titles are: The Breeding birds of Europe by Manfred Pforr and Alfred Limbrunner (2 volumes); Garden birds of the world illustrated by Maurice Pledger, text by Michael Chinery; and Owls of the world: their evolution, structure, and ecology edited by John A. Burton, illustrated by John Rignall. Plates in the books say: "Gift of the library staff in memory of Polly Trillich."

M. Kliewer

LFA COMMITTEE ANNUAL REPORTS

Chairpersons of LFA Committees are reminded that they need to turn in an annual report of their committee's activities for FY 84/85. The reports should be sent to LeAnn Weller, Engineering Library, LFA Secretary for 1985/86, by July 15th.

A. Williams

LFA COMMITTEES

The following LFA committees need additional members:

- Budget & Planning: 3 vacancies: current members are Rich Ring (Collection Development) and Ken Lohrentz (Acquisitions)
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All these appointments are for 2 years, except those to the Nominating Committee which are for 1 year.

Any unclassified staff member wishing to serve on one of these committees should contact Annie Williams, Cataloging Department (4-3038) by July 19th. The Executive Committee will make appointments as soon as possible after that date.

A. Williams
UNCLASSIFIED VACANCY

PROGRAM ASSISTANT, a full-time, 12-month, continuing position available August 18. Responsible for library operations during the Librarian's absence. Maintains reserve collection, provides public assistance, coordinates interlibrary and intralibrary transfer of materials to meet patron needs, supervises filing in public card catalog and shelf-list. Participates in book selection in areas of subject expertise. Recruits, trains, supervises and evaluates student assistants and Clerk working in Watson Library on Lawrence campus. Maintains library statistics. Compiles monthly newsletter, may occasionally provide database searching. Required Qualifications: Bachelor's degree; at least one year of successful library public service experience; experience training and supervising others; experience in verification of bibliographic citations; knowledge of the principles governing filing in a card catalog; ability to organize tasks and to work independently. Preferred Qualifications: Coursework in library science; academic library experience; experience in collection evaluation and book selection; experience in keeping, analyzing, and interpreting statistical and detailed library records; experience in interlibrary loan operations; experience in filing in a card catalog in accordance with AACR2 guidelines; recent experience conducting bibliographic searches via electronic databases; prefer familiarity with KU library operations. Salary: $14,000-$17,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, transcripts, and names of three references to Nancy Burich, Regents Center Librarian, 9900 Mission Road, Overland Park, Kansas 66206, or Sandy Gilliland, 502 Watson. Applications must be received by 5:00 p.m. Friday, July 26th. Minorities are encouraged to apply.

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All these appointments are for 2 years, except those to the Nominating Committee which are for 1 year.

Any unclassified staff member wishing to serve on one of these committees should contact LeAnn Weller, Engineering Library, (4-3866) by July 22nd. The Executive Committee will make appointments as soon as possible.

A. Williams
Melton welcomed Sherry Hawkins who replaces Rick Embers on the committee. Melton noted that Hawkins had served on the Watson renovation committee and that knowledge gained there would be useful to this committee.

Ranz reported on a recent meeting with Lorna Zimmer, Director of the Student Assistance Center, and with Eric King. Her concerns included: the importance of access for the handicapped van to pick up and deliver individuals very near the entrance to the library, especially during inclement weather; that there not be large interior areas of the building not accessible to the handicapped, though the inaccessibility of the compact storage area was not a concern as long as a paging system is available; a signage system, restrooms, and water fountains which are responsive to the needs of the handicapped; a reading room for the blind; and that the same utilities be available throughout the building (refers to wire management for installation of equipment).

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Melton noted that he had agreed to serve as Chair of the Staff Committee for one year and that is was now time to rotate leadership. The committee agreed that it would be wise to rotate the Chair every year. Annie Williams was elected Chair for the next year by acclamation. Nancy Burich was re-elected secretary.
CLASSIFIED VACANCY

The Science Library has announced the availability of a full-time Library Assistant II position, effective immediately. Responsibilities of this position include: 1) Information desk duty; 2) reserve coordinator; 3) searches, holds, and recalls coordinator; 4) monographic and document processing and catalog maintenance; and 5) supervision of student assistants. The State of Kansas has identified the following minimum qualifications for the L.A. II classification: 5 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours per one year of experience, with a maximum substitution of 4 years.

Specific position selection criteria are as follows: Strongly prefer ability to interact effectively with library patrons and staff; successful academic library cataloging experience. Prefer successful supervisory experience; demonstrated ability to work independently; ability to maintain accuracy under pressure; experience with the KU Libraries' circulation system; knowledge of library resources and organization; willingness to work a flexible schedule; accurate typing skills.

Library staff interested in applying for this position should contact Sherry Butter no later than 5:00 p.m. Wednesday, July 31st. Application forms and a copy of the position description are available in the Library Office.

The Library Assistant II classification is at salary range 18 on the Kansas Civil Service Pay Scale, with a beginning annual salary of $17,388.

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PERSONNEL

Nancy Hollingsworth, Library Assistant II in the Kansas Collection will be on a six-month maternity leave effective August 5, 1985 through January, 1986. Kerry Altenbernd has resigned his Library Assistant I position in the Kansas Collection to accept a temporary assignment as Library Assistant II replacing Nancy while she is on leave. His Library Assistant I position vacancy will be announced sometime next week.

S. Gilliland

Science Library Interim Hours

From July 27 through August 18, the Science Library will be open 8:00 am to 5:00 pm Monday through Friday and 9:00 am to 5:00 pm Saturday. We will also be open for limited service only from 12:00 noon to 5:00 pm on Sundays.

Limited service means that we will not have reference service or circulation computers. Checkouts can be handled as usual, but returns and renewals will not be entered into the circulation system until the next day.

During the week of August 19 through August 26, our schedule will be 8:00 am to 9:00 pm Monday through Thursday, 8:00 am to 5:00 pm on Friday, 9:00 am to 5:00 pm on Saturday, and 12:00 noon to 10:00 pm on Sunday. (all full service)

B. Denton
TRAVEL FUND REQUESTS DUE AUGUST 15

Applications for reimbursement of travel during October, November, and December, 1985 are due August 15. Application forms are available from LeAnn Weller, Engineering Library (4-3866). REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

L. Weller

REVISED TRAVEL REIMBURSEMENT RATES

Effective July 1, 1985, the reimbursement rate for meals and lodging expenses (subsistence) for out-of-state travel will increase to the following amounts:

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<th>Area</th>
<th>Lodging Limit</th>
<th>Meal Allowance</th>
<th>Max. Allowed</th>
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<td>High cost geographic areas and foreign travel</td>
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<td>District of Columbia</td>
<td>98.00</td>
<td>22.00</td>
<td>120.00</td>
</tr>
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Questions concerning reimbursement for travel expenses should be directed to Patty Hobbs in the Administrative Office.

N. Shawbaker

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

- Cancellation requests for hard copy subscriptions: 8/15/85
- Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G. Gillespie/Asst. Serials Libr.

LFA PEER REVIEW COMMITTEE BALLOT

The results of the Peer Review Committee Ballot have been tabulated below. Of the 56 ballots distributed, 40 ballots were returned. Since a two-thirds majority (36 votes) was needed to pass the proposed changes, the issue failed.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Abstained</th>
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<tr>
<td>26</td>
<td>13</td>
<td>1</td>
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</table>

Poll: Do you feel it is important that your supervisor recommend a job performance rating?

LFA Executive Committee
COLLECTION DEVELOPMENT COUNCIL

Collection Development Council will meet on Thursday, August 1st at 10:00 am in Conference Room A, 5th floor of Watson Library. Budget allocations will be discussed.

R. Ring
TO: Library Faculty Assembly Executive Committee
FROM: LeAnn Weller, Secretary
RE: Minutes of the July 2, 1985 Meeting
PRESENT: Brandt, Burich, Clason, Craig, Difilippo, Johnson, Miller, Moore, Neugebauer, Symons, Weller, Williams

Announcements:

Annie Williams called the meeting to order. The LFA membership list and a list of LFA Committees for 1985-86 were handed out. Annie announced that Paulette Difilippo would be attending the Senate Library Committee meetings.

Business:

The Committee briefly discussed distribution of materials to Committee members, and other general procedural information. The Committee recommended placing a note in FYI asking for volunteers for the LFA Committees with vacancies. The 1984-85 Executive Committee members presented specific projects that should be addressed by the 1985-86 Committee. Ellen Johnson indicated the need to add Librarians Emeritus to the LFA membership list. Susan Craig indicated the need to compile a master list of KU Libraries staff serving on LFA, KU Libraries, University, or other committees. Eleanor Symons commented that when compiling lists an attempt to be consistent in the use of formal or informal name should be made. Ellen Johnson presented two documents received by the 1984-85 Committee and not yet examined. The 1985-86 Executive Committee members were to read the 2 page handout from AAUP and the report from the Libraries Committee on Promotion and Tenure.

Next Meeting:

The next meeting of the LFA Executive Committee was scheduled for Monday, July 22, 1985 at 10:45.
July 18, 1985


Members of the committee during the year were Marion Kliewer, Rhonda Neugebauer, and Roger Anderson. Rhonda served as Secretary, Roger as chair.

The committee first met in October to discuss procedures for reproducing and distributing ballots for the proposed code revision for Section 2.2.3 of the Library's Code of Governance. At the same time, a ballot was distributed concerning annual salary distribution formula. The committee discussed the documentation which was available to it with regard to current general and committee LFA membership, with the feeling being expressed that this information should be kept as up-to-date as possible and also be easily available. Also important is the need to maintain current records on the eligibility of LFA members to hold office.

The committee next met in April to prepare ballots for the FLA nominations for Vice Chair/Chair elect, Secretary, and for membership on the Executive Committee, the Committee on Promotion and Tenure, and the Peer Review Committee. The call for nominations was sent out in late April, the election was held in May, with the committee making a report regarding the results to the LFA Executive Committee in early June. The committee also notified the winners of their election as a courtesy before the results were published. The election for membership to the Grievance Committee was held at the same time, with the results being reported directly to Sandy Gilliland.

The work of the committee during the year, as can be seen, was relatively straightforward, with few problems arising. An expression of appreciation is to be extended to Marion Kliewer for the experience which he brought to the committee as a continuing member. This greatly assisted in helping to expedite the committee's work in an efficient manner.

Respectfully submitted,

Roger Anderson (Chair)
The Budget and Planning Committee of the Library Faculty Assembly consisted of the following members during the past year: Nancy Burich, Laura Carroll, Ken Lohrentz, Richard Ring, Kermit Sewell, Kendall Simmons, and Sheryl Williams. During the year Sheryl Williams served as Chair, and Nancy Burich served as Secretary for the Committee.

The Committee's charge for the year consisted of the general charge as outlined in the LFA Code of Governance which states that the Committee should, in consultation with library administration and the LFA, formulate recommendations on general priorities in budget distribution within the Library, and on long-range planning. No other specific charges were received during the year.

Accordingly, most of the Committee's work took place at the time of budget preparation. This year instructions from Vice-Chancellor Deanell Tacha indicated that the Libraries was to prepare a five-year planning document rather than a specific budget request. The planning document was to presume that budgets would not change significantly over the next five years.

Over a series of successive meetings the Committee met with the Dean, the Assistant Deans for Public and Technical Services, and department heads in order to gather information and prepare its own report outlining library needs and activities for the next five years. This report was submitted to Vice-Chancellor Tacha. An open meeting was also held for all library staff in order to review the document prepared.

Following the preparation of the planning document, the Senate Libraries Committee requested a list of staff needed by the Libraries in the near future. The Committee's input was requested by the Dean in preparing such a list and several meetings were spent reviewing the document prepared by the Dean, and information submitted by the Assistant Deans.

In addition to the above-mentioned activities, the Dean and Assistant Deans shared additional information with the Committee throughout the year of a budgetary nature.

Prepared by
Sheryl Williams
July 1985
University of Kansas
Library Faculty Assembly
Salary Committee
Annual Report
1984/85

The members of the 1984/85 LFA Salary Committee were Sandy Mason; Barb Gaeddert, Secretary; and Kathleen Neeley, Chair.

During 1984/85 the Salary Committee reviewed salary ranges and salary offers proposed by search committees for five advertised positions and two offers.

At the request of the LFA Executive Committee, on October 9, 1984, the Salary Committee led a discussion regarding salary concerns at the LFA general meeting. Topics of discussion included general information for new members on responsibilities of the Salary Committee; current salaries versus recruitment salaries; and how and when to review and recommend the method of distribution of merit salary increases.

As was agreed at the October 9th meeting of LFA, the mail ballot for distribution of merit salary increases was held in November 1984, before the beginning of the peer review process. The results showed that the largest group of members preferred 3-4-5-6 ratio and the 3/4 equal dollar-1/4 equal percentage plan. This was reported to the Dean in November and was the plan used in May 1985 for distribution of merit salary increases.

In December 1984 the Salary Committee compiled its salary report and submitted it to the Dean for incorporation in the annual budget document to Academic Affairs. The two main points in the report were the steady decline in KU librarians median salaries in the last ten years in relation to those of librarians in other ARL institutions and the issue of comparable worth as it applies to librarians. The report proposed that an increase above the usual merit salary increase be given to close the $2600 gap between KU and the ARL institutional median salary for librarians. Academic Affairs granted the Libraries a 6.7 percent increase for 1985/86, although the legislature had only allocated a 5 percent increase for all unclassified staff. This was certainly a welcome step in the right direction. The impact of this increase on KU's salary rank as compared to other ARL libraries, other Big 8 libraries and our peer institutions will not be known until late fall of 1985. However, it is hoped that Academic Affairs will continue to give the Libraries an increase above the average for the next few years so that KU librarians salaries will come to correspond more nearly with the overall quality of our institution's Library and its staff.

Kathleen Neeley, Chair
July 10, 1985
June 24, 1985

Susan Craig, Chairperson
Committee on Staff Development

Dear Susan:

This is a report on my not-too-recent attendance at the 37th Annual Meeting of the Association for Asian Studies in Philadelphia, March 22-24.

The main purpose of my attendance was to participate in the activities of its Committee on East Asian Libraries which began a day before the general conference activities. This committee consists of East Asian librarians and scholars from over 100 institutions in the U.S. and Canada, and it is the main planning and coordinating body for EA library resources development in North America.

The Committee for EAL is currently totally preoccupied with the RLIN-Chinese/Japanese/Korean (CJK) enhancement project which has been fully operative for nearly two years now. The committee and subcommittee meetings were given to discuss the first full year of successful operation and its implications. These meetings had an aura of church revival meetings. The number of voluntary testimonials from those who have committed themselves to the new mechanical savior was impressive, and they spoke with such great born-again fervor that I was overwhelmed. I was beginning to feel depressed and inadequate for not having a RLIN/CJK set-up to solve all our problems in the EAL.

Unquestionably, the RLIN/CJK project is an enormous success. The vernacular catalog input for Chinese-Japanese-Korean began on September 12, 1983 with just a handful of libraries experimenting with the new program, but by March of 1985, there are over 62,000 records in CJK data base and nearly 50 percent of EALibraries are already subscribing or have made definite commitment to join.

The East Asian Studies field is being revolutionized by the RLIN/CJK project, and it is moving much faster than anyone has imagined. It seems very clear that virtually all future bibliographic access in EA studies field will be done through RLIN/CJK, and that those libraries that cannot participate in this cooperative network will not be regarded seriously by the EA studies community in the U.S. I came back to Kansas with a very clear impression that we are loosing our ground very fast just by standing still because everyone else is moving so fast. By this time next year, the RLIN/CJK data base will be an important resource for research in East Asian fields and it would be a critical factor in evaluating the adequacy of EA libraries. A lack of access to this network at KU will severly impair our chance of regaining the National 6neter for East Asian Studies.

Gene Carvalho
East Asian Librarian

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
TO: Staff Development Committee

FROM: LeAnn Weller

RE: Special Libraries Association Annual Conference, June 8-13, 1985, Winnipeg, Canada

Approximately 2800 people met in Winnipeg for the seventy-sixth annual conference of the Special Libraries Association. The theme of this meeting was "The Information Specialist: a Bridge to New Communication." Overall, most meetings were interesting, the exhibits larger with a wider range of products and services displayed than I had expected, and the conversations with fellow professionals were stimulating and thought provoking. One of the topics at the tip of everyone's tongue was the move of the Association's office to Washington, D.C. The new address as of August 15, 1985 will be 1700 18th Street NW, Washington D.C. 20009. Ruth Rodriguez, Manager of Membership Records and Services is one of the four office staff moving to Washington. New people will be hired to fill the other twenty-three positions as soon as possible. However, the Association office will be a little slow until the move is complete. Ruth indicated that in the next year the office will be able to provide better mailing lists using the new computer. The other topic of considerable importance to Association members was the vote at the annual business meeting to raise dues in all membership categories. Personal memberships will now be $75.00.

I was able to attend several meetings that I found especially interesting. I will describe several of them briefly. At the Legislative Update the speakers addressed access to information, copyright and other issues relating to the U.S. and Canadian governments. Of particular interest were the comments on the U.S. Office of Management and Budget draft policy circular on the management of federal information resources (March 15 Federal Register p. 10734-47 and the correction in March 21 FR p. 11471). The speakers expressed great concern that this policy could become a national information policy and would restrict collection and access to government information. As of May 14 over 300 comments have been received by OMB and the comment period had been extended.

Laura Gasaway's excellent presentation, "Pay Equity--Act II: Getting Your Just De$ser$" summarized the recent developments in the area of comparable worth and applied that concept to librarians. Teachers and bank tellers are examples of job situations where the profession has changed from a predominantly male population to a predominantly female population with a lowering of job status and salary. A similar change may be occurring in law and computer programming. Special librarians may not fare as well as other types of librarians using this concept, since in many cases there is no other person within the institution to compare with.
Herb White, Marion Parks, and Mirian Tees presented "The Making of an Information Manager." White and Parks what a core library school curriculum should include. The results of this research were published in the January 1985 issue of Library Quarterly. Tees is still analyzing the data from her survey which asked practicing special librarians what skills they expect a new library graduate to have.

Finally, Pat Ricci led a very interesting roundtable discussion on foreign and international standards. The discussion included information on where to get the standards in both the U.S. and Canada, and how to find the particular standard needed.
TO: Library Committee on Promotion and Tenure

FROM: Peer Review Committee


Date: July 15, 1985

Membership and terms (fiscal year) of office

Paulette DiFilippo, 1985-86
Charles Getchell, 1985-86
Barbara Jones, 1985-86
Rob Melton, 1985
Lorraine Moore, 1984-85

All of the members except Mr. Melton were elected to this committee by
the librarians. Through the present evaluation period, Mr. Melton is
serving for La Verne Coan who resigned from the University Libraries
in December 1984. Mr. Melton was runner up to Ms. Coan in the
election conducted by the Library Faculty Assembly in 1984, and in
accordance with LFA bylaw 3.2.1, Mr. Melton was co-opted to fill the
vacancy.

Procedures

On October 4, 1984 the Committee met to elect a chair and to draw up a
tentative schedule. Charles Getchell was elected as chair and
Lorraine Moore agreed to serve as recording secretary. Dean Ranz
attended the meeting, assisted with scheduling, and described two
procedural principles recommended by the previous PRC. It was agreed
that all votes on ratings would be by secret ballot and that
supervisors would not be present during deliberations and voting
on members of their departments. Dean Ranz informed the
committee that he would be present during the deliberations.

In subsequent preliminary meetings, the PRC discussed the
documentation used for annual performance evaluations, recommended
several changes in the wording on these documents, and when Academic
Affairs requested time to review the libraries’ procedures for annual
performance evaluations and merit salary increases, revised the
original schedule of activities.

Committee members began reading the Faculty and Staff Annual Reports
(FASARs) in mid-January and finished in early February.
Deliberations were conducted from February 6--February 26, 1985. The
committee met for approximately thirty-three hours discussing, voting,
and re-voting to determine a rating for each librarian. In two
cases, supervisors were asked to provide clarification of information
in the FASARs. For the first round of deliberations, we began with
LIs, moved to LIIIs, and concluded with LIIIs. For the second round of
discussion and voting, we reversed the order of ranks. At least two
rounds of discussion and votes were conducted for each librarian. In the case of split votes, or whenever a committee member wished to discuss an individual's evaluation further, the committee returned to the persons in question for further discussion of files and, in some cases, an additional vote. In all cases, librarians were rated as to individual performances and relationship to the performances of the other librarians within their rank.

When the committee agreed that final results had been reached for all librarians, results were checked, documented, and recorded on the FASARs. Letters to individuals and supervisors were prepared, and this report was drafted, approved, and copied for each person. Notification of PRC ratings were delivered by PRC members on Thursday February 23, 1985.

In early March, the PRC heard five appeals by or on behalf of individuals. In one case, additional information supplied during the appeal caused the PRC to change the original rating assigned. This rating was revised upward. In the other cases, the Committee voted not to revise the original ratings assigned. The appellants and their supervisors were then notified of the Committee's actions.

After the Dean of Libraries assigned the final ratings, the Chair of the PRC collected numerical data in order to prepare the attached chart that shows the ratings as assigned by the PRC before appeals, the PRC after appeals, the Assistant Deans, and, finally, by the Dean of Libraries. The Chair confirmed that the listed data were correct by comparing his information with that of the Assistant to the Dean for Personnel.

In May, committee members met to discuss problems and concerns with the 1984-85 peer review process. There follows a list, with comments, of the issues discussed in this meeting.

Identity of the Peer Review Committee. What should be the parent group of this committee.

The first rating recommended has the greatest weight in many cases. Should the first rating come from the PRC?

Serving on this committee was a growing, humbling experience. It is easy to see that people who have not served on the PRC would not fully understand the process. Everyone should take a turn on the PRC so that they can more fully understand the process.

The supervisor is a very important person in the peer review process, and it is up to him/her to provide sufficient information for the PRC.
Every attempt possible should be made to ensure a fair distribution (by department/assignment) of members on this committee. It is essential to have the broadest base of knowledge and expertise possible.

We wrestled with the issue of feedback. Like former committees, this group found itself in a very uncomfortable position when asked to be specific about strengths and weaknesses of individual librarians.

The present system of peer review is a very time consuming and stressful process. Are there ways to cut back on the time that is currently necessary to perform a thorough review?

The Committee felt that timeliness of turning in FASAR’s was a key issue. The deadlines on the posted schedules need to be followed. Librarians and supervisors need to deliver their documentation on time.

The 1984-1985 PRC agreed that permanent guidelines should be established for this committee. The PRC needs legitimacy and permanency. The choices seem clear--PRC should become a codified LFA Committee OR a Dean’s Committee.

The members of the Peer Review Committee wish to thank their colleagues for all suggestions and comments received during the past year and for assembling to discuss the future of the Committee and its place in the system of library governance.
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<th>Librarian</th>
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**Total Number of Librarians Evaluated:** 43
UNCLASSIFIED VACANCIES

MAP LIBRARY HEAD, a 12-month, full-time, continuing position, available October 1. Reports to the head of the Science Libraries and is responsible for the overall operation of the Map Library, a collection of over 240,000 maps and 2,500 related books and atlases housed in the Kenneth Spencer Research Library on the main campus. The collection supports strong academic programs in earth sciences, including cartography and area studies programs. Position provides reference service and oversees processing, collection maintenance, and instructional assistance in use of the collection. Supervises approximately 25-30 hours per week of part-time student help. The importance of maps as an integral component of geography requires the position to maintain a close working relationship with the Acquisition Department's geography and maps bibliographer, especially with regard to collection development. Required Qualifications: Training or experience in geography, earth sciences, or maps; ability to work well with library staff and patrons; good communication skills; strong organizational ability and initiative in setting and meeting work objectives. Preferred Qualifications: Work experience in a map collection, including public service, processing, and collection development; college coursework in geography or earth sciences; coursework in map librarianship; appreciation for the relevance of maps and atlases to academic teaching and research; supervisory experience; ability to work with cartographic material in foreign languages. Salary: $16,000 - $21,000, dependent upon qualifications. Excellent benefits. Application Deadline: Applications must be postmarked by September 20, 1985. To apply, submit letter of application, resume, transcripts, and names of three references to Sandra K. Gilliland, 502 Watson Library.

LIBRARY PROGRAM ASSISTANT, a full-time appointment available July 18, 1985 through June 17, 1986. Responsible for general reference in the Science Library, a collection of 250,000 volumes; computerized literature retrieval in the DIALOG, NLM, or CAS systems; and possible collection development in the biomedical, biological, physical, or earth sciences, depending on background and interests. Required Qualifications: Bachelor's degree from an accredited college or university; ability to interact effectively with students, faculty, and library staff. Preferred Qualifications: ALA-accredited MLS or extensive academic library experience, preferably with science materials; strong coursework in an area of the sciences; coursework or experience in on-line literature retrieval in the DIALOG, NLM, and CAS systems. Salary (annual rate): $15,000 - $21,000, dependent upon qualifications. Excellent benefits. Application Deadline: Applications must be postmarked by August 14, 1985. To apply, submit letter of application, resume, transcripts, and names of three references to Sandra K. Gilliland, 502 Watson. Minorities are encouraged to apply.

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

PERSONNEL
The Science Librarian search and selection process has been closed at this time, and Kathleen Neeley has been appointed Acting Head of the Science Libraries effective July 18 through June 17, 1986. A temporary replacement for the Science Library, to provide assistance during this period, is being advertised in this week's FYI. Recruitment toward a regular appointment as Science Librarian will be resumed in spring 1986.

S. Gilliland
REPLACEMENT OF "NOTICE OF HANDICAPPED EMPLOYEE, FORM 88-A"

Those departments with stockpiles of student appointment packets should replace the old "Notice of Handicapped Employee, Form 88-A" with the new "Health Questionnaire." Staff Benefits will no longer accept the old forms. Please call the Administrative Office to obtain a supply of the Health Questionnaires. Thank you.

S.Butter

KANSAS COLLECTION GRANT

The Kansas Collection has received a grant of $126,147 from the U.S. Department of Education, Title II-C Program, for the first year of a proposed three-year project to catalog the Wilcox Collection. This project, funded from January 1, 1986 to March 31, 1987, is to catalog serials and ephemeral materials contained in the Wilcox Collection of Contemporary Political Movements, an outstanding collection of American extremist political literature. Acquired in 1965 from Laird Wilcox, the Collection has grown dramatically over the years, and includes books, pamphlets, serials, tapes, manuscripts, and political ephemera relating to approximately 7,000 left-wing and right-wing organizations, from the 1950s to the present. During the first year of the project, approximately 1,800 serial titles will be cataloged and entered into the OCLC database. Sherry Williams will serve as project director (20% time) and Jean Skipp will serve as project leader (75% time). Consulting and assistance will also be provided by Ruth Miller, Serials Cataloger, and Serials Department personnel. The project will fund 2 full-time serials catalogers, 1 full-time program assistant, 3 half-time graduate assistants, student hourly help, and an M300 OCLC terminal and printer.

M.Hawkins

THANKS FOR THE PARTY

Thanks to all who made the "End-Of-The-Fiscal-Year" party so enjoyable. It was very thoughtful of you to recognize my ten years in the Library, and I am most appreciative of your many courtesies and of your good wishes. Thank you, again.

J.Ranz

KANSAS STATE UNIVERSITY COURIER

There will be no courier service from August 6th through the 25th. Courier service will resume on Monday, August 26th.

M.Borton

HOWEY READING ROOM

The Howey Reading Room will be closed to the public from Saturday, July 27th through Sunday, August 25th. I will be available by phone during the afternoons; walk-in traffic is also welcome.

C.Saile

NEW SCIENCE LIBRARY

All staff are invited to view the model of the proposed new Science Library, in Conference Room "A", Watson Library. The model shows the topography of the site, demonstrating how the lower two floors will be below ground along the north side of the building. In addition, the roof can be removed and elevators, stairs, etc., made to scale, can be moved to whatever place you wish. Have fun!

Staff Committee-New Science Lib.
A REMINDER TO ALL ON-LINE BRANCHES AND DEPARTMENTS

KU Corporation staff members cannot use their staff IDs to check out library materials as their records will always be either nonexistent or expired. Such people include those staff working for CRINC, the Kansas Union, and the Alumni Center, to name a few. They will need to obtain a library card at Watson Circulation.

K. Simmons

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

- Cancellation requests for hard copy subscriptions: 8/15/85
- Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G. Gillespie
/Asst. Serials Librarian

TRAVEL FUND REQUESTS DUE AUGUST 15

Applications for reimbursement of travel during October, November, and December, 1985 are due August 15. Application forms are available from LeAnn Weller, Engineering Library (4-3866). REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

L. Weller
DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS

UNCLASSIFIED VACANCIES

SERIALS CATALOGER (2 positions), available January 1, 1986, for 12-months, with possibility of continuation for an additional two years. Catalog serial titles in the Wilcox Collection of Contemporary Political Movements, a large and unique collection of U.S. extremist political literature, comprised of approximately 4,000 serial titles, 5,000 books and pamphlets, 50,000 pieces of ephemera, audiotapes, and manuscripts. The Wilcox Collection represents the views and ideological positions of approximately 7,000 left and right wing organizations in the U.S., including the John Birch Society, the American Nazi Party, the Christian Anti-Communist Crusade, the Socialist Workers Party, the Communist Party USA, and the Socialist Labor Party. During the grant project, the project team of 2.75 catalogers, 1 research assistant, and 3 graduate students will catalog 1,800 serial titles in accordance with AACR2, assign LC subject headings, and input records into the OCLC database. The funding for this project has been provided by the Department of Education Title II-C program. Required Qualifications: ALA-accredited MLS; recent training or experience with AACR2; ability to work successfully within a time-limited project. Preferred Qualifications: experience in serials cataloging; familiarity with OCLC or similar bibliographic utility; experience with LC subject headings; research library experience relevant to duties described above; background in the literature of American political movements. Salary: $18,000/year. Excellent benefits. To apply, submit letter of application, resume, transcripts, and names of three references to Sandy Gilliland, 502 Watson Library. Applications must be postmarked no later than August 30, 1985.

COPY CATALOGING LIBRARIAN, a full-time, 12-month, tenure-track appointment, available October 1, 1985. Responsible for coordinating and directing the work of the copy cataloging units in processing materials through OCLC using LC and OCLC member-input copy. The Cataloging Department also utilizes a fully automated record management and integrated authority control system. Participates in departmental planning, formulation of policies and procedures, personnel management, hiring, training and evaluating staff. Resolves problems related to copy cataloging through the application of AACR2 and LC classification and subject headings. Compiles statistics and reports, and maintains procedures manuals. Supervises a unit consisting of 12 FTE paraprofessionals in addition to student assistants. Provides liaison with BCR and OCLC. Reports to the Assistant Head of the Cataloging Department. Required Qualifications: ALA-accredited MLS; two or more years cataloging experience using AACR2, LC classification, LC subject headings and MARC formats for bibliographic data; substantial experience with OCLC or other bibliographic utility; effective written and oral communication skills; effective interpersonal skills. Preferred Qualifications: supervisory experience; reading knowledge of and/or experience with authority control systems and procedures either manual and/or online. Salary: $17,000 - $22,000 dependent upon qualifications. Excellent benefits. Applications must be postmarked no later than September 30, 1985. To apply, submit letter of application, resume, graduate and undergraduate transcripts, and names of three references to Sandy Gilliland, 502 Watson Library.
UNCLASSIFIED VACANCIES continued

SLAVIC CATALOGER, a full-time, tenure track appointment available October 18, 1985. Responsible for original and copy cataloging of Slavic language (primarily Russian and South Slavic) monographs according to AACR2 and OCLC/MARC standards. Supervise student assistants (.5 FTE) in processing OCLC records. Act as resource person in the Slavic area for other library staff and for library users in general. Maintain contact with the University's Slavic area studies and language and literature departments. Participate in the professional activities of the library and its cataloging and Slavic Departments. Required Qualifications: ALA-accredited MLS; graduate level or advanced undergraduate level study in the Slavic/East European area; knowledge of AACR2 and database cataloging (OCLC, RLIN, or WLN); good knowledge of Russian. Preferred Qualifications: M.A. degree or other advanced degree in Slavic language and literature or in the Slavic/East European area; good knowledge of a South Slavic language, preferably Serbian or Croatian; good knowledge of a Western European language, preferably German or French. Salary: $17,000 - $19,000 dependent upon qualifications. Excellent benefits. Applications must be postmarked by October 7, 1985. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of 3 references to Sandy Gilliland, 502 Watson Library.

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

S.Gilliland

PERSONNEL

Mary Webb has been appointed as Reference Librarian effective August 18th, replacing LaVerne Coan. Mary has a B.A. degree in History from the University of Kansas, and earned her M.L.S. in 1976 from Emporia State University. She is currently employed at the K.U. Regents Center Library. Mary's duties in her new position will consist of half-time reference duty and half-time serials responsibilities.

S.Gilliland

STUDENT HOURLY REAPPOINTMENTS FOR FALL

Those students who were placed on inactive status for Summer 1985, must now be reappointed for the new academic year or their appointments must be terminated. Please submit requests for reappointment or termination cards to Sherry Butter, Administrative Office, by August 28, 1985.

S.Butter

FALL/SPRING WORK-STUDY

Fall/Spring Work-Study authorization awards will be available for pick-up by qualified students beginning August 14 in the Financial Aids Office, 26 Strong. Or, qualified students can pick up their awards at enrollment. Those students currently on the payroll, need only submit authorization cards to be re-appointed to Work-Study funds. Students who were on inactive status for the summer, or who are new to the Library, must also submit request for appointment forms. In order to receive a paycheck on October 1st, the necessary forms must be in the Administrative Office by August 28, 1985. Thank you.

S.Butter
STUDENT TIME CARDS

Student time cards, for the pay period ending 8/17/85, are due in the Administrative Office Thursday, August 15th by 9:00 a.m. The maximum number of hours for both work-study and regular students this pay period is 176. Thank you.

S. Butter

STAFF TIME CARDS

Unclassified and classified time cards for the pay period ending 8/17/85 are due in the Administrative Office Thursday, August 15, by 9:00 a.m. Your cooperation in meeting this deadline is greatly appreciated.

S. Butter

PARKING ASSIGNMENT APPEALS

Attached to this week's FYI is a memo from George Crawford, Chairman of the Parking & Traffic Board, concerning the assignment of parking privileges. The memo provides background information related to the assignment of "blue zones" permits requiring a campus pass.

S. Gilliland

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L. Weller

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Cancellation requests for hard copy subscriptions: 8/15/85
Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G. Gillespie/
Asst. Serials Librarian

NAME CHANGE

Due to her recent marriage, Susie Dewey in the Administrative Office is now Susie Albers. Congratulations and best wishes, Susie.

N. Shawbaker
LEAVE ANNOUNCEMENT

Sherry Williams, Curator of the Kansas Collection, is on maternity leave through mid-September. Sherry gave birth to Peter Aaron an 8 lbs. 1 oz. baby boy on July 26th. Both mother and baby are doing fine.

S. Gilliland
In light of the extreme pressure on parking and the large number of complaints which have resulted during the past year, the Board took steps designed to reduce the pressure. The major policy change entailed increasing the required number of years plus experience to qualify for blue/campus pass to fifty-six (56) years. We also resolved to initially limit the number of blue/campus pass approvals to 305—the number of equivalent spaces—and to grant additional blue/campus pass approvals in more limited numbers than in the past. It is our sincere hope that this action will contribute significantly to a reduction of the problems we have all experienced with parking.

In a Parking Board Meeting on July 19, 1985, the Board reviewed more than seventy (70) appeals of parking assignments. The pool of approved appeals brings the current total of blue/campus pass stickers to a level which is approximately fifteen (15) percent over the capacity limit of the 305 available spaces. This number, of course, does not include consideration of any further appeals which may be presented between now and the beginning of the '85-'86 academic year. To the extent that additional compelling requests are received and to the extent that other uncontrollable factors of the sort outlined earlier make inroads on parking space, a re-compounding of old problems will be experienced. For these kinds of reasons, your tolerance will be especially appreciated when you encounter personal frustrations with parking-related matters. We also urgently solicit your input on the overall problem. As you have ideas or suggestions which you think may contribute in some helpful way to easing the parking-related difficulties of the University Family, please share them with the Parking & Traffic Board. We will continue to work toward solutions which, at least, minimize the inconvenience and frustration associated with parking.

We also solicit your assistance in the matter of informing faculty and staff whose requests and/or appeals were denied. The Board sincerely regrets the circumstances which necessitate actions to deny requests. If you will explain to individuals so situated the reasons which have led to their inconvenience, that will help. It may also be helpful to let colleagues know that alternatives are being explored which—if and as realized—will bring some longer-term relief to the University's need to accommodate its staff. We only regret that workable solutions are not immediately available and hope that the inconvenience experienced in the meantime will be minimal.

GC/jnp
The theme "Latin American Masses and Minorities" was expressed through a series of panels and workshops on what materials libraries might collect to document "from the bottom up" Latin American political and social movements. The primary focus was not on scholarly monographs and serials but on ephemera: pamphlets, political manifestos, mimeographed position papers, regional, local and special interest newspapers and periodicals, broadsheets, posters, etc. Most speakers talked about identifying and collecting these materials. A few librarians did describe how they organize them for use, but it seemed apparent that in most libraries Latin American ephemera piles up in large bibliographically-inaccessible backlogs.

Several presentations focused on the kinds of ephemera scholars today find invaluable in trying to reconstruct popular movements and the lives of ethnic and religious minorities and women in Latin America in the 16th and 19th centuries. Others discussed the publications libraries should acquire today to make possible similar research on our own time. Three points seemed to be stated over and over: 1) Some political and social movements can be documented only with ephemeral materials; 2) Ephemera must be collected today when it is available, even though interest in it and use will not occur until years in the future; and 3) Ephemera present virtually insurmountable bibliographical control and preservation problems.

SAALM always consists of much more than the formal program. I took advantage of every possible opportunity to talk with the Latin American vendors present. I also attended the MAPP indexer’s workshop and several committee meetings. Several SAALM committees are struggling with the eternal question: how to avoid unnecessary duplication of effort in collection development and cataloging while making sure that every country and discipline is covered comprehensively by at least one library? While some libraries are willing to make acquisitions commitments, hardly any can do the same for cataloging, because of lack of staff and local needs in other areas.

Rachel Miller
August 2, 1985

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
We attended the 30th SALALM conference this year with Rachel Miller. The first day was set aside for committee meetings.

The discussion of the Committee on Bibliographic Instruction focused on methods of teaching research of Latin American materials to students and faculty. The committee had requested copies of bibliographies, guides to usage, syllabi, etc., and displayed them at a table throughout the conference. The committee plans to do the same in Berlin next year. It was decided to announce new bibliographic instruction materials and course offerings in the SALALM Newsletter.

At another committee meeting, we became contributors once again to the Hispanic American Periodicals Index (HAPI). We had done some work for the Index when working in the Central America Cataloging Project. Indexing for HAPI is a lot like cataloging, and will be a good brushing up for Pat’s cataloging skills. The HAPI meeting concluded with a quick run-down of what the HAPI staff in California does with the indexing forms, name authority forms and subject heading suggestions we send them.

We also attended the New Member Orientation meeting (for the second year in a row). We met other newcomers, were introduced to the organizational structure of SALALM, were told how to get involved, gave constructive comments to the chair, and were presented with an oral history of SALALM by one of the longest-standing members, Donald Widson of the Library of Congress. Although he could not claim to have been at the first SALALM in 1956, he remembered the historic SALALM of 1968 held at the University of Kansas, where the organization was first incorporated.

At the bookdealers’ reception, I (Pat) met face-to-face with many of the people SPLAT does approvals with, and other people we order books from. It was very enjoyable just touching base with them on how they felt the agreement was going, and letting them know how I process the blanket orders, etc.

Library/Bookdealer/Publisher Relations Committee:
Criticism and suggestions for improved communication between libraries/librarians and bookdealers were the major topics of this meeting. Criteria for the basic elements of a "good" catalog also were discussed. Finally, questions were raised about the bookdealers’ methods of collecting or refusing to collect non-trade press and ephemeral materials of Latin America which are not generally available through publishing firms. Materials of this sort, apparently a special collecting and microfilming project of very few major research institutes, are considered by many researchers to be the place to go to learn the story of twentieth century Latin America. With increasing problems due to economic and political crises in Latin America, some librarians feel it is crucial at this moment to collect these materials more systematically in order to document the organization and activities of many non-elite social groups: women’s groups, trade unions, religious movements and organizations, native peoples, and non-mainstream political groups.
Subcommittee on Cataloging and Bibliographic Technology:

One of the charges of this subcommittee is to gather questions from SALALM members to ask OCLC representatives. Such discussions (between OCLC and SALALM members) that are going on now include an OCLC stoplist for Spanish and Portuguese and the implications of project OXFORD -- the next big round of changes and enhancements on OCLC. Nationally, there seems to be increased movement towards automation along with the development of new computerized techniques which have (one hopes) solved many problems for catalogers: minimal level (or base) cataloging; availability of new online systems (Princeton's system, RLIN, was demonstrated for conference participants at three separate workshops); and access to foreign data bases for searching. It was decided by the subcommittee to contribute a column to the SALALM Newsletter to advise members of new information in a streamlined fashion (i.e., not waiting for it to be published by LC). This column will include cataloging updates, changes, new information on classifications, new subject headings, new chronological subdivisions under countries and regions, etc. This reflects a problem of lag-time that LC has. LC may use a subject heading or a subdivision, yet for another library to verify it in the weekly lists (or cumulations of those lists or in LCSH supplements), there is a delay; it takes months for those updates to arrive. For example, soon after the invasion of Grenada by the United States, works on the topic began to be published. However, librarians did not have access to the LC subject headings "Grenada -- History -- American Invasion, 1983" and "American Invasion of Grenada, 1983," until sometime late in 1984. The cataloging drawback: works about that invasion were published much sooner than that and there was no exact subject heading to describe it. Still, the general feeling was that this year of lag time was fast, for LC. Finally, the new "K" schedule (for Latin American law) was deemed "well-thought-out" and "usable."

The opening ceremony was on Thursday, and we began to focus on the theme for this year, "Latin American Masses and Minorities: Their Images and Realities." Our ideas of Latin Americans and who we think they are were challenged at the conference through films, speakers and panel discussions.

At the research panel "Popular Culture," we were introduced to the history of photography in Latin America, by Martha Davidson, who travels in Latin America locating collections and tries to get access to them. Venezuela and Ecuador are two Latin American countries beginning to build their photographic archives. There is a great need for preservation of these materials, and it was suggested that SALALM disseminate information on pictorial librarianship to Latin American libraries. As for movies, Patricia Aufderheide of "In These Times" gave a review of current Cuban comics and cinema. There also were speakers on comics and fotonovelas of Spain, and other popular literature such as Cordel.

The Research/Library Panel entitled "Overseas Communities and Library Collections" featured Lesbia Varona from the University of Miami, Sonia Bularancuent of the Asociacion Comunal de Dominicanos Progresistas (Communal Association of Progressive Dominicans) of New York City, Diana Lachatene of the Schomburg Center for Research in Black Culture, and Judith Selakoff of the Research Institute for the Study of Man. Each one of these people is faced with the responsibility for collecting documentation on their
respective immigrant communities. We were given names of periodicals read and published by the communities themselves along with sources of statistics on immigrant populations, and then introduced to the resources of the organizations of each of the speakers.

Complementary to the panel on overseas communities were library panels entitled "The Literature of Outsiders" and a workshop on "Puerto Rico and Puerto Ricans in the U.S." At one panel, Barbara J. Robinson of the University of California at Riverside, cited dozens of titles of Chicano literature. Enid D'Oysey of the University of Toronto reviewed women's literature in Latin America, and Jean Flores of the City University of New York, reviewed Puerto Rican literature. At the workshop on Puerto Rico, we were given a number of bibliographies and source materials from the Universidad de Puerto Rico in Rio Piedras and the Centro de Estudios Puertorriqueños at the City University of New York. Discussion and commentary emphasized the new voice given to women, chicanos, political prisoners and gays through literature, as well as how these literatures developed, their research uses, and the problems of collecting and organizing this material.

"Manos a la obra: the Story of Operation Bootstrap" with Gervacio Luis Garcia from the Universidad de Puerto Rico, Rio Piedras, commenting, was an educational film about the U.S. economic development plan for the island and its ongoing consequences for Puerto Rico and Puerto Ricans, almost half of whom live in the U.S.

Research Panel "Religion: Liberation Theology and the Evangelical and Pentecostal Churches," which looked at the role of the church in Latin America, was a very interesting session. Deborah Huntington of the North American Congress on Latin America (NACLA), spoke on the spread of pentecostal and evangelical sects in Latin American and the resulting conservatism that accompanied them. Other speakers such as Phillip Berryman of the American Friends Service Committee and Brother John Blazo of the Maryknoll Order, addressed the topic of the church in a more political context. Liberation theology and the experiences of priests in revolutionary movements provided the bulk of the remarks. In all, the session gave us an overview of religion in Latin America and how the role of religion differs in Latin America compared to other areas.


We invite individual questions and comments. If you are interested in any of the panels or workshops that were not summarized, please feel free to ask us about them.
The meeting was called to order at 10:05 by Ring, Collection Development Librarian. He made several announcements regarding next year's budget, most of which are included in the Memo (11). The FY86 base budget for materials expenditures is $2,684,269. Howard announced that about $80,000 of this figure is new money from the University's Program Improvement funds, and that the library funds derived in the past two years from student fees have now been made a part of the base budget (at $170,000) instead of as an add-on, meaning that any increases in the future will be made on this larger base.

The bulk of the meeting consisted of going over the decisions of the Executive Committee regarding the allocations of FY86 subject/departmental funds and of special project funds. These allocations are likewise attached to the Memo (12). The Exec first decided to increase both the Serials Fund and the NALF Fund by $7 over money actually spent in FY86. More significantly, the Reserve Fund is being increased by some $150,000. Among the reasons for this are the fact that exchange rates are beginning to go against the U.S. dollar; further enhancements to the Innovac system will be added this year; OCLC will begin lookup charges January 1st; and the library administration may need to go into acquisitions funds if enough shrinkage money is not generated from wages & salaries.

After these allocations, the Exec had roughly $90,000 to divide between subject fund increases and special projects, which it did in a 5-to-4 ratio. Considerable discussion followed about the desirability of written guidelines for bibliographers in preparing their requests for special projects, year-end purchases, and subject fund increases. Howard and Ring stressed that many excellent projects were not funded either because of a real lack of money (there were about $255,000 worth of requests) or because the Exec felt that the project could be accomplished from subject funds and/or in cooperation with other bibliographers. If the Reserve Fund is not depleted, the Exec intends to fund additional special projects later in the year.

Lengthy discussion followed on the Exec's particular decisions regarding funds for area studies (with increases ranging from 0% to 8.2% as opposed to increases of 27%-100% in the physical, natural, and mathematical sciences). The decision was that the libraries' budget can not be expected to make up any losses from grants; that substantial increases have been given to area studies in the past; that the problems (if any) of area studies need not be examined in more detail university-wide; but that by no means are area studies being dismantled.

Allocations were approved and passed on to the Dean.

Howard handed out a draft of a document outlining procedures for Rush and Precedence processing, as it appears that bibliographers and processing staff may have widely varying assumptions about the meaning of those terms. Some discussion involved whether a third category was needed if Precedence processing can not be guaranteed in less than 6 working days. Howard would like written comments on this document by August 19th. Ring announced that last month's "year-end" moneys given the Libraries was the largest in quite some time—$105,000. Purchases made from this money are also attached to this Memo (11).

Howard announced that new workstation acquisitions will mean even tighter quarters. One way to alleviate the situation is to reduce the number of book trucks in the visting area by strictly limiting their time in Acquisitions to 2 weeks. There was general consent to this idea.

Respectfully submitted,
Bob Melton, ad-hoc secretary
The Committee agreed to have the revised version of the LPA Code of Governance photocopied and distributed to the membership.

**COMMITTEE MEMBERSHIPS 1986**

Committee membership was discussed. Some committees are still lacking members or need classified representatives. Rich Frank is pursuing classified members for the Salary Committee and the Committee on Staff Development. Annie Williams will recruit for the remaining professional vacancies. A complete list of committee membership will be published in FYI as soon as committees are complete.

**RESEARCH AND SERVICE COURSES IN THE STAFF HANDBOOK**

Dean Ranz joined the Committee to discuss the revisions of the Staff Handbook regarding the service and research requirements of professional performance evaluations. He gave a brief history of the change required by the University of the Libraries: wording is to be changed from service or research to service and research in all relevant sections of the Handbook. The library administration was notified over a year ago by D. Tacha that its performance evaluation standards were in conflict with those of other academic units in the University. The library was given one year to comply with the University requirement of evaluation based on professional performance, service, and research. The library must rewrite its documents to comply with the University requirements prior to the beginning of the promotion and tenure process this year (late October). As a result, LCPT was charged with rewriting those portions of the Staff Handbook affected by the change. Dean Ranz explained that he felt the change was not one of expectation, but simply of wording. Because librarians are faculty members, they must be judged by the same standards as other University faculty.

In many discussions with Dean Tacha he confirmed, however, that the University recognizes that librarians do not fit into the traditional role of teaching faculty (e.g. opportunity to publish) and would not be judged as such. He cited the fact that librarians' stature and accomplishments have never been questioned in his ten years as Dean of Libraries and he has no reason to believe they will be now. Ranz said the best way the library can ensure continued support and recognition by the University is to comply with its requirements, monitor itself carefully, and present well substantiated and credible evidence of professional performance to the University.

Dean Ranz was asked if he had read the revision to the Staff Handbook as submitted by LCPT. He said he had and had no problems with the facts as presented, but felt two sections might be reworded for clarity (6.8 (2) and 6.8 (4-5)). He said he felt they might be more straightforward. The Committee agreed to consider it, but only after meeting with the chairperson of LCPT, Mary Roach, for any possible information necessary prior to any rewriting of the document. The Dean said that if the membership of LPA approves the document as submitted by LCPT, without any changes to the wording, he would also approve it. If, however, LPA takes no action on this matter prior to the beginning of the promotion and tenure process, he will simply change the "or" to "and" in all sections of the Staff Handbook affected by the University requirement.

The Committee then met with Mary Roach, chairperson of LCPT, and discussed LCPT's rewriting of sections 6.8(2) and 6.8(4-5). Mary explained that LCPT's approach was to attempt to bring the guidelines more in line with those of the University, to give our staff more leeway, and to make it perfectly clear that the primary emphasis of professional performance evaluations is job performance, with service and research assuming secondary importance.

The Committee agreed to consider rewriting 6.8(2) and 6.8(4-5) in light of what Dean Ranz had said and with no objection from Mary Roach. However, it was unclear to the Committee whether this would be appropriate and what the mechanism for adoption or approval would be.

The Committee agreed to meet again Monday, August 5, 1985, at 10:30 a.m. to discuss this matter further.
An ongoing charge to the Committee on Staff Development is to allocate travel funds for professional trips to staff members who apply for the funds. For the first three quarters, Susan Craig received the requests, studied them, and prepared recommendations for the Committee's consideration. For the last quarter (actually for travel during the first quarter of fiscal 1986) LeAnn Weller received the requests and prepared a preliminary recommendation for the Committee. Susan prepared a summary of requests received and allocations made during the year; a copy is attached. Susan's comments: "Of the seventeen grants made, a total of $10,663.25 was requested while $2,550 was allocated. This indicates the library is only meeting 25 per cent of the travel expenses for librarians attending meetings."--point to a major constraint on staff as they try to develop professionally through workshops and meetings. It is reasonable to believe that the number of applications received for allocations is fewer than it would be if staff might anticipate that the University would meet, say, 50 rather than 25 per cent of expenses for worthwhile study and meetings outside Kansas.

It might be worth inquiring in the future about per capita funding for travel in the academic departments. If it is about the same as that in the libraries, some consolation would be provided. If it is considerably better, a basis for arguing increased funding would be laid. The possibility of its being poorer seems so slight that the effect need not be considered.

Though for the most part library staff have done well in turning in reports about travel supported by University funds, there have been instances in which it was impossible to obtain reports. The Committee recommended that one of the criteria in allocating funds be the receipt of reports on earlier travel--this to begin with reports on travel during the second quarter of fiscal 1986. The LFA Executive Committee accepted the recommendation.

During the year, the Committee sponsored two meetings at which staff presented programs. Nancy Burich, who teaches classes in the library school at Emporia, talked about library education in Kansas. Rachel Miller, Susan Craig, and George Jerkovich described foreign buying trips. Both programs were excellent.

The Committee wrote a response to two of a number of questions Vice Chancellor Deann Tacha asked the Libraries' Administration. The Committee's responses appeared in the appendix of The University of Kansas Library Budget Requests, 1985/86.

The Committee also considered borrowing one or more films to show interested staff. Committee members made suggestions of films described in the University of Kansas Film Library catalog. These suggestions will be passed to next year's committee to do with as members choose.

Committee members were Bayliss Harsh, Barbara Clason, Susan Craig, LeAnn Weller, Secretary, and Rosemary McDonough.

Rosemary McDonough, Chairman
## Travel Funds for FY85

The initial allocation was $3,350 which amounted to a modest increase of $175 over FY84. During the year nineteen requests for funding were considered and seventeen were granted allocations. One request was denied because the $300 per year limit had already been reached and the other was denied because the request was submitted after the deadline.

Of the seventeen grants made, a total of $10,063.25 was requested while $2,550 was allocated. This indicates the library is only meeting 25% of the travel expenses for librarians attending meetings. The average grant equaled $150 and allocation was based on the level of participation as stated in the guidelines.

Because the summer ALA meeting was held in July of 1985 rather than the traditional June date, the committee decided to reserve $800 of the funds for allocation in FY 86. The $800 would be specifically used for ALA grants.

A report indicating specific allocations is appended.

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### Travel Fund Locations FY85

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<tr>
<th>QUARTER</th>
<th>NAME</th>
<th>MEETING</th>
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*$800.00 transferred to library endowment fund to be used for 1985 ALA which occurs in next budget year.
*** DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS ***

CLASSIFIED VACANCY

The Reference Department has announced the availability of a full-time Library Assistant I position, effective August 19, 1985. Responsibilities of this position include: 1) Bibliographic searching; 2) Public assistance; 3) Maintenance of records for reference books; 4) Supervision of clerical and student staff; 5) Maintaining and ordering supplies, establishing and maintaining departmental records of funds received for database searching services, and supervision of student assistance funds. The State of Kansas has identified the following minimum qualifications for the Library Assistant I classification: Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of 2 years.

Specific position selection criteria are as follows: College and relevant library experience, including public service, use of bibliographic sources, and use of the KU Library's manual and automated record systems. Also desire supervisory experience, reading knowledge of two or more foreign languages (prefer Western European or Slavic), ability to work effectively with library users and staff, and ability to maintain accuracy and attention to detail in records-keeping. Prefer experience with University of Kansas library organization and automated records system. Knowledge of descriptive cataloging, bibliographic searching, cataloging rules involving choice and form of entry for both monographs and serials. Knowledge of reference publications.

The Library Assistant I classification is at salary range 14 on the State Civil Service Pay Scale. The beginning annual salary is $14,316.

Library staff interested in applying for this position should contact Sherry Butter no later than 5:00 p.m., Friday, August 16. Application forms and a copy of the position description are available from the Library Office, 502 Watson Library. Minorities are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

S. Gilliland

PERSONNEL

Channette Kirby will promote from her Library Assistant I position in the Reference Department, to Library Assistant II in the Science Library, effective August 18, 1985. Channette is replacing Debbie Hodges.

S. Gilliland

STUDENT HOURLY REAPPOINTMENTS FOR FALL

Those students who were placed on inactive status for Summer 1985, must now be reappointed for the new academic year or their appointments must be terminated. Please submit requests for reappointment or termination cards to Sherry Butter, Administrative Office, by August 28, 1985.

S. Butter
FALL/SPRING WORK-STUDY

FALL/SPRING Work-Study authorization awards will be available for pick-up by qualified students beginning August 14th in the Financial Aids Office, 26 Strong. Or, qualified students can pick up their awards at enrollment. Those students currently on the payroll need only submit authorization cards to be re-appointed to Work-Study funds. Students who were on inactive status for the summer, or who are new to the Library, must also submit request for appointment forms. In order to receive a paycheck on October 1, the necessary forms must be in the Administrative Office by August 28, 1985. Thank you.

S. Butter

FALL SEMESTER LIBRARY HOURS

Attached is the schedule of library hours for the fall semester, for the period August 26, 1985 through January 14, 1986. Please notify me (4-3601) of any corrections needed in this schedule.

M. Hawkins

NAME CHANGE

I wish to announce the change of my name from Clara Ruth Miller to Clara Ruth Burnette.

R. Burnette

VACATION ANNOUNCEMENT

Joe Hewitt will be on vacation August 16th through September 8th. During his absence please direct your questions about UKASE procedures to Gaele Gillespie, Assistant Serials Librarian. Technical questions about formatting corrections, coding new entries, or special list production, should be held for Joe until his return to the Office. Your cooperation is greatly appreciated.

J. Hewitt

TRAVEL FUND REQUESTS DUE AUGUST 15

Applications for reimbursement of travel during October, November, and December, 1985 are due August 15th. Application forms are available from LeAnn Weller, Engineering Library (4-3866). REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

L. Weller

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following date:

Cancellation requests for hard copy subscriptions: 8/15/85
Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G. Gillespie/Asst. Serials Librarian
PHONE SERVICE: WATSON INFORMATION DESK

Beginning Monday, August 19, the Watson Information Desk, located in the main lobby, will begin to handle some incoming calls on 4-3347 and 4-3348. Reference questions will be transferred by intercom to the Reference desk, while general information queries will be handled by the Information Desk staff. When the Information Desk is not staffed, telephone calls on 4-3347 and 4-3348 will be taken at the Reference Desk. You are encouraged to make personal calls to Reference staff on 4-3366. In addition, Charles Getchell will be answering the phone at the Information Desk on a trial basis today and tomorrow. Contact Charles or Rebecca Stuhr-Rommeriem if you have any questions.

C. Getchell
Staff Committee - New Science Library

Minutes of the 7/25/85 Meeting

Present: S. Couch, B. Denton, J. Ranz, K. Sewell, A. Williams, N. Burich
Absent: S. Hawkins, R. Helton, S. Williams

Couch reported on her investigation of applied mathematics journals done in preparation for a meeting in August with concerned faculty. Statistics will be collected to show KU holdings and their locations, subscription prices, and Dewey and LC call number equivalents. Science Library staff will determine where each title is indexed.

Williams shared with the committee information on compact shelving which she received from Susan Craig.

Sewell opened a discussion about the need for access to the NSL from more than one direction. His concern was to make access convenient for those coming from the south and west. Ranz said that with two entrances, there must be two 3M security stations and each must be staffed. This is a significant commitment of funds. He explained that the Science Library survey showed that most patrons of the NSL would come from Malott and Lindley Halls, not from the south. The elevator planned for the south-east corner of the building below the entrance level, and another in the north-east corner above entry level would provide access for those coming from the south or west of the building. Such provisions satisfied Sewell's concerns.

Williams reported on several meetings held with the architects and representatives from Facilities Planning concerning layout and placement of restrooms, mechanical rooms, stairs, and elevators. Ranz said that the next questions to be considered included location of the loading dock (second or third floor) and of the elevators. Williams distributed preliminary layouts for all four floors and asked everyone to consider various options for locating elevators and adjacent service components before the next meeting.

Williams reminded the committee that, according to guidelines established for the committee, the SC-NSL must send a representative to all Budget and Planning meetings. The committee must identify a representative since all former members of both committees are now off Budget and Planning. Sewell volunteered to continue to attend the meetings of B&P. The committee endorsed this idea. Williams said that she would check with LFA-EC for approval and report to the committee on the matter at the next meeting.

The next meeting will be 8/22/85 at 1:30.
THE UNIVERSITY OF KANSAS
LIBRARY HOURS: AUGUST 26, 1985 - JANUARY 14, 1986

WATSON LIBRARY (864-3347)
CIRCULATION (864-4715)
RESERVE (864-3396)
MICROFORMS (864-4661)
PERIODICALS READING ROOM (864-3950)

Non-Thu 8am - midnight
Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - midnight

Hours During Class Breaks and Holidays:

- Sept. 2 Closed
- Nov. 26-27 8am - 5pm
- Nov. 28-30 Closed
- Dec. 21-22 Closed
- Dec. 23 Closed
- Dec. 24-25 Closed
- Dec. 26-27 8am - 5pm
- Dec. 28-29 Closed
- Dec. 30-31 8am - 5pm
- Jan. 1 Closed
- Jan. 2-14 Closed

*Seasonal schedule as shown above, but closes 1 1/2 hr. earlier.

COPING SERVICES (864-4209)

Opens on same schedule as shown above, but closes 1 1/2 hr. earlier.

REFERENCE DESK (864-3347)

Non-Thu 8am - 10pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun noon - 10pm

Hours During Class Breaks and Holidays:

- Sept. 2 Closed
- Nov. 26-27 8am - 5pm
- Nov. 28-30 Closed
- Dec. 21-22 Closed
- Dec. 23 Closed
- Dec. 24-25 Closed
- Dec. 26-27 8am - 5pm
- Dec. 28-29 Closed
- Dec. 30-31 8am - 5pm
- Jan. 1 Closed
- Jan. 2-14 Closed

*Seasonal schedule as shown above, but closes 1 1/2 hr. earlier.

ART LIBRARY (864-3020)

1st Level, Spencer Museum

Mon-Thu 8am - 10pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun noon - 10pm

HOURS DURING CLASS BREAKS AND HOLIDAYS:

- Sept. 2 Closed
- Nov. 26-27 8am - 5pm
- Nov. 28-30 Closed
- Dec. 21-22 Closed
- Dec. 23 Closed
- Dec. 24-25 Closed
- Dec. 26-27 8am - 5pm
- Dec. 28-29 Closed
- Dec. 30-31 8am - 5pm
- Jan. 1 Closed
- Jan. 2-14 Closed

*Seasonal schedule as shown above, but closes 1 1/2 hr. earlier.

FIRES OFFICE (864-4715)

309C Watson

Mon-Fri 8:00am-4:30pm
Sat 9am - 5pm
Sun 10am - 5pm

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

GOVERNMENT DOCUMENTS (864-4662) 117 Spencer Library

Mon-Fri 8am - 6pm
Sat 9am - 5pm
Sun Closed

Hours During Class Breaks and Holidays:

- Sept. 2 Closed
- Nov. 26-27 8am - 5pm
- Nov. 28-30 Closed
- Dec. 20 8am - 5pm
- Dec. 21 Closed
- Dec. 22 Closed
- Dec. 23 Closed
- Dec. 24-25 Closed
- Dec. 26-27 8am - 5pm
- Dec. 28-29 Closed
- Dec. 30-31 8am - 5pm
- Jan. 1 Closed
- Jan. 2-14 Closed

*Seasonal schedule as shown above, but closes 1 1/2 hr. earlier.

EAST ASIAN LIBRARY (864-4669) 5th Level Watson

Staffed:

Mon-Fri 8am - 5pm
Sat 8am - 5pm
Sun noon - 5pm

Closed:

- Sept. 2 (Labor Day)
- Nov. 28 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

*Hours during class breaks and holidays as shown above, but closes 1 1/2 hr. earlier.

MUSIC LIBRARY (864-3496)

440 Murphy

Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 10pm

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

KANSAS COLLECTION (864-4274)

224 Spencer Library

Mon-Fri 8am - 5pm
Sat 9am - 1pm
Sun Closed

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25, 26-27, 28, 29 Closed

MAP LIBRARY (864-4420)

110 Spencer Library

Mon-Fri 8am - 5pm
Sat 9am - 1pm
Sun Closed

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

INTERLIBRARY SERVICES (864-3960) 3rd Level, Watson

Mon-Fri 8am - 5pm
Sat & Sun Closed

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

CENTRAL OFFICE (864-4030)

1012 Learned

Mon-Thu 8am - 10pm
Fri 8am - 5pm
Sat noon - 10pm

Closed:

- Sept. 2 (Labor Day)
- Nov. 28-29 (Thanksgiving)
- Dec. 24-25 (Christmas)
- Jan. 1 (New Year's)

*Hours are subject to change as posted. Phone the library or the University Information Center: 864-350.
CLASSIFIED VACANCY

The Library Administrative Office has announced the availability of a full-time Secretary I position. Responsibilities of this position include: 1) provide secretarial assistance to the Dean, Assistant Deans and other office staff; 2) serve as receptionist and general resource person; 3) perform various general office functions; 4) other general clerical responsibilities. The State of Kansas requires that all applicants for Secretary I positions meet the following minimum qualifications: Coursework in typing, arithmetic, English grammar or composition, and one year of experience in clerical or secretarial work. Additional secretarial science-related courses at the high school level may be substituted for experience at the rate of one course for two months of experience, with a maximum substitution for six months of experience. Post high school secretarial science-related courses may be substituted for all the required experience at the rate of one course for two months of experience.

Specific preferred selection criteria include: accurate typing skills of approximately 70wpm; effective oral or written communication skills, experience with word processing or microcomputers, prefer familiarity with Zenith microcomputer; good proofreading skills, ability to correct grammar, punctuation or figures as necessary; ability to organize work details and establish work priorities; must be able to maintain confidentiality of sensitive materials and demonstrate a professional attitude; secretarial/receptionist work experience in an office operation, preferably at K.U.; ability to work effectively with public and staff; to organize efficiently and expedite a high volume of work; familiarity with KU purchasing, payroll, and personnel procedures.

The Secretary I classification is at salary range 10 on the State of Kansas civil service pay scale, and the beginning annual salary is $11,772.

Library staff interested in applying for this position should contact Sherry Butter by 5:00 p.m., Wednesday, August 28th. A copy of the position description is on file in the Library Office for review. Minorities are encouraged to apply.

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

S. Gilliland

PERSONNEL

Susie Dewey Albers has announced her resignation as full-time Secretary I in the Library Office, effective August 30. Susie has accepted a promotion to Secretary II in the Department of Pharmacology and Toxicology.

Marcia Reeve, a full-time Library Assistant I in the Cataloging Department, has announced her resignation effective August 23. Marcia has accepted employment in the journalism field.

Martha Dickinson has been appointed as Secretary I, in the Department of Special Collections, effective August 13, 1985. Martha replaced Cynda Benson.
PERSONNEL (continued)

Linda Alexander has been appointed as Program Assistant in the Cataloging Department effective August 18. Linda was previously a member of the Library's Title II-C Central American Cataloging Project team.

Joseph Springer, Assistant Special Collections Librarian, has announced his resignation effective May 6, 1986. Joe has accepted a position as Curator of the Mennonite Historical Library in Goshen, Indiana.

S. Gilliland

AFFIRMATIVE ACTION WORKSHOPS ANNOUNCED

The Office of Affirmative Action has announced its Fall Training Schedule. Please refer to the attached list of training sessions and memo from Robbi Ferron, Director of Affirmative Action. Ms. Ferron's memo provides a brief explanation of each training session. Library staff who desire to attend any of these sessions are instructed to register by calling: 864-3686.

S. Gilliland

OPENING CONVOCATION

In a memorandum dated August 19, 1985, to all members of the University community, Robert P. Cobb, Executive Vice Chancellor, announced that Opening Convocation will be held at 9:30 a.m., on Monday, August 26th in Hoch Auditorium. Please refer to Dr. Cobb's memo, attached, for additional information.

S. Gilliland

MANY THANKS...KULSA

Thank you all so very much for sending the nice card of congratulations on my recent marriage of July 13, 1985. Married life is super! Thanks again...

S. D. Albers

CLASSIFIED SENATE MEETING

Classified senate meetings will resume on Tuesday, September 10th, in the Burge Union Conference Room, at 7:00 p.m. Everyone is invited. We will be discussing the upcoming Senate elections and the proposed new University grievance procedures. I have a copy of the draft of the proposed grievance changes if anyone is interested. If you have any questions or would like additional issues raised, please let me know. I'll keep you posted on the elections and grievance issues.

K. Simmons

FICHE CATALOG CLASS

We have tentatively planned three classes for this fall; more can be held if needed. The first class will be on Thursday, September 5th at 1:30 p.m. in the Cataloging Department conference room. Other classes are planned for the weeks of September 9th and 30th.

These classes are for any staff member, (unclassified, classified, or student), who wishes to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C. Getchell/A. Williams
ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers’ policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

- Cancellation requests for hard copy subscriptions: 8/15/85
- Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G.Gillespie
Asst. Serials Librarian
IFLA ART PRECONFERENCE

Last week I spent several days in Chicago attending the Art Section Preconference of the International Federation of Library Associations (IFLA). I found the experience very interesting because of the quality of the speakers and their papers, because of the international flavor of the meetings, and because of the opportunity to observe the IFLA bureaucratic structure. IFLA is headquartered in The Hague and works to promote international library cooperation. The members represent 160 associations in 110 countries, among the associations is ARLIS/NA. The Art Section functions within the Special Libraries Division and in recent years has been one of the most active groups in the IFLA structure.

The Art Preconference brought together 95 participants from eleven countries for two and one-half days of meetings. Papers had to be submitted in April so that translations into English, French and German would be available. Presentations included the keynote speech by the outgoing chairman, Philip Pacey, on "The Universal Availability of Art Publications", reports from librarians in Canada, Norway, Australia and the U.S. on special art documentation projects in their countries, exhortations from faculty in three different reports urging art librarians to expand their collecting efforts for documenting women artists, the history of design and local architecture, and finally two particularly interesting architectural presentations. One was on an automatic indexing and retrieval project for architectural drawings and the other was a demonstration of computer generated architectural drawing. Interspersed with formal sessions were receptions, tours and even a boat ride providing ample opportunities for the informal exchanges that make such meetings valuable.

I would be glad to share my full-text (English language) copies of all the papers with anyone who would like to know more about the sessions. Next year IFLA will be in Tokyo, 1987 in Brighton, and 1988 in Sydney, for anyone planning ahead.

Susan Craig
To: Deans, Directors & Chairpersons  
From: Robbi Ferron  
Director, Office of Affirmative Action  
Date: August 8, 1985  
Re: Fall Training Schedule

We have scheduled some important training sessions for this fall which you and your staff may find beneficial to take advantage of. A brief explanation of each session follows.

The "Orientation to New EO/AA Handbook" session will highlight the changes from the old handbook, especially unclassified search procedures and the EO/AA grievance procedures.

For each search for unclassified positions, we request that at least one person from the search committee attend a "Search, Screen and Selection" session. Essential information, including handbook revisions are emphasized.

Once again this fall we will be setting goals for women and minorities. In preparation we must compare the analysis of our workforce against availability data. We will hold three training sessions on the process and share specific information with those involved in the process.

The "Human Relations Skills" training includes components on communication skills, assertiveness, personal power and the sources of sexism, racism and other phobias that show up in all of us. Participation of "Human Relations Skills I" is a prerequisite for "Human Relations Skills II". These sessions are limited to 15 participants.

The "EO/AA Update for Administration" is designed for those persons who participated in the mandatory training sessions in 1982 and 1983. Those sessions were mandated by the conciliation agreement with the Office of Federal Contract Compliance Programs (OFCCP). The November 20 session is planned for anyone who wishes to attend.

Anyone may attend the program dealing with sexual harassment that was designed for students.

We sincerely would appreciate your bringing this schedule to the attention of your employees and encouraging them to participate in any of these programs.

If you have any questions or wish to register for any session please call my office at 864-3686.
Memorandum

To: All Members of the University Community

From: Robert P. Cobb

The academic year will begin formally at 9:30 a.m. on Monday, August 26, with the Opening Convocation in Hoch Auditorium. Classes will not meet from 9:30 a.m. to 10:20 a.m. on Monday; no other classes will be affected. All members of the University community are invited to attend; I hope that, insofar as is consistent with other obligations, many representatives of the classified and unclassified staff, as well as faculty and students, will join us.

The convocation will include the Chancellor's welcome to new and returning students and his annual address to students, faculty, and staff. For the fourth year, four Higuchi/Endowment Research Achievement Awards will be presented. In addition, the recipients of the Chancellors Club Teaching Professorships will be introduced.

Members of the faculty are invited to participate in the academic procession and are asked to assemble between 9:10 and 9:20 a.m. in the east wing of Strong Hall, near the office of Academic Affairs. Academic regalia will not be worn by faculty. University marshals will be present to assist in establishing the line of march and to lead the procession to Hoch Auditorium at 9:20 a.m. Faculty members who wish to sit together during the convocation ceremonies should plan to march single file, since the column divides upon arrival at Hoch.

We look forward to seeing you on Monday, August 26.

sp

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
OFFICE OF AFFIRMATIVE ACTION
TRAINING SESSIONS
FALL 1985

August 28  Wednesday  10:00-12:00  Orientation to New EO/AA Handbook  Skip Turner
          Council Room, Kansas Union  Linda Hoover

September 3  Tuesday  10:00-11:30  Search, Screening & Selection  Skip Turner
          College Conference Rm (208 Strong)

September 4  Wednesday  2:00-5:00  Affirmative Action Board  Robbi Ferron
          Regents Room, 223 Strong Hall

September 10  Tuesday  10:00-12:00  Orientation to New EO/AA Handbook  Robbi Ferron
          Council Room, Kansas Union  Linda Hoover

September 11  Wednesday  1:00-5:00  Discrimination Hearing Board  Robbi Ferron
          Regents Room, 223 Strong Hall

September 17  Tuesday  9:00-10:30  Availability Data for Goals & Timetables  Robbi Ferron
          Council Room, Kansas Union

September 18  Wednesday  10:00-11:30  Search, Screening & Selection  Skip Turner
          College Conference Room

September 18  Wednesday  8:30-12:00  Human Relations Skills, Part I  Robbi Ferron
          International Room, Kansas Union

September 19  Thursday  10:30-12:00  Availability Data for Goals & Timetables  Robbi Ferron
          Council Room, Kansas Union

September 24  Tuesday  2:00-3:30  Availability Data for Goals & Timetables  Robbi Ferron
          Council Room, Kansas Union

October 1  Tuesday  10:00-11:30  Search, Screening & Selection  Skip Turner
          College Conference Room

October 3  Thursday  3:00-5:00  Sexual Harassment on Campus: Seminar for Students  Linda Hoover
          International Room  Janet Koch

October 8  Tuesday  10:00-12:00  Orientation to New EO/AA Handbook  Skip Turner
          Council Room, Kansas Union  Linda Hoover

October 9  Wednesday  1:00-5:00  EO/AA Update for Administration  Robbi Ferron
          Jayhawk Room, Kansas Union

Please call 864-3686 to register for above sessions. OAA staff will provide special sessions for units upon request  8/7/85
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<th>Event</th>
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<tr>
<td>October 15</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Orientation to New EO/AA Handbook</td>
<td>Council Room, Kansas Union</td>
<td>Robbi Ferron</td>
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<td>Linda Hoover</td>
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<td>October 16</td>
<td>Wednesday</td>
<td>10:00-11:30</td>
<td>Search, Screening &amp; Selection</td>
<td>College Conference Room</td>
<td>Skip Turner</td>
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<tr>
<td>October 16</td>
<td>Wednesday</td>
<td>8:30-12:00</td>
<td>Human Relations Skills, Part I</td>
<td>International Room, Kansas Union</td>
<td>Robbi Ferron</td>
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<td>October 29</td>
<td>Tuesday</td>
<td>10:00-11:30</td>
<td>Search, Screening &amp; Selection</td>
<td>College Conference Room</td>
<td>Skip Turner</td>
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<td>November 6</td>
<td>Wednesday</td>
<td>8:30-12:00</td>
<td>Human Relations Skills, Part II</td>
<td>International Room, Kansas Union</td>
<td>Robbi Ferron</td>
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<td>November 13</td>
<td>Wednesday</td>
<td>10:00-11:30</td>
<td>Search, Screening &amp; Selection</td>
<td>College Conference Room</td>
<td>Skip Turner</td>
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<tr>
<td>November 20</td>
<td>Wednesday</td>
<td>1:00-5:00</td>
<td>EO/AA Update for Faculty &amp; Staff</td>
<td>Jayhawk Room, Kansas Union</td>
<td>Robbi Ferron</td>
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<td>November 26</td>
<td>Tuesday</td>
<td>10:00-11:30</td>
<td>Search, Screening &amp; Selection</td>
<td>By Appointment</td>
<td>Skip Turner</td>
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<td>Wednesday</td>
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<td>Skip Turner</td>
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Please call 864-3686 to register for above sessions. OAA staff will provide special sessions for units upon request. 8/7/85
STAFF FEE ELIGIBILITY FOR FALL, 1985

Information regarding staff fee and staff dependent fee eligibility is described below. Please complete and return the application form at the bottom of this page to the Library Office prior to enrollment. Contact Sherry Butter or Sandy Gilliland (4-3601) if you have any questions.

S. Gilliland

STAFF

"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 Student 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

STAFFDEPENDENT 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."


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 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: ____________________________

Percent time: ____________________________ TIMES OF CLASS(ES): ____________________________

SEMESTER: ____________________________ TOTAL HOURS ENROLLED: ____________________________

NAME OF COURSE(S): ____________________________ CREDIT/AUDIT (Please circle one)

JUSTIFICATION: ____________________________

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

Recommended by: ____________________________

(Department Head)
*** DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS ***

CLASSIFIED VACANCY

Secretary I, Kansas Collection (Search re-opened). The Kansas Collection has announced the availability of a full-time Secretary I position, effective September 18, 1985. Responsibilities of this position include: 1) providing general office management; 2) accession assistance; 3) reproductions for patrons; 4) reference service; 5) typing; and 6) special projects. The State of Kansas requires that all applicants for Secretary I positions meet the following minimum qualifications: Coursework in typing, arithmetic, English grammar or composition, and one year of experience in clerical or secretarial work. Additional secretarial science related courses at the high school level may be substituted for experience at the rate of one course for two months of experience, with a maximum substitution for six months of experience. Post high school secretarial science related courses may be substituted for all of the required experience at the rate of one course for two months of experience.

Specific preferred selection criteria include: Strongly prefer accurate typing ability of at least 50 wpm; reference experience or public service work; ability to work effectively with patrons and staff; experience with historical materials. Prefer knowledge of library organization; knowledge of Kansas history; experience using a microcomputer.

The Secretary I classification is funded at salary range 10 on the Civil Service pay scale, at an annual salary rate of $11,772. Library staff interested in applying for this position should contact Sherry Butter by 5:00 p.m. Thursday, September 5, 1985. A copy of the position description is on file in the Library Office for review.

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

S. Gilliland

PERSONNEL

Sandy Mason is on leave from August 22 through October 1. Bill Mitchell is acting head of Special Collections in her absence.

S. Mason

Kerry Altenbernd has resigned from his Library Assistant I position in the Kansas Collection to accept an Overlap Appointment as Library Assistant II in that unit to replace Nancy Hollingsworth while she is on maternity leave until February, 1986. Michael McReynolds has been hired as Library Assistant I, replacing Kerry Altenbernd, effective September 9, 1985. Until Mike begins employment in the Kansas Collection, Kerry will continue work with the Kansas Collection serials records.
PERSONNEL (Continued)

Peggy Shortridge has announced her resignation effective September 17, 1985. Peggy has been a Program Assistant in the Art Library since March, 1981. Prior to this appointment, she held a Clerk III appointment in Reference, from August, 1978 to March, 1981.

S. Gilliland

SABBATICAL LEAVE APPLICATIONS

As announced in an August 1st memo to faculty and academic staff, applications for sabbatical leave in the 1986/87 academic year are due in the Office of Academic Affairs no later than November 1. Applicants for sabbatical leave must have at least six years of full-time service to the University since initial appointment (or since the last sabbatical); must be tenured before the sabbatical is taken; and may be granted leave for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience. Included in the scope of the sabbatical leave program are in-depth or advanced study in one's field of expertise and in related fields; research projects, preparation of a publication or other creative or scholarly activity, and participation in professional development activities in one's discipline and in related disciplines. The applicant must complete an application form, accompanying it with a curriculum vitae. For additional information and for forms, contact Sandy Gilliland. All applications for sabbatical leave submitted by Library faculty will be reviewed by the Libraries' Committee on Promotion and Tenure. Please watch for future announcements of the deadline for submitting applications for review by LCPT. An open meeting will be held on Thursday, September 12 at 7:30 p.m. for all interested university faculty members, in the Council Room of the Student Union to provide an opportunity for a discussion of procedures to be followed in the preparation and review of applications for sabbatical leave.

S. Gilliland

SWITCHING TYPEWRITERS?

If anybody exchanges typewriters, manual or electric, between departments, ramp, or both, please be sure to notify Anita Abel in the Administrative Office for inventory purposes. It is necessary to have accurate records for service contracting purposes. If there have been any typewriter changes since January 1, please notify me if you haven't already done so. Please call if you have questions. Thank you.

A. Abel

KANSAS STATE UNIVERSITY COURIER

There will be a courier run on Tuesday, September 3. The Courier resumes its Monday-Thursday schedule beginning on Thursday, September 5.

M. Borton

SCIENCE LIBRARY OPEN LABOR DAY

The Science Library will be open for Limited Service only on Monday, September 2 from 8:00 a.m. to 5:00 p.m. Limited Service means that we will not have reference service or circulation computers. Checkouts can be handled as usual, but returns and renewals will not be entered into the circ system until the next day.

B. Denton
SECURITY IN ACQUISITIONS/CATALOGING

Any Library staff who need to use a key to enter Acquisitions or Cataloging should be certain that the door is not left unlocked when they leave. Before pulling the key out of the lock, turn it clockwise as far as it will go. Then try the knob to be certain that it does not turn. The door will then be locked when it is closed and will remain locked when you leave. It is very important that the doors remain locked at all times when departmental staff are not on duty.

K. Lohrentz/L. Moore

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

Cancellation requests for hard copy subscriptions: 8/15/85
Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated. Gaele Gillespie/Asst. Serials Librarian

FICHE CATALOG CLASS

Three classes are planned for this fall: Thursday, September 5th at 1:30 p.m.; Wednesday, September 11th at 2:30 p.m.; and Tuesday October 1st, at 9:30 a.m. More classes can be held if needed.

These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams or Barb Gaeddert in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A. Williams

LFA

If there is an LFA crisis while I am on vacation (Sept. 3-27) please call either Paulette DiFilippo (4-3038) or LeAnn Weller (4-3866). Thanks.

A. Williams

OPEN MEETING ON PROMOTION AND TENURE

As announced in an August 1st memo from the University Committee on Promotions and Tenure, an open meeting will be held on Tuesday, September 3, at 7:30 p.m. for departmental and school promotion and tenure committee members, and for interested faculty members, to discuss procedures to be followed in the preparation and review of recommendations for promotion and tenure. The meeting will be held in the Council Room of the Kansas Union.

S. Gilliland
Minutes of the 8/8/85 Meeting


Absent: S. Williams, N. Burich.

Williams announced that Sewell will continue to serve on Budget and Planning and will act as this committee's liaison with B&P.

Melton reported on the progress being made by the subcommittee compiling information on the applied mathematics journals. This is in preparation for a formal recommendation.

There followed a lengthy discussion of alternative layout plans for the main floor of the library. The goal is to locate stairs, elevators, restrooms, and mechanical rooms. Ranz said that plans need to minimize the square footage devoted to walkways. This space needs to bisect the area, not run around the perimeter. Consideration needs to be given to the impact of stairs, etc. on the other floors. In addition, door-to-ceiling walls need to be kept as far from the main entry as possible to preserve the feeling of spaciousness.

Ranz presented a table comparing service unit square footage allowances in Watson and the proposed size for the same units in the NSL. A discussion followed. [see table below].

Committee members agreed to re-examine the service unit organization options in light of this information before the next meeting on 8/27/85.

Service Unit Allocations

<table>
<thead>
<tr>
<th>Unit</th>
<th>Watson</th>
<th>NSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>circulation/reserve</td>
<td>3500</td>
<td>4000</td>
</tr>
<tr>
<td>public catalog</td>
<td>5000</td>
<td>2200</td>
</tr>
<tr>
<td>reference desk</td>
<td>500</td>
<td>1000</td>
</tr>
<tr>
<td>copying</td>
<td>600</td>
<td>1500</td>
</tr>
<tr>
<td>reference collection</td>
<td>4200</td>
<td>3000</td>
</tr>
<tr>
<td>microform collection</td>
<td>4000</td>
<td>1500</td>
</tr>
<tr>
<td>shipping/receiving</td>
<td>750</td>
<td>1000</td>
</tr>
<tr>
<td>ramp</td>
<td>5000</td>
<td>2100</td>
</tr>
</tbody>
</table>

Library Faculty Assembly Committees for 1985-1986

LFA ELECTED COMMITTEES

LFA EXECUTIVE COMMITTEE

Annie Williams, President, 85-86.
Paulette DiFilippo, Vice President/President-elect, 85-87.
Laune Weller, Secretary, 85-86
Sandra Brandt, LI, 85-86.
Nancy Burich, LII, 85-86.
Barbara Clason, LIII, 85-86.
Phonda Haegheber, Unit. Other, 85-86.

LIBRARIANS' COMMITTEE ON PROMOTION AND TENURE

Mary Roach, LII, 84-86, chair.
Lorraine Moore, LII, 85-87, secretary.
Rebecca Stuh-Roener, LI, 85-87.
Kathy Hacker, LI, 84-86.
Gene Cervelle, LIII, 85-87 (on leave from committee assignment 85/86)
Jane Gates, LIII, 84-86.
Bill Mitchell, LIII, 84-86.
Eleanor Swanson, LIII (acting committee assignment 85/86)

PEER REVIEW

Rachel Miller, LI, 85-87.
Earle Gillespie, LII, 85-87.
Barbara Jones, LIII, 84-86.
Paulette DiFilippo, at large, 84-86.
Charles Gitchell, at large, 84-86.

LFA APPOINTED COMMITTEES

BUDGET AND PLANNING

Ken Lohrentz, 84-86, chair.
Barb Guettard, 85-87, secretary.
Janice Franklin, 85-87.
Rice Ring, 84-86.
Kermit Sewell, 85-87.
Sue Hewitt, classified rep
Kendall Swanson, classified rep

SALARY

Sandy Mason, 84-86, chair.
Rob Melton, 85-87, secretary.
Kathleen Neeley, 84-86.

NOMINATING AND BALLOT

Eleanor Swanson, 85-86, chair.
Susan Craig, 85-86, secretary.
Ellen Johnson, 85-86.

STAFF DEVELOPMENT

Rayliss Morse, classified rep, 85-86, chair.
Roger Anderson, 85-87, secretary.
Barbara Clason, 84-86.
Nancy Showbaker, 85-87.
LeAnn Weller, 84-86.
PERSONNEL
Linda Evans will promote from her full-time Clerk III position in the Marking Section of the Cataloging Department, to the Reference Department's Library Assistant I position, effective September 18. Linda is replacing Channette Kirby.

Patty Hobbs, Library Office Manager (Clerk V) has announced her resignation effective September 17. She plans to open her own billing service business this Fall. Patty began library employment on April 18, 1984.

S. Gilliland

Student Time Cards
Student time cards for the pay period ending September 17, 1985 are due in the Administrative Office by 9:00 a.m., Monday, September 16. Copies of each month's earnings limit for regular, work-study, and foreign students were distributed recently. Please contact Sherry Butter if you did not receive a copy.

S. Butter

Classified/Unclassified Time Cards
Classified and unclassified time cards for the pay period ending September 16, 1985 are due in the Administrative Office no later than 9:00 a.m., Monday, September 16. You cooperation in meeting this deadline is greatly appreciated.

Time Schedule for CICS/ATMS Availability
The Office of Information Systems has announced the Fall 1985 time schedule for availability of CICS and ATMS systems on the administrative computer. Interested staff should refer to the schedule attached to this week's FYI for access to these systems.

N. Shawbaker

Sign Making Availability
Gary Boyd, our student assistant for sign making is back from summer vacation. Any department needing a sign made, should submit a "special supply request" to Nancy Shawbaker in the Administrative Office. Please allow 2-3 weeks for completion.

N. Shawbaker

Library Faculty Assembly Meeting
The Library Faculty Assembly will meet on Thursday, October 10, 1985 at 10:00 a.m., in the Conference Room at Watson Library. Additional details and an agenda will appear in a later FYI.

L. Weller
Fiche Catalog Class

Two more classes are planned for this Fall: Wednesday, September 11th at 2:30 p.m. and Tuesday, October 1st at 9:30 a.m. More classes can be held if needed.

These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Barb Gaeddert or Al Mauler in the Catalog Department (4-3038) if you or any of your students wish to attend.

B. Gaeddert

Attention, All Subject Bibliographers

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

Cancellation requests for hard copy subscriptions: 8/15/85
Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated. Gaele Gillespie/Asst. Serials Librarian
MEMORANDUM

TO: Libraries Committee on Promotion and Tenure
FROM: Lorraine Moore
RE: Meeting of August 22, 1985

The Libraries Committee on Promotion and Tenure held an organizational meeting on August 22, 1985. Mary Roach, chair presided. All of the members attended, Bill Mitchell, Rebecca Stuhr-Rommereim, Earl Gates, Sally Hocker, Gene Carvalho, and Lorraine Moore. New members, Stuhr-Rommereim, Carvalho, and Moore were introduced. Moore agreed to serve as secretary.

The committee discussed the need for an organizational meeting early in each year. It was noted that for the last two years the LFA Executive Committee has sent notices to each committee early in the year. The committee decided to depend on that mechanism rather than appointing a vice-chair/chair elect or asking the outgoing chair to call the meeting.

Carvalho announced that he would be gone on a book buying trip during much of the time the committee would be deliberating. The committee decided to recommend that the alternate serve for him during this year only.

The problem of liability insurance for members of the committee was discussed. In the past each member of the committee was advised to carry such insurance. Now, although it is still advisable to carry insurance, the price has gone from $35 to around $100 a year, at the least. Some members are concerned about serving on the committee without the insurance, but all felt that the cost of serving on the committee is now so high that it will be hard to find members in the future, and, possibly, to retain the current membership.

Roach reported that she had discussed the schedule for this year with Sandra Gilliland and Dean Ranz. The recommended schedule, which the committee agreed to is:

Letters from Dean asking for nominations: 1st week in September.
Meeting of candidates to explain procedures: 2d week in September.
Committee meets to discuss procedures: 1st week in November.
Files due in administrative office: November 15.
Gilliland prepares files: November 18-22.
Committee reads files and deliberates: November 25-December 13.

Roach reported that the committee's suggested revisions to the Libraries Staff Handbook had been read by Dean Ranz and the LFA Executive Committee and both had made suggestions. The committee agreed to meet early next week to discuss revisions in light of these suggestions and to make plans for the revisions to be submitted to the members of the assembly for approval.
LIBRARIES COMMITTEE ON PROMOTION AND TENURE

Annual Report for 1984-1985

The first meeting of the Committee was held on September 5, 1984, and was concerned with the special charge to define the role of the Libraries administrative officer in the Committee's work. Further discussion of the matter was followed by the drafting of a revision of the LFA Code during meetings on September 7, 26 and 27. The revision was later ratified by the LFA membership.

Meetings on October 5 and November 7 established a calendar and procedures for the review of candidates for promotion and tenure.

After individual perusal of the candidates' dossiers, the Committee met on December 3, 5, 6, 7, 11 and 13 to establish evaluations of the five candidates for promotion and tenure, and to produce summary statements to accompany the dossiers. Two further meetings were held, on February 19 and 20, to discuss matters referred back to the Committee by UCPT.

By notification of the Dean by the Vice Chancellor for Academic Affairs, the Libraries had been given one year to comply with the University requirement of evaluation based on professional performance, service and research. LFAEC having requested action on the matter, the Committee met on April 3, April 11, and May 1 to consider changes in the terminology of criteria for promotion and the granting of tenure. An opinion survey was prepared for distribution to librarian members of LFA. Subsequently the Committee drafted revisions of the Libraries Staff Handbook for submission to the Dean of Libraries. No further developments had taken place by the end of the Committee year.

All librarians in tenure-track positions were invited to a special meeting on May 7, at which the Dean and the Committee spoke to the matter of "service and research" as a requirement for evaluation, appointment and promotion.

August 1985

TO: Library Faculty Assembly Executive Committee

FROM: LeAnn Weller, Secretary

RE: Minutes of August 5, 1985 meeting

PRESENT: Brandt, Burich, Clason, DiFilippo, Neugebauer, Williams, Weller

Minutes of the July 22, 1985 and the July 29, 1985 meeting were approved as corrected.

The LFA Code of Governance has been distributed to all members.

Committee appointments will soon be complete. The list of committee members and their chairs and secretaries will be published in the August 29, 1985 FYI.

The Executive Committee discussed the role of the Executive Committee and the actions that should be taken regarding the proposed revisions to the Libraries Staff Handbook submitted to LFA Executive Committee by the 1984-85 Committee on Promotion and Tenure. The Executive Committee felt that the Committee on Promotion and Tenure should provide input before any further action occurs. A joint meeting between the two Committees was proposed.

The next meeting will be called when necessary.

TO: Library Faculty Assembly Executive Committee

FROM: LeAnn Weller, Secretary

RE: Minutes of the August 23, 1985 meeting

PRESENT: Brandt, Burich, Clason, DiFilippo, Neugebauer, Williams, Weller

Minutes of the August 5, 1985 meeting were approved as corrected.

Annie Williams announced that Gene Carvallo is going on a trip to Japan during the Fall 1985 semester. Consequently, he will not be able to participate in the Committee on Promotion and Tenure during this time. Eleanor Symons was the candidate receiving the next highest amount of votes. The Executive Committee placed Gene Carvallo on leave from the Committee on Promotion and Tenure for 1985-86. He will serve the remainder of his term in 1986-87. Eleanor Symons was appointed as an acting committee member for 1985-86.

The next meeting will be called when necessary.
TO: Administrative Computing Users  
FROM: Lou Luh        
DATE: August 19, 1985  
SUBJECT: Time Schedule for CICS Availability

The Office of Information Systems is publishing the availability of CICS and ATMS for the Fall of 1985. There will be exceptions to the new schedule as of September 1, 1985 through January 14, 1986 and we have listed those dates.

### Normal Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>08:00 a.m. to 12:00 midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>08:00 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:00 a.m. to 05:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 noon to 12:00 midnight</td>
</tr>
</tbody>
</table>

### ATMS Normal Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>08:00 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>09:00 a.m. to 03:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 noon to 08:00 p.m.</td>
</tr>
</tbody>
</table>

### Exceptions to the Normal Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Effected Applications</th>
<th>Adjusted Availability Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 02</td>
<td>CICS-ATMS</td>
<td>Closed</td>
</tr>
<tr>
<td>November 28</td>
<td>CICS-ATMS</td>
<td>Closed</td>
</tr>
<tr>
<td>November 29</td>
<td>CICS-ATMS</td>
<td>08:00 a.m. to 05:00 p.m.</td>
</tr>
<tr>
<td>December 24</td>
<td>CICS-ATMS</td>
<td>Closed</td>
</tr>
<tr>
<td>December 25</td>
<td>CICS-ATMS</td>
<td>Closed</td>
</tr>
<tr>
<td>December 26</td>
<td>CICS</td>
<td>08:00 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>December 27</td>
<td>CICS-ATMS</td>
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</tr>
<tr>
<td>December 28</td>
<td>CICS</td>
<td>08:00 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>December 29</td>
<td>CICS-ATMS</td>
<td>Closed</td>
</tr>
<tr>
<td>December 30</td>
<td>CICS</td>
<td>08:00 a.m. to 10:00 p.m.</td>
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<tr>
<td>December 31</td>
<td>CICS-ATMS</td>
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<tr>
<td>January 01</td>
<td>CICS-ATMS</td>
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</tr>
<tr>
<td>January 02</td>
<td>CICS</td>
<td>08:00 a.m. to 10:00 p.m.</td>
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<tr>
<td>January 05</td>
<td>CICS-ATMS</td>
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<td>January 06</td>
<td>CICS</td>
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<tr>
<td>January 07</td>
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<tr>
<td>January 08</td>
<td>CICS</td>
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</tr>
<tr>
<td>January 09</td>
<td>CICS-ATMS</td>
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<td>January 13</td>
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</tr>
<tr>
<td>January 14</td>
<td>CICS</td>
<td>08:00 a.m. to 10:00 p.m.</td>
</tr>
</tbody>
</table>
UNCLASSIFIED VACANCY

Library Program Assistant, a full-time, continuing appointment, available September 18, 1985. Responsible for providing serials records-keeping and maintenance; assist library patrons with circulation, reserves and reference; maintains the card catalogs through filing, overtyping and revising; supervises microfiche catalog maintenance; oversees the maintenance of the copy machine and the change fund. Required Qualifications: Library work experience; ability to maintain detailed and accurate records; typing ability; foreign language knowledge; ability to work effectively with library patrons and staff. Preferred Qualifications: Experience with serial records; experience with catalog records; library public service experience; academic library experience; Japanese or Chinese language ability; coursework in art, art history, architecture or design. Salary: $14,000 - $17,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, transcripts, and names of three references to Sandy Gilliland, 502 Watson.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

CLASSIFIED VACANCIES

Vicki Fu is in the process of applying for permanent U.S. residency. Federal guidelines require us to give all eligible staff an equal opportunity to apply for the position she currently occupies, a full-time Library Assistant I in the East Asian Library. Responsibilities of this position include: 1) providing public service; 2) technical service activities including working with librarians to produce original catalog records for both Chinese and Japanese materials, and updating serials records.

The State of Kansas requires that all applicants meet the following minimum qualifications: three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year experience, with a maximum substitution of 2 years.

Necessary special requirement: native-level fluency in Chinese or Japanese. Strongly prefer: knowledge of computer-network cataloging, ability to supervise the work of others, ability to work effectively with a culturally diverse and multilingual staff and clientele, knowledge of library operations. Prefer typing ability, reading knowledge of Chinese and Japanese.

The Cataloging Department has announced the availability of a full-time Library Assistant I position, effective September 18. Responsibilities of this position include: 1) evaluation and processing of personal name and topical subject headings; 2) proofreading of personal name and topical subject authority records; 3) input and modification of online authority and bibliographic records; 4) filing into Library catalogs; 5) supervision and training of students; 6) statistical reporting. The State of Kansas requires that all applicants for the Library Assistant I classification meet the following minimum qualifications: Three years of library experience.

(continued)
CLASSIFIED VACANCIES (CONTINUED)

College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of 2 years.

Specific preferred selection criteria include: Reading knowledge of one or more European languages; accurate typing skills; demonstrated ability to work successfully with detailed information; demonstrated ability to prioritize work and function independently; knowledge of AACR2, LCSH, OCLC, KU online records management system, and KU's filing rules; previous supervisory experience.

The Library Assistant I classification is funded at salary range 14 on the State Civil Service Salary Scale, at a beginning annual salary of $14,316.

The Cataloging Department has announced the availability of a full-time Clerk III position, Marking Supervisor, effective September 18. Responsibilities of this position include: 1) supervising the Marking Unit; 2) supervising the department's reception desk; 3) coordinating the use of student assistants in all units of the department. The State of Kansas requires that all applicants meet the following minimum qualifications: three years of office/clerical (or library) experience. College education may be substituted for the required experience at the rate of 28 semester hours for each year of experience.

Preferred Selection Criteria: Library experience and familiarity with the Dewey Decimal of LC classification numbers; accurate typing ability; ability to relate effectively with other people; ability to organize work effectively; ability to move book trucks.

The Clerk III classification is at salary range 10 on the State Civil Service Salary Scale, and has a beginning annual salary of $11,772.

Library staff interested in applying for the Clerk III and L.A. I position in Cataloging should contact Sherry Butter by 5:00 p.m. Wednesday, September 18th. Library staff interested in applying for the East Asian Library's L.A. I position should contact Sandy Gilliland by Friday, September 27, 1985.

Copies of position descriptions are on file in the Library Office for review.

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

PERSONNEL

Susan Hitchens has been appointed Music Librarian, effective October 1st. Susan earned her MLS in 1976 from the University of Pittsburgh. She has a Bachelor of Music Education degree (University of Denver, 1974), and a Master of Arts degree in music history (Eastern Illinois, 1975). Susan is currently employed as the University of Georgia's Music Librarian. Prior to this appointment she served as the Assistant Music Librarian at that same institution, and as an Audiovisual Librarian with the Kanawha County Public Library, Charleston, West Virginia.

Marilyn Clark is on leave through April, 1986, in Toronto, Ontario. Anyone wishing to correspond with her may write to her at the following address: Marilyn Clark; 273 Euclid Avenue; Toronto, Ontario M6J 2K1; CANADA. Her telephone number is on file in the Library Office for those who wish to call her.

S. Gilliland
STUDENT TIME CARDS

Student time cards for the pay period ending September 17, 1985 are due in the Administrative Office by 9:00 a.m., Monday, September 16. Copies of each month's earnings limit for regular, work-study, and foreign students were distributed recently. Please contact Sherry Butter if you did not receive a copy.

CLASSIFIED/UNCLASSIFIED TIME CARDS

Classified and unclassified time cards for the pay period ending September 17, 1985 are due in the Administrative Office no later than 9:00 a.m., Monday, September 16. Your cooperation in meeting this deadline is greatly appreciated.

S. Butter

ANNUAL BOOK SALE

The Libraries Annual Book Sale of unneeded duplicates will be held Thursday, September 26th from 9:30 a.m. until 3:30 p.m. in the Watson Courtyard. Rain day will be Friday, September 27th. The sale will be smaller this year, but we have some nice items.

S. Hamilton

KANSAGRAM

Attached to this issue of FYI is the State's Newsletter, the Kansagram for those who may not have received a copy earlier this month.

S. Gilliland

PARKING REGULATIONS

Attached to this issue of FYI is a memo from Robert Cobb, Executive Vice Chancellor, regarding the use of private vehicles for official business, and appeals to the Parking Board for blue permits with campus passes.

S. Gilliland

ASSISTANCE AVAILABLE

Any department or person within the library having routine work that can be done at the information desk (i.e., filing, stapling, sorting, stuffing envelopes) should contact Rebecca Stuhr-Rommereim in the Reference Department.

R. Stuhr-Rommereim

A STAR IS BORN

Evalyn Barger Gelhaus, Circulation Desk Supervisor, has two photographs in the new University Press of Kansas book, Natural Kansas, now available at the Oread Book Shop in the Kansas Union. She is naturally thrilled!

K. Simmons

FAREWELL

To all who have known and worked with me through the past 8 years, I would like to say (as did the dolphins just before the Earth was demolished by the Vogons) "So long, and thanks for all the fish!"

P. Shortridge

TO WHOM IT MAY CONCERN

Will whomever borrowed our green, flat-bed four-wheeled cart return it to us please. We need it desperately in the mailroom. Thank you.

B. Coburn
FYI
Some person (unknown) is sending superceded copies of the COM Cat to the State Library each month. Please refrain. They don't want a copy. Thank you, whoever you are.

C. Howard

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS
Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

Cancellation requests for hard copy subscriptions: 8/15/85
Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated. Gaele Gillespie/Asst. Serials Librarian
REPORT FROM THE
SECRETARY OF ADMINISTRATION

I wish to share with all State employees my report on personnel matters which was presented to the Interim Committee on Ways and Means on August 23, 1985.

On Comparable Worth
You will recall that at the beginning of the last session of the Legislature, Governor Carlin recommended an appropriation to upgrade secretarial salaries and that the proposal was rejected temporarily because the secretarial study did not incorporate clerks as well as secretaries in the upgrade plan. With that modification, Governor Carlin will again recommend an appropriation for this purpose. The plan is in the stage of formation by the Division of Personnel Services.

But it is appropriate to talk about it now, because we need to begin the dialogue about the goal to which this plan is directed. That goal is pay equity.

Traditionally, we have defined pay equity as “equal pay for equal work.” Allowing differences based on seniority and/or merit, we have assumed that one keypunch operator should be paid approximately the same as we paid other keypunch operators. This is internal pay equity. Then, because we have generally tried to keep salaries in state government similar to salaries for equivalent positions in the private sector, we have achieved a rough approximation of external as well as internal equity.

But the definition of pay equity as “equal pay for equal work” is no longer acceptable to many people, particularly women. For them, pay equity should be defined as “equal pay for work of comparable worth.” The argument is made that women are victims of discrimination, not simply because they have often been paid less than their male counterparts for equal work, but because female-dominated classes are usually paid less than male-dominated classes and paid less than what they should receive if different jobs were compared on the basis of training, responsibility, value to the organization, working conditions and other criteria. The argument is also made that because we tend to approximate the market through market surveys in setting salaries, we perpetuate a national pattern of discrimination against women.

In evaluating the merit of the comparable worth position, it is useful to begin by asking how these national patterns began in the first place. Drawing on my own memory, I suggest that during the decades before World War II, it was widely believed that a woman’s place was in the home, that the male head of the family was responsible for the family’s income, and that if women worked in jobs outside the family it was only because the family’s income needed to be augmented or because a woman chose not to be married or was unable to find a marriageable partner. Widely assumed was the idea that women were not likely to remain in the work force outside the home, that sooner or later most women would opt to leave a job in order to begin a family. When women did work outside the home, they gravitated to jobs males didn’t covet, teaching school, for example.

These myths die slowly, but die they will. The environment has changed dramatically and in ways which undermine traditional assumptions. There are almost as many women as men in the national work force. Increasingly, white as well as black women are the sole providers of families. Women have entered occupations and professions heretofore thought to be male preserves. And a social problem has emerged which may be best described as the feminization of the poor.

I believe the time has come for the State of Kansas to assume some leadership by decreasing the disparities in salaries between the female and male-dominated classes. Upgrading clerical and secretarial salaries is a step in that direction.

Though I am not yet confident that we can measure comparability of jobs in an objective way, we shouldn’t let our decisions founder on that difficulty.

In urging your support for the proposal the Governor will recommend, I hope it will not be viewed as a partisan initiative. Achieving greater equity is consistent with this State’s progressive tradition. Many Republicans were the architects of that tradition. Democrats and Republicans ought to join together in support of what I believe will be viewed as a fiscally realistic and a progressive move.

On Child Care
At a recent Sub-Cabinet meeting, I shared with colleagues an article which appeared in the business section of the New York Times which documents the efforts of major American corporations to assist their employees in identifying reliable and competent child care services. Corporations are moving to an active role in this respect, not to co-opt the government’s welfare role, but because the productivity of the increasingly large feminine work force is at stake.

We are in the process of identifying options in helping our own work force cope with the problem of child care services. It is premature to say more about this matter at this time, but you should know we have begun to think seriously about addressing this problem.

(Continued on page 4)
EMPLOYEE BENEFITS

- Maximum compensation is $100,000 for permanent total disability resulting from your employment, and $75,000 for permanent partial disability.
- Should the disability become permanent or total, a vocational rehabilitation program is available.
- If you die as a result of your employment, your family may receive benefits up to $100,000.

Unemployment Insurance
You could be eligible for temporary benefits for up to 26 weeks (sometimes this period can be extended) if these conditions are met:
- You lost your job through no fault of your own.
- You are able to work.
- You are available for work.
- Your insured wages in the base time period have been sufficient.

BENEFITS THE STATE OF KANSAS AGREES TO PROVIDE

Although the following employee benefits are authorized and funded through state laws, they are not otherwise required.

Kansas Public Employees Retirement System—KPERS
KPERS provides state employees with retirement benefits, life insurance, disability and insured death benefits.
- Retirement benefits are based on years of covered service, final average salary and certain percentages established by the Kansas Legislature. Retirement coverage under KPERS begins for qualified employees after one year of employment. Membership is mandatory. Age is not a barrier for membership. The state does not tax retirement benefits. Benefits are taxable by the Federal Government when the retirees' benefits exceed their own untaxed contributions. This is a savings for most employees. Retirement benefits are guaranteed after ten years of credited service or at age 65 so long as contributions remain with the retirement system. Members can retire at least by age 60 with a reduced benefit. There is no mandatory retirement age. Four payout options are available for many employees when they retire. There is no restriction on your post-retirement income and KPERS retirement benefits are not reduced by Social Security benefits. Employees who quit can have their contributions returned to them with interest if requested. There is a $1,500 death benefit payable to the beneficiary of a KPERS retiree.
- KPERS group and optional life insurance: Group life insurance is available to eligible employees on the first day of employment (except for employees age 59 or older at the time of employment). This costs the employee nothing. Optional life insurance is available up to a maximum of $100,000 at low group rates.
- Disability and insured death benefits are provided to eligible employees at no cost to them. Total and permanent disability benefits begin six months following the onset of the disability and the benefit is 60% of the members' annual salary rate offset by any employer paid benefits including Social Security. The minimum payment from KPERS will be $50 per month. Covered employees also have death benefits under KPERS of 100% of their yearly salary plus a return of their retirement contributions with interest. If a qualified employee's death is accidental and service connected, benefits are, in addition to other benefits, a lump sum payment of $50,000 and monthly benefits based on 50% of their salary to be paid to either the surviving spouse, children under 18, or dependent parents. Service connected benefits are subject to reductions for any workers' compensation benefits. The minimum service connected death benefit is $100 per month.

Health Insurance
(Medical, Hospital, and Dental Coverage)

There are two basic types of health insurance provided for state employees. One type is the kind where an insurance company pays claims as a
"third party" to physicians and health care facilities when you receive covered services. This type of health insurance is currently administered by Blue Cross and Blue Shield of Kansas and is offered statewide.

The other basic type of health insurance is provided by Health Maintenance Organizations (HMOs). At the present time, HMOs are located in limited geographic areas of the state and only employees who live in these service areas have the option of selecting health insurance with either Blue Cross and Blue Shield, or an HMO.

Medical, hospital, and dental coverage are available to all full-time and part-time employees (except temporary, emergency, intermittent, and student employees and those whose positions are less than 1,000 hours each year).

For the basic statewide health and dental insurance, the State of Kansas pays the full cost of single coverage for full-time employees, and 75% of cost of single coverage for part-time employees. Optional family premium coverage is paid by the employee. Members of some health maintenance organizations pay a small part of their single coverage.

**LEAVE BENEFITS**

Leave benefits permit state employees to be away from their job assignments when authorized. Approved leave can be either with or without pay:

- **Vacation leave** is earned at the rate of 12 to 21 days per year depending upon length of service.
- **Holiday leave** is granted for the eight legal holidays in Kansas. By statutory authority, the Governor may grant additional holidays each year. In 1985, a total of ten days off with full pay will be granted to state employees.
- **A discretionary day** has been authorized again in 1985 by Governor John Carlin.
- **Sick leave** provides protection for employees' income during times of illness. Sick leave is accumulated at the rate of eight hours per month with no limit to the number of days accumulated. Up to 40 hours of sick leave can be used annually for dependents' illnesses. Upon retirement, eligible employees will be paid for a portion of unused sick leave.
- **Funeral leave** is available when there is a death in the family.
- **Jury duty leave** recognizes the civic responsibility we all have as citizens and ensures no loss of pay while fulfilling this obligation.
- **Military leave** is available: without pay for classified employees inducted, drafted, or ordered to active duty; with pay to classified employees who, as members of the National Guard or the reserve, participate in annual training for up to 12 working days each year.
- **Leave without pay** may be granted if approved by the appointing authority of the employee's state agency.
- **Job injury leave**, new this year, provides employees who have a qualifying service connected injury to receive benefits equal to their regular salary. If Workers' Compensation is received, total benefits will be equal to a regular salary without use of vacation or sick leave.

**HEALTH INSURANCE AND COST CONTAINMENT**

Prior to 1984, cost containment provisions in the group health insurance program for state employees were modest in scope and only partially successful in combating rapidly rising health care costs. Premium rates had increased more than 20% per year. Survey figures published by Martin E. Segal Company reflected that the State of Kansas plan had the fifth most expensive health insurance program offered state employees nationwide, measured in terms of total monthly premiums per family.

Numerous events combined to make 1984 a major turning point in cost containment efforts for group health insurance. Significant contributions were made by Blue Cross-Blue Shield's Competitive Allowance and Preferred Provider Programs, Medicare's new prospective payment system, increased enrollment in Health Maintenance Organizations (HMOs), establishment of the Kansas State Employees Health Care Commission with its contract negotiating authority, active involvement of state employees in cost containment processes, and the adoption of a "comprehensive" health insurance plan with front-end deductibles and coinsurance features. These efforts generated a 10% rate reduction for the 1984-85 contract which provided funds for the new dental insurance plan, and caused further premium rate reductions through December 1986. Compared to the $139.71 out-of-pocket family premium charged in 1983-84, Blue Cross-Blue Shield medical coverage now costs $118.43 (a decrease of more than 15% in spite of inflation). This is indeed a turnaround which benefits employees and taxpayers alike.

In order to further reduce unnecessary expenditures without diminishing the quality of care provided, a pre-admission certification program called "CAP Plus" will be initiated effective January 1, 1986, for all non-obstetric and non-life threatening hospital admissions. This program will apply to all primary subscribers of Blue Cross-Blue Shield.

CAP Plus is focused on diverting would-be hospital admissions and in-patient days to less expensive medically appropriate alternatives. The most important aspects of this program are:

1. It confirms the need for hospital admissions, and
2. Assures the procedure is performed in the most cost effective setting.

Beginning September 1, 1985, a substantial educational process will take place with subscribers, hospitals, and providers. All primary Blue Cross-Blue Shield subscribers will be receiving a letter and brochure explaining the program the second week in September. A new Blue Cross-Blue Shield CAP Plus identification card will be issued during December 1985. This new special I.D. card will draw attention to the process and will include a toll-free telephone number as a direct line to the utilization review personnel. Please read the material explaining CAP Plus carefully. If the program is understood and the required procedures are followed, everyone can benefit by further reductions in health care costs.
REPORT FROM THE SECRETARY  
(Continued from page 1)  

On Performance Evaluation

During the last legislative session, a statute was amended to allow State agencies to modify the performance evaluation system to reduce the rating categories to three (satisfactory, unsatisfactory, and exceptional) and to eliminate unnecessary paperwork. Our initiative to achieve this result stemmed from employee complaints. I can report that a new form for performance evaluation was prepared by the Division of Personnel Services and has been sent to all State agencies. We will monitor the results.

On Probation

We are considering changing the regulation which limits the probation time to six months or one year if management requests the extension. No decision has been made to date.

My own view is that six months is a limit which is contrary to the interests of both employees and managers. A new employee has very little time and limited opportunity to demonstrate that he or she should be given permanent status. Managers are often reluctant to extend the probation period an additional six months because employees tend to view such extension as a negative reading when in fact the manager's uncertainty arises from inadequate opportunities to test the employee's skills, knowledge, and commitment to the public service. One year is a reasonable minimum length of time to earn permanent status. Talented employees should have no reason to object to such a change.

On Bumping

We are also reviewing our regulations which establish a bumping procedure.

Bumping refers to the ability of an employee who is scheduled for layoff to move into another employee's position; that employee is then laid off unless he or she is able to "bump" a third employee. Regulations adopted by the Department of Administration establish bumping procedures and limit the extent to which employees may bump other employees.

Under the current regulations, employees may bump into any lower class in their class series, or at agency discretion, into any other class in which the employee previously had permanent status. Bumping may occur throughout the agency, or if a "layoff group" has been designated, within the layoff group only. The layoff group is either a geographical area specified by the agency head or an organizational unit in which the head of the unit reports directly to the agency head, e.g., a division. Designation of the layoff group is subject to approval or modification by the Secretary of Administration.

While protection of established employees is a legitimate state interest, the current bumping procedure protects some employees at the expense of other employees and at the expense of the State's interest in providing efficient, effective services to the public. Excessive time and effort would be required in order to complete bumping procedures in a layoff of significant size.

The anxiety created by uncertainty as to who will be bumped seriously reduces employee productivity and disrupts agency operations before, during, and after the bumping process. One agency that used the current bumping process reports that employees who bumped into another position have developed performance problems; the procedures offer no guarantee that there will be an adequate match between the employee's interests, abilities, and background, and the new position. For these reasons, the bumping regulation should be reviewed.

The time to reexamine our bumping regulation is now. If we wait until financial exigencies require many layoffs, we will have no opportunity to avoid unfortunate and unintended consequences. Perhaps we shall decide to retain our present procedure. In any event, I wish to report that it is under review.

On the Rule of Five

Some time ago I asked the Division of Personnel Services to prepare a position paper on the "rule of five." I was motivated to do so by the argument frequently made that the rule of five severely limits the State's ability to achieve affirmative action goals by employing representatives of protected minority groups. It has been contended that an agency which underutilizes minorities has no opportunity to address that problem if no minority member is certified, that is, becomes one of the top five in the selection process.

I believed then as now that our examination process was too soft to permit us to be confident that those who achieved certification were in fact the top five. It was my disposition to propose that the rule of five be changed by law to the "rule of fifteen," but a pilot study by the Division of Personnel Services has indicated that such a change might not significantly enhance minority recruitment. Therefore, we are returning to the drawing board.

I am directing Susan Irza, the new Director of the Division of Personnel Services, to undertake a careful, objective review of our recruitment and certification process. We need to have greater confidence than we have at present that our screening of applicants is professionally competent.

If and when we are ready to propose a change in the law, I will report a recommendation to the Legislature.

On In-Service Education

Except for a very few agencies, in-service training or education has been a relatively neglected function in State Government. We have mandated and provided training for supervisors but on a limited scale. The Capitol Complex Center of KU has organized and sponsored an executive development seminar for top managers for several years and continues to provide microcomputer training sessions, but no one has yet developed a general in-service education for all State employees.

The strong commitment of leading American corporations to in-service education is an established fact. Obviously these corporations believe that the tangible and intangible benefits of these programs justify their investments.

The time has come for us to take in-service education off the back burner and give it the attention it deserves. The Department of Administration will be taking the lead in developing a stronger in-service education program. In due course, we will report our activities in this respect to the appropriate legislative committees.
Memorandum

To: Vice Chancellors, Deans, Directors, Chairpersons

From: Robert P. Cobb

Professor George J. Crawford, the chair of the Parking and Traffic Board, has called my attention to a recent concern of the Board, namely, the number of unclassified staff and classified staff appealing for blue permits with campus passes on the grounds that they need immediate access to their vehicle because of regular use on departmental or school business.

Normally, the University does not expect members of the secretarial staff to use their personal vehicles to carry out official business. Routine business can normally be conducted by a telephone or by campus mail; on those rare occasions for which the use of a vehicle may be necessary, the use of a departmental permit, a motor pool vehicle, or a call to Parking Services may be necessary.

To the best of my knowledge, the Parking and Traffic Board makes assignments of permits and campus passes on the basis of age, years of service, customary location, and responsibilities. Those responsibilities do not normally involve the on-going use of one's own vehicle.

I should appreciate very much your sharing this note with your colleagues.
Staff Committee - New Science Library

Minutes of the 8/26/85 Meeting

Present: S. Couch, B. Denton, S. Hawkins, R. Melton, J. Ranz, K. Sewell, A. Williams, N. Burich
Absent: S. Williams

The minutes of the 8/8/85 meeting were approved as amended.

Melton presented a report from the Sub-Committee on Applied Mathematics Journals (members: Couch, Denton, McDonough, Melton, & Ring). Information gathered by the committee included funding, estimated subscription cost, and indexing. The latter was most difficult to determine since titles were indexed in business, mathematics, applied mathematics, engineering, and scientific indexes. Guidelines used to compile the report recommending where journal titles should be located included: interdisciplinary materials would not be in a single-discipline library; if a title were to move, it would not be from one branch to another, but to a multi-disciplinary library (Watson or Science); the group did not single out specific titles but identified two call number sequences--QA and HA (some 310's are now in Math and would be re-classified into the HA's); they did not examine the question of splitting off Computer Science materials from the Math Library. The report was discussed at some length and returned to the Sub-Committee for further analysis.

Ranz and Williams reported on a recent meeting with the architects during which progress to date was reviewed. Subjects included: placement of the loading dock, elevators for the handicapped, and the main door. Plans now call for an elevator from the Hoch parking lot level down one floor to grade level, and from the south, a walkway to the base of the library with an elevator at Level 1 to rise to Level 3 and the main entrance. Ranz thought that the cost of this plan was a reasonable percentage of total construction costs. Another topic discussed concerned window treatments (ie. size and shape) on each level. Treatment would probably be modular and might be different on each level of the building.

The next meeting will be on September 11 at 1:30pm with Assistant Deans Hawkins and Howard to discuss public and technical service implications of whatever we do with the Applied Mathematics journals.
You are cordially invited to the opening of

Nantucket Sleighride

An exhibit on Whales and Whaling, at 3:30 pm
on Tuesday, September 17, 1985

Department of Special Collections
KENNETH SPENCER RESEARCH LIBRARY

This exhibit has been arranged to complement the Humanities Lecture
ELIZABETH SCHULTZ: "Moby Dick and Eye" to be given at 8 pm
in Woodruff Auditorium, Kansas Union

Sponsored by the Center for Humanistic Studies & the University Libraries
NEW PROGRAM ASSISTANT IN SCIENCE LIBRARY

Joan S. Ring has been hired as Program Assistant in the Science Library effective September 18th. Joan will be assisting with various tasks in the Library during the interim period in which Kathleen Neeley is serving as Acting Head of the Science Libraries, through June 17, 1986. Joan received her MLS from the University of Wisconsin-Madison in 1967. Prior to her appointment here at K.U., Joan served as Acquisitions-Catalog Librarian with the Stauffer Health Sciences Library, Stormont-Vail Regional Medical Center in Topeka. She has also held positions with the University of Wisconsin, as Acting Personnel Librarian, Instructor in the Department of Library Science, and Cataloger in the Medical School.

S. Gilliland

VOLUNTEER ASSISTANCE

Susan Craig has announced that Mrs. Julie Stough is providing volunteer assistance this Fall in the Art Library. Mrs. Stough will be assisting Susan with evaluating the collection, and various other duties. Her assistance is very much appreciated.

S. Gilliland

ASSISTANCE AVAILABLE

Any department or person within the library having routine work that can be done at the information desk (i.e., filing, stapling, sorting, stuffing envelopes) should contact Rebecca Stuhr-Rommereim in the Reference Department.

R. Stuhr-Rommereim

MICROFICHE CATALOG CLASS

One more class is planned for this fall: Tuesday, October 1st at 9:30 a.m., in the Catalog Department Conference Room. More classes can be held if needed. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Barb Gaeddert or Al Mauler in the Catalog Department (4-3038) if you or any of your students wish to attend.

B. Gaeddert

REPAIRS OF WATSON AND SPENCER LIBRARY ROOFS

The Kansas Board of Regents approved a total of $220,000 in FY86 for replacement of the roof on Spencer Research Library ($125,000) and repairs ($95,000) of the roof on Watson Library. However, don't throw away your plastic sheets frequently used to protect the books when it rains! Due to a shortage of drafting personnel in the Office of Facilities Planning, the snow may be melting in the Spring before work begins on the roof repairs!

N. Shawbaker

LIBRARY AWASH IN TERMINALS

The Library has received word from Brower Burchill that the Office of Academic Affairs will be purchasing 30 local systems terminals and all of the data base searching equipment which was recently requested. The total amount will be about $70,000.

C. Howard
ANNUAL BOOK SALE

The Libraries Annual Book Sale of unneeded duplicates will be held Thursday, Sept. 26th from 9:30 until 3:30 in the Watson Courtyard. Rainday will be Friday, the 27th. The sale will be smaller this year but we have some nice items. S. Hamilton

TO ALL LIBRARIANS REVIEWED BY LCPT

Please remember to vote on the Criteria for promotion, tenure and evaluation issue. Ballots are to be returned to Eleanor Symons in Reference by Sept. 27. S. Craig

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Your cooperation is appreciated. G. Gillespie

ATTACHMENTS

Attached to this week's FYI is a report from Sandy Mason, Special Collections, concerning the annual conference of the American Library Association.
To: LFA Professional Development Committee
From: A. Mason, Special Collections
Concerning: ALA report
Date: 18 August 1985

With the assistance of the travel funds dispensed by LFA CPDR I attended both the main annual conference of the American Library Association (5-9 July) and the pre-conference meeting (2-5 July) of the ACRL Rare Books and Manuscripts Section, both held in Chicago.

As usual, RBMS put together a useful and stimulating pre-conference (much more interesting and valuable than ALA proper); this year the major emphases were on taxes and appraisals, security, the auction world, and the libraries of Chicago. The stars of the show were the booksellers who talked on the history of auction rings (Arthur Freeman, the superstar as far as I was concerned) and appraisals (Ken Rendell), and Robert Combs (from the Art Institute) who presented the latest technology in security systems. The Newberry (where I renewed acquaintance with Jean Shepherd Donaldson, former receptionist in Special Collections in Spencer and presently head of Special Collections at the Newberry) showed off its newly remodeled and much enlarged building. The University of Chicago laid on a lengthy tour of Regenstein, the campus, and the new John Crerar Library as well as the John Crerar rare books in Regenstein Special Collections (which have inspired John Crerar T-shirts) and gave us a sumptuous, jazz-accompanied barbecue in one of the quadrangles. One of the particularly valuable events at RBMS was a dinner meeting of an informal History of Science group (put together by Ellen Wells of the Smithsonian Institution Library and me) which may well be the nucleus of a new subgroup of RBMS.

ALA proper began with a 3.5 hour marathon Strategic Planning session which I was obliged to attend as an ACRL director and which proved to be one of the least useful and most exasperating affairs I have met at ALA. Everything after that seemed remarkably cogent and utilitarian. The RBMS Standards Committee met three times, approving (assuming certain actions on the part of the MARC office) the final draft of Printing and Publishing Evidence, the thesaurus on which Joe Springer and I have been working, and considered drafts of thesauri of binding and illustration terms. RBMS Security worked on near final drafts of documents to assist librarians in planning how to deal with theft (1. Before, 2. After, 3. Legislation to help librarians deal with theft without being sued for false arrest) and named a subcommittee (I was lucky enough to be appointed chair of this) to draft a reporting form for the FBI to use in recording stolen books and manuscripts. Other RBMS committees worked on Ethics, Lending, Conservators Collations, Exhibition catalogue awards, the new Journal of Rare Book and Manuscript Librarianship, Literary rights, Transfers from the general stacks, and a number of other topics. I went to as many of these meetings as possible while attending the bodies of which I am a member: ACRL Board, ACRL Activity Sections Council, ALA/SAA Joint Committee on Library-Archives Relationships (working on tax deductions and on education for archivists), and RBMS Security Committee.

As usual it was a solidly busy time and as usual it was the people one met and talked with which made it most worthwhile. This time I found it particularly gratifying to see some Spencer alumni who have made it in the rare books business: Jean Shepherd Donaldson (already mentioned), Nora Quinlan (head of Special Collections at Colorado), and Phil Metzger (who cleaned our printing press years ago when he was a schoolboy and is now head of Special Collections at Lehigh).
*** DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS ***

CLASSIFIED VACANCIES

The Cataloging Department has announced the availability of two full-time Clerk III positions. Responsibilities of the first Clerk III position include: 1) Searching for cataloging records and processing books through OCLC; 2) inputting data into OCLC and/or the local online system; 3) proofing/producing automated cataloging records; 4) processing specialized types of library materials or records; 5) filing into the Libraries' catalogs; 6) supervising students; and 7) submitting statistical reports of books processed.

Responsibilities of the second Clerk III position include: 1) Searching for cataloging records and processing books through OCLC; 2) inputting data into OCLC and/or the local online system; 3) proofing/producing automated cataloging records; 4) processing specialized types of library materials or records; 5) filing into the Libraries' catalogs; 6) submitting statistical reports of books processed.

Preferred selection criteria for both positions are as follows: Prefer reading knowledge of one or more Western European languages; at least six months experience working closely with library records; accurate typing skills; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, and to work independently; prefer person willing to work a flexible schedule.

The State of Kansas requires all applicants for Clerk III positions to have the following qualifications: Three years of office or clerical experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience.

The Clerk III classification is funded at salary range 10 on the State civil service salary scale, at a beginning annual salary of $11,772.

Library staff interested in applying for these positions should contact Sherry Butter by 5:00 p.m. Wednesday, October 2nd. A copy of the position description is on file in the Library Office for review.

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

PERSONNEL

Martha Minor has been hired as Secretary I in the Kansas Collection, effective September 23rd, replacing Susan Walker.

Catherine Randall has promoted from her Clerk III position in Cataloging to a Library Assistant I position in that same department, effective September 23rd. Catherine is replacing Marcia Reeve.

S. Gilliland

$100,000 OPTIONAL GROUP LIFE INSURANCE

All permanent librarians and staff should have received from the Office of Staff Benefits, information concerning the open enrollment period for the Optional Group Life Insurance program, a term life insurance program now offering up to $100,000 coverage. If you are in need of this information, or have any questions regarding this insurance, call Sandy Gilliland in the Library Office (4-3601) or the Office of Staff Benefits, 4-4418. The Open Enrollment Period expires October 10, 1985. Late applications cannot be accepted.

S. Gilliland
WATSON WEATHER REPORT

Temperatures in some parts of Watson Library around 11:00 A.M., Wednesday, Sept. 25, 1985:

- 2½ Center Stacks: 68
- Serials: 73 (windows open)
- Acquisitions: 74
- Cataloging: 74 (windows open)
- 1 East Stacks: 75
- Reference Offices: 77 (windows can't open)
- Circulation: 78 (front door open)
- East Asian: 79
- Administrative Offices: 81

Anonymous

PAYROLL/STAFF BENEFITS

The University's Payroll and Staff Benefits Offices have asked us to request that our staff first inform the Administrative Office if they have problems regarding paychecks or staff benefits. If the problem cannot be resolved in the Administrative Office, either Sandy Gilliland or Sherry Butter will phone Payroll/Staff Benefits. Thank you for your cooperation.

S. Gilliland

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S. Craig

ATTENTION, ALL SUBJECT BIBLIOGRAPHERS

Authorization and payment for 1986 subscription renewals placed with several major vendors must begin soon. In fact, due to recent developments in publishers' policies regarding renewals, our subscription renewal lists/invoices are expected to arrive earlier than in previous years. Since the most preferred and expeditious method of handling cancellations is at the time that the renewal lists/invoices are being reviewed for processing, please submit IN WRITING any anticipated cancellation requests for serial subscriptions (hard copy and microform) to Gaele Gillespie by the following dates:

- Cancellation requests for hard copy subscriptions: 8/15/85
- Cancellation requests for microform subscriptions: 10/01/85

Your cooperation is appreciated.

G. Gillespie
DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS

PERSONNEL

Jean Skipp has announced her resignation effective October 17th. She began employment in February, 1982 as Assistant Curator of the Kansas Collection (Librarian I). Jean and her family will be moving to Pennsylvania. S. Gilliland

SEARCH COMMITTEE APPOINTMENTS

The following individuals have recently been appointed to search committees for vacant library positions:

Slavic Cataloger: Clint Howard, Chair; Gordon Anderson, George Jerkovich, Kermit Sewell, Lorraine Moore, Su Cunningham, and Sandy Gilliland

Copy Cataloging Librarian: Clint Howard, Chair; Lorraine Moore, Marianne Siegmund, Geri Slater, Sadie Bramble, and Sandy Gilliland

HRMS CONFIRMATION SHEETS

As a reminder, all library staff (librarians, classified staff, and student staff) should have received a HRMS Confirmation Sheet and a questionnaire from the Affirmative Action Office. Please review the information contained on the HRMS Confirmation Sheet, make any necessary corrections, and return the form to Sandy Gilliland or Sherry Butter by Wednesday, October 9th. The Affirmative Action questionnaire may be returned directly to that office. Thank you for your cooperation. S. Gilliland

UNCLASSIFIED VACANCY

PROJECT LEADER/CHIEF CATALOGER, Wilcox Collection Cataloging Project, a Department of Education Title II-C grant-funded project in the Kansas Collection. A full-time 12-month appointment available October 18th for one year with possibility of continuation for an additional two years. Duties: Responsible for the organization, training and supervision of a 7-person project team to provide AACR2 cataloging and OCLC input for approximately 1,800 serial titles from the Wilcox Collection of Contemporary Political Movements, a large and unique collection of U.S. extremist political literature. The project team will consist of two additional catalogers, one research assistant, and three part-time graduate assistants. Project Leader reports to the Curator of the Kansas Collection. Participates in original cataloging, and is responsible for meeting production goals within specified time limit. Also some participation in providing reference assistance to Kansas Collection patrons. Required Qualifications: ALA-accredited MLS; experience cataloging serials; recent training or experience with AACR2, LC subject headings, and OCLC; ability to organize and supervise cataloging projects. Preferred Qualifications: Successful supervisory experience; research library experience relevant to duties described above; background in the literature of American political movements. Salary: $18,500 - $20,500 dependent upon qualifications. Excellent benefits. Application Deadline: Applications must be received by October 15, 1985. To apply, submit letter of application, resume, transcripts, and names of three references to Sandy Gilliland, 502 Watson Library.

MINORITIES ARE ENCOURAGED TO APPLY

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

Student hourly time cards for the pay period ending October 17, 1985 are due in the Administrative Office Wednesday, October 16 by 9 a.m. S. Butter

STAFF TIME CARDS

Classified and Unclassified staff time cards for the pay period ending October 17, 1985 are due in the Administrative Office Wednesday, October 16 by 9 a.m. Your cooperation in meeting this deadline is greatly appreciated. S. Butter

BALLOT RESULTS

The results of the mail ballot on the proposed changes to the Libraries' criteria for promotion and tenure of librarians are:

- 36 ballots returned
- 34 approved the proposed changes
- 2 disapproved the proposed changes

Thanks to all who voted. The approved changes will be incorporated in the Libraries' Staff Handbook which is currently under revision. M. Roach

LFA MEETING

The Fall meeting of the LFA will be held in the conference room, 5th floor, Watson Library at 10 am Thursday, Oct. 10, 1985. Agenda items are as follows:

- Introduction of new members
- Results of the LCPT ballot on service and research
- Salary Committee presentation and motion on salary distribution ratios
- New science library building update
- Discussion of interest in a library-wide special program in Spring, 1986

Please plan to attend. C. Getchell/A. Williams

MICROFICHE CATALOG CLASSES

We have been asked to give a class in mid-November, and more classes can be held if necessary. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend. C. Getchell/A. Williams

ACQUISITIONS REVIEW AREA REORGANIZED

The review area in Acquisitions will be reorganized on Monday, October 7th. A memo will be sent to all subject bibliographers with a new floor plan and explanation of the new procedures. Lohrentz

MUSIC LIBRARY BOOK SALE

The Gorton Music Library will hold a sale of unneeded items from the collection on Wednesday, October 9, from 10:00 a.m. to 2:00 p.m. at 448 Murphy Hall. Sale items will include books, magazines, recordings, scores, and texts. M. Hawkins

ATTENTION STUDENTS

Approximately ten awards will be given to support undergraduate research. Each award will provide $200 in wages plus up to an additional $300 to defray expenses. Any Lawrence-campus undergraduate is eligible. Information and application materials can be obtained from the College Honors Program, Nunemaker Center, phone 864-4225. The deadline for completed applications is November 7, 1985. S. Butter
TO: Library Faculty Assembly Executive Committee

FROM: LeAnn Weller, Secretary

RE: Minutes of the August 30, 1985 meeting

Present: Brandt, Burich, Clason, Neugebauer, Weller, Williams; guest M. Roach

Absent: DiFilippo

Minutes of the August 23, 1985 meeting were approved as corrected.

The required October meeting of the Library Faculty Assembly was scheduled for Thursday, October 10, 1985 at 10:00 in the conference room at Watson Library.

Annie indicated she would run an announcement in FYI asking people with LFA business to contact Paulette DiFilippo or LeAnn Weller.

Mary Roach summarized the activities of the Committee on Promotion and Tenure regarding the document drafting the changes to the "service or research" sections of the Staff Handbook. The revision of paragraphs G.8(2) and G.8(4-5) has been distributed for final discussion and approval by the Committee members. The Committee on Promotion and Tenure will then submit the proposed changes to the Librarians I, II, and III. The ballot will go out around September 9 and be due back around Sept. 27. If the proposed changes are approved, they will be forwarded to the Dean. If the proposed changes are not approved, then alternative courses of action will be pursued. A majority is necessary for approval.

The next scheduled meeting of the Executive Committee will be Monday, September 30, 1985 at 10:00 in the Conference Room. Potential agenda topics are liability insurance and travel monies. In addition, the Salary Committee has requested that the Executive Committee discuss including in either the LFA Code or the charge to the committee a specific timetable for the distribution of the ballot on merit salary increase formulas.
Staff Committee - New Science Library

Minutes of the 9/11/95 Meeting


Absent: A. Williams

The meeting was called to discuss the report of the Sub-Committee on Applied Mathematics concerning the centralization of materials in the field of Applied Statistics. Melton (Chair) outlined the findings of the group and asked for questions and comments.

Hawkins asked whether the Sub-Committee had included monographs as well as journals in its deliberations. Melton said that only journals were considered for this report. Fauhl said that the materials transferred to Watson from the Math Library were journals only.

Ranz reported that the last two meetings of Vice Chancellor Tacha's committee on the fate of the Math Library had been postponed. He reported that this group is studying the costs of providing service and materials in settings ranging from a reading room to a full-service library.

A discussion followed questioning whether Applied Statistics materials now in Math in Dewey should be re-classified and whether HA materials in Math should be transferred to Watson now or during Phase I. Simmons reported that, whereas there would be no problem in housing journals in HA and QA in the Watson stacks, monographs would cause problems.

It was decided that: we will wait until we hear the recommendations of Tacha's committee before progressing further; the journals, beginning with the HA's could probably be transferred to Watson during the Winter 86 term; the reclassification and transfer of books would be contingent upon extra funding and staff needed to provide records for the NSL; and if materials are moved from Math to Watson, they will stay there until Phase II and will not move in Phase I. This plan is consistent with the overall aim of consolidating collections.
PERSONNEL

Anita Abel has announced her resignation effective October 18th. Anita, a full-time Clerk IV in the Library Administrative Office, began work in the Library in March of 1980. She has accepted an accounting position with the Center for Research, Inc. (CRINC).

June Reddick has joined the Library staff as an emergency Clerk III in the Library Office. She will assist with various secretarial and bookkeeping functions. June worked in the Library Office approximately four years ago in a similar position.

S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards for the pay period ending October 17, 1985 are due in the Administrative Office Wednesday, October 16 by 9 a.m.

S. Butter

STAFF TIME CARDS

Classified and unclassified staff time cards for the pay period ending October 17, 1985 are due in the Administrative Office Wednesday, October 16, by 9 a.m. Your cooperation in meeting this deadline is greatly appreciated.

S. Butter

FAREWELL

There will be a farewell reception for Jean Skipp on Tuesday, October 15, from 3:30 - 5:00 in the Spencer Library Lounge (first floor). Please stop by and say good-bye to Jean.

S. Williams

AND GOOD-BYE

There will be a farewell reception for Anita Abel on Friday, October 18, from 3:30 to 5 in the Library's Conference Rooms, 5th floor, Watson. Please stop by to wish Anita good-bye and good luck.

S. Butter

BELATED NOTICE

Rich Ring left Friday, September 27th to buy books and visit vendors in England, Holland, Germany, and Italy. He will return to work on Monday, October 28th.

N. Shawbaker

SMOKE TESTING OF THE SANITARY SEWER SYSTEMS

The Library Office has received word from the Dept. of Facilities Operations that the sanitary sewers on the main campus will be smoke tested during a two-week period. On Tuesday, October 15, 1985 between the hours of 8 a.m. and 6 p.m., they will be testing areas surrounding Watson Library. Ordinarily, smoke will not appear in the interior of the buildings; however, in some cases, such as where the drain traps are dry, it is possible for smoke to enter a building's interior. The smoke does not stain and is non-toxic. Though harmless, smoke appearing inside a building indicates potentially dangerous sewer gas access into the building and plumbing repairs may be needed. If you should sight or receive reports of smoke inside Watson Library, please inform the Library Office of the location. The report will then be forwarded to the Facilities Operations department.

S. Gilliland
CANDIDATES FOR PROMOTION AND TENURE

Library staff are invited to submit letters regarding qualifications of librarians who are scheduled for promotion and/or tenure review this year, for consideration by individuals involved in the review process. Librarians scheduled for tenure review are: Sandra Brandt (Librarian I) and Paulette DiFilippo (Librarian II). [Sandra Brandt will also be reviewed for promotion to Librarian II.] Librarians who have been nominated for promotion to Librarian III are: Kermit Sewell, Slavic Department; Nancy Burich, Regents Center Librarian; and Susan Craig, Art Librarian. Letters may be submitted to the Library Committee on Promotion and Tenure, in care of Sandy Gilliland, or directly to the appropriate supervisor. (Supervisors of the librarians scheduled for review are: Jim Neeley, for Sandra Brandt and Nancy Burich; Gordon Anderson for Kermit Sewell; Lorraine Moore for Paulette DiFilippo; and Mary Hawkins for Susan Craig.) Letters should be submitted by November 15th. LCPT will begin its review of promotion and tenure files on November 25th.

SEARCH COMMITTEE APPOINTMENTS--CORRECTION

Last week's FYI notice of recent search committee appointments failed to include Mary Roach as a member of the Copy Cataloging Librarian search committee.

COPYING SERVICES

In Copying Services there are now revised request forms. This form is for patrons as well as library departments. I would very much appreciate it if library departments would use this form when requesting copying to be done by the Copying Services Unit. Library departments should plan ahead as much as possible when requesting copying. Since our paying customers come first, and in the morning our deposit must be done, it is not always possible to do copying for departments without delay. I ask that departments try to avoid requesting rush order copying between 8 a.m. and 11 a.m., Monday through Friday. Please feel free to come by and pick up request forms at anytime. Thank you.

CLASSIFIED CONFERENCE BOARD MEETING

The Classified Conference Executive Board will meet on October 15th at 2:30 in the Administrative Conference Room A. Agenda items will include reports on the New Science Library and discussion of December elections for a new Board. Persons interested in running either for Group Representatives or for office, should begin to let the Group Representatives know. EVERYONE IS ENCOURAGED TO CONSIDER GETTING INVOLVED IN CLASSIFIED CONFERENCE!

STAFF LOUNGE

Connie Mills, night custodian supervisor, has graciously volunteered her services to clean the refrigerator in the Staff Lounge. Connie is willing to do this for us every Friday evening. It will be the staff's responsibility to mark and date food that should be saved or to remove it from the refrigerator altogether. Food which appears to be spoiled and/or abandoned will be discarded. Also, the Staff Lounge may be closed (i.e. locked) in the evening for approximately one hour around 10 p.m. for cleaning. If you have any questions regarding this matter, please call Al Mauler, Cataloging Dept., 864-3038.

FICHE CLASSES

There will be a class in mid-November for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please call Annie Williams (4-3038) if you or any of your students want to attend.
CONGRATULATIONS FOR BROMBERG

Nicolette Bromberg (Kansas Collection) currently has some of her photographic work on exhibit in two juried shows. Two of her platinum palladium photographs are included in a show entitled "The Urban Landscape" at the Mark Twain Bank in downtown Kansas City (11th and Baltimore). The show runs through October and will then travel to Joplin, Missouri. Another platinum palladium photograph has been selected for the Photo Metro 3rd Annual Show, which opens this week in San Francisco.

ATTENTION STUDENTS:

Watkins Memorial Hospital
Student Health Service
presents:

"MEASLES IMMUNIZATION CLINIC"

October 14-18
10 a.m.-2 p.m.
Wescoe Beach

Vaccine is given
free of charge
CLASSIFIED VACANCIES

As announced previously in FYI Special Flier dated October 16, 1985, the Library Administrative Office is recruiting for two full-time classified positions—Account Clerk II (replacing Patty Hobbs) and Clerk IV (replacing Sherry Butter). Please refer to the Special Flier for a more complete description of duties and qualifications, as well as application deadlines and procedures.  

S. Gilliland

ADMINISTRATIVE OFFICE POSITION VACANCIES/POSITION CHANGES

Sherry Butter will transfer from her Student Employment Coordinator position (Clerk IV) to Anita Abel's Clerk IV position effective November 18, 1985. In the interim, Sherry will continue to perform many of her student employment duties as well as duties from Anita's position. We have, as announced in last week's FYI, hired June Reddick on an emergency basis to provide assistance in the office until all positions are filled. The position vacated by Patty Hobbs and Sherry Butter's Clerk IV position have been advertised in a Special Flier and appear again in today's FYI. Due to the turnover in the Administrative Office, some requests for supplies, student employment, etc. may be slightly delayed. Please bear with us as we attempt to keep the work flowing, and fill our vacant positions. Thank you.  

S. Gilliland

TELEPHONE DIRECTORIES

The 1985-86 University Telephone Directories of Faculty, Staff and Students have been distributed to all library departments. If you notice any errors in the directory, please notify the Library Administrative Office.  

S. Gilliland

UNIVERSITY ARCHIVES FEATURED

The University Archives is featured in the October issue of Kansas Alumni Magazine, with information on the history, staff, and some of the interesting items in the Archives.  

M. Hawkins

HELP! HELP!

Sandy Mason plans to resign from the LFA Salary Committee as of October 25th. Volunteers are urgently needed for this opening. If you are interested in serving on this or any other LFA appointed committee, please call Annie Williams (4-3038) as soon as possible.  

LFA Executive Committee

NEW SCIENCE LIBRARY

There are currently two models of the new science library in conference room A, Watson Library, for staff to study. Live it up, folks!—but please remember that plans are still in flux.  

A. Williams

REMINDER TO CLASSIFIED EMPLOYEES

Don't forget to fill out and return the survey on working conditions to Mary Miller in Cataloging by Monday, October 21.  

Classified Conference

MARRIAGE ANNOUNCEMENT

Bayliss Harsh, Reserve Department, married Doug DuBois on October 12th, however there will be no change of name.  

B. Harsh
MICROFICHE CATALOG CLASSES

There will be a class on Thursday, November 14th at 1:30 p.m. for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend. C. Getchell/A. Williams

SMOKING QUESTIONNAIRE RESULTS

Recently a questionnaire was distributed to all Watson staff and students to solicit opinion regarding smoking in the Staff Lounge and office areas. Attached to this issue of FYI are the results of this questionnaire. Feel free to contact any member of the Smoking Committee if you have any questions or comments. Members of the Smoking Committee are: Rhonda Neugebauer, Carol Jeffries, and Sandy Gilliland. R. Neugebauer

SAFETY PROCEDURES UPDATE

Attached to this issue of FYI is an addendum to the Safety Procedures Manual identifying safety tips for walking safely, especially during periods of inclement weather. Each library department should have a copy of the University's Safety Procedures Manual available for staff consultation. Please include the attached addendum with the manual. S. Gilliland

LFA MEMBERSHIP LIST

Attached to this FYI is the most recent LFA membership list. LFA Executive Committee

REMINDER

Notices for inclusion in FYI are due in the Administrative Office by 3 p.m. Wednesdays.
LFA MEMBERSHIP
October 17, 1985

Librarian I
Aimee Algier
Gordon Anderson
Sandra Brandt
Janice Franklin
Rachel Miller
Joe Springer
Rebecca Stuhr-Rommereim
Ju-yen Teng
Mary Webb

Librarian II
Roger Anderson
Nancy Burich
Ruth Burnette
Susan Craig
Paulette DiFilippo
Barbara Gaeddert
Charles Getchell
E. Gaelle Gillespie
Susan Hitchens
Sally Hocker
Marion Klewer
Ken Lohrentz
Rosemary McDonough
Rob Melton
Kent Miller
Jim Neeley
Kathleen Neeley
Rich Ring
Mary Roach
Kermit Sewell
Marianne Siegmund
LeAnn Weller
Annie Williams
Sheryl Williams
Margaret Wilson
Meg Winchell

Librarian III
Gene Carvalho
Marilyn Clark (lv.9/85-5/86)
Barbara Clason
Earl Gates
James Helyar
Marion Howey
Ann Hyde
George Jerkovich
Ellen Johnson
Barbara Jones
Ned Kehde
Sandy Mason
Bill Mitchell
Lorraine Moore
John Nugent
Eleanor Symons

Unclassified Other
Linda Alexander*
Maria Alexander
Nicolette Bromberg
*Sandy Gilliland
Kathryn Hill
Karen Lee
John Miller
Rhonda Neugebauer
Roy Olausson*
Joan Ring (to 6/17/86)
Nancy Shawbaker

Deans
Mary Hawkins
Clint Howard
Jim Ranz

*Not on Libraries' budget
TO: Library Faculty Assembly Executive Committee  
FROM: LeAnn Weller, Secretary  
RE: Minutes of the September 30, 1985 meeting  
PRESENT: Brandt, Burich, Clason, DiFilippo, Neugebauer, Weller, Williams

Annie Williams distributed a new LFA membership list. Annie announced that Bill Mitchell had resigned from Libraries Committee on Promotion and Tenure. A person to serve in that position is being sought.

The Committee discussed the agenda items for the general meeting to be held at 10:00 on October 10, 1985. Agenda items are determined to be the following topics:

1) Introduction of new members.
2) LCPT ballot results and potential discussion of alternative action.
3) Salary Committee presentation of merit distribution scale plans.
5) Discussion of internest in an all-library special program in Spring 1986.

The Committee discussed the Salary Committee's request to include a timetable in either the charge to the Salary Committee or the LFA Code. The Executive Committee could see difficulties in both suggestions. To include the timetable in the charge would require the LFA Secretary to remember to do that each year. To include the timetable in the LFA Code would entail revising the Code and the Salary Committee could lose some flexibility. The Executive Committee agreed to seek additional input from the Salary Committee.

The Committee discussed the availability and use of travel money. At a later meeting the Committee would like to invite the chair of the Staff Development to summarize activities in this area.

The final item of discussion was the current situation regarding liability insurance on campus. The Committee decided to explore several aspects of this issue and seek additional information from both Libraries and campus sources. After information has been gathered, then a decision as to what action should be taken will be made.

The next meeting of the LFA Executive Committee will be Monday, October 14, 1985 at 10:00. Agenda item is liability insurance.
October 10, 1985

MEMORANDUM

To: University Directors, Vice Chancellors, Deans, Directors and Chairpersons
FROM: Classified Employee Safety Committee
SUBJECT: Addendum to Safety Procedures

On the reverse side of this memorandum, please find an addendum to the Safety Procedures Manual. The addendum, 2.1.5 Walking Safety and Recommended Footwear, is an important addition to the safety procedures.

In January, 1985, alone, there were 21 accidents caused by slips and falls. More than half of the accidents resulted in serious injuries, including six (6) fractures (the 1984 calendar year total was only three (3) fractures).

With the winter months approaching, it is important that this information be disseminated to all employees as soon as possible. The committee also suggests that you remind employees to be aware of weather forecasts and to prepare in advance if inclement weather is predicted.

Your assistance in this matter will be greatly appreciated. If you have any questions, please contact the Classified Employee Safety Committee, c/o Phil Rankin, Personnel Services, 109 Carruth O'Leary Hall, 864-4280.

cc: David Lewin
ADDENDUM TO 2.1, SAFETY PROCEDURES MANUAL

2.1.5 Walking Safety and Recommended Footware

Employees are continually moving about their respective work areas, walking to and from work and to and from campus buildings in the course of their work. When walking inside a building, employees should be aware of the possibility of hazards and spills. Avoid carrying objects that obscure vision. Use handrails when going up and down stairways, whenever possible. If work areas should be wet, clean up the spill as soon as possible. Wear appropriate non-skid footware if wet conditions exist frequently. Report hazards to your supervisor or remove them yourself, if possible.

If walking outside, again, use available handrails when using steps. Avoid carrying objects that obscure vision. Depending upon the time of year, be aware of the possibility of slippery conditions generated by snowfall, freezing rain, or wet surfaces. You should be particularly cautious when surfaces have thawed during the day or from use of salt and sand, then have refrozen as temperatures drop in the afternoon or evening.

Maintenance crews try to clear sidewalks, steps and drives as quickly as possible. Obviously, they cannot clear them all at the same time. Continuing snowfall or freezing rain, thawing and refreezing only compounds the problem.

Whenever possible, employees should be aware of weather conditions and wear footwear and clothing appropriate to existing or forecast conditions. If slippery conditions exist or are forecast to occur, avoid wearing leather and plastic soled shoes or high heels. Crepe or rubber soles usually provide a better grip on snow or ice.

It may become necessary to use an alternate route to take advantage of walkways and steps that have been cleared and treated. If conditions where you are walking are icy and hazardous, you may find safer footing by walking alongside the sidewalk where snow may not be as packed down or icy.

If you find steps or sidewalks that have not been cleared or treated within four hours of the end of snowfall or freezing rain, it is suggested that you contact Facilities Operations or the Housing Maintenance Department, whichever is appropriate, to report these conditions.
SMOKING QUESTIONNAIRE RESULTS

The smoking questionnaires have been tabulated. The opinions expressed therein reveal some interesting ideas for discussion among the library staff. Out of approximately 200 questionnaires mailed to the Watertown Library staff (student assistants and permanent employees alike), 116 were returned. Two tallies were taken, one for the opinions of smokers and non-smokers as a separate group, and one for the opinions of the entire staff combined. Overall the opinions of the smoking and non-smoking staff are as follows:

1) Of our respondents we have 19 smokers and 98 nonsmokers.

2) Smoking is permitted for some of us in our departments or work areas. 9 out of 112 are permitted to smoke in work areas outside the staff lounge.

3) Most people use the staff lounge (91 do so and 23 do not). Of the affirmative responses to the question of lounge use, 42 use it daily, 31 use it occasionally and 18 rarely use it.

4) The particular reasons cited for not using the staff lounge more are:

   A) Smoke, smell and cleanliness. The overwhelming majority of people who answered this question with more than a checkmark mentioned health factors as their reason for not using the lounge -- some justifications for this were allergies, burning eyes, sore throats, bronchial problems and other health problems, and concerns about sidestream smoke.

   B) Some staffers do not take breaks away from their work areas.

   C) Other reasons cited were: smallness, noisiness, location, darkness, full ashtrays, lack of privacy, lack of air flow and circulation.

All of the above responses express dissatisfaction with the staff lounge.

5) When asked the purpose of their use of the staff lounge, the breakdown was as follows: eating (60%), breaks (64%), meetings (12%), food preparation (26%), smoking (10%), and other: napping, reading the PULSA-financed newspaper.

6) When asked if smoke had ever been a bother to our staff lounge users, 64 answered yes and 38 answered no. An interesting note is that some smokers were bothered by smoke in the staff lounge. Yet this tally broke down mostly along smoker-non-smoker lines, the smokers generally not being bothered (13 were not bothered) and the nonsmokers being bothered (62 were bothered).

7) When queried about alternative policies suggested for the library staff lounge, it was generally agreed that there should be some change in the policy, less than 1/3 requesting no change to the present policy. 20 respondents want no smoking anywhere in the library; 26 do not want smoking in the staff lounge; and 49 checked that they would be interested in providing separate rooms for smokers and nonsmokers. 33 were interested in dividing the staff lounge into smoking and nonsmoking areas. The highest "vote-
COMMITTEE COMMENTS: Because stale smoke, full ashtrays and the resulting smells seem to be especially irritating to our respondents, the questionnaire committee recommends providing separate rooms for smokers and non-smokers, a cost-free alternative which takes into account the many health concerns of our respondents. A possible solution would be to have the smokers utilize the Reader's Lounge in the Concessions Area for smoking purposes. Although the overwhelming popular response was for improved ventilation in the lounge, given cost considerations, that may not be practical or possible. We have included here comments made on the questionnaires with the hope that clarification of the thoughts of smokers and non-smokers alike would promote friendly dialog and discussion among staff members on the issue.

STAFF COMMENTS:

I rarely eat lunch in the staff room. If I were eating regularly I would probably eat early and the smoke problem would be less. I have never noticed more than one smoker in the room when I have been there.

I have asthma and this makes it hard for me to breathe, especially during allergy season.

I feel very strongly about this issue because I do feel that having to breathe others' cigarette smoke is a definite health risk to non-smokers and this is being borne out by recent research. I think a very realistic plan would be to have smokers utilize the student lounge on floor one when they need to smoke. When they're through with their cigarette they can quickly walk over to the staff lounge to finish out their break and/or their lunch.

What bothers me most is stale cigarette butts, ashes, etc., NOT so much smoke.

I use it to get ice and to heat food in the microwave, otherwise I do not linger because the room stinks. Do not permit smoking anywhere in Watson Library -- it is a library, whose mission should be to preserve books (and not by smoking them)!

I do not like to eat when someone is smoking. Occasionally full ashtrays are left on the tables and ashes spilled. I would like to see no smoking permitted in the staff lounge, but it would not be fair to smokers since it is the staff lounge area.

There is a smoking room provided on 3rd floor. ALL smoking should be limited to this area.

I especially do not like to eat when someone is smoking. Occasionally full ashtrays are left on the tables and ashes spilled. I would like to see no smoking permitted in the staff lounge, but it would not be fair to smokers since it is the staff lounge area.

The air is bad there. It makes by asthma worse. It is not inviting on restless to go there -- the ventilation has been poor there ever since the room was opened. If there is not tobacco smoke, there is still a garbage smell. Sometimes I have had to leave the area completely to breathe properly again.

Smoking spoils my appetite, chokes me, smells bad, hurts my eyes and inhaling the smoke is bad for your health.
The staff lounge is depressing and too smoky. It needs windows. Smoke per se doesn’t bother me but it’s too smelly in the staff room. I don’t get worked up over smoking but that’s such a lousy staff room that smoking there only aggravates the situation. I don’t think it’s fair to totally denial smokers their breaks in the staff room and I don’t get worked up about their smoke affecting my lungs — there’s so much garbage in the air anyway.

It may be more a problem of stale air than smoke.

I have allergies aggravated by smoke. Also, I get headaches which are not useful to good work! Install air filterer?

No ventilation. I cannot stand the smoke. Also, the room is not kept clean by the users.

No air circulation in a very small area and I have allergies, especially to dust and smoke.

I’ve been bothered by the smoke only once or twice, but with the door open it’s not so bad.

No one is being rude necessarily, smoke and ashes are just bothersome.

Especially during lunch, but at other times also I have been disturbed by the odor of full ash trays on the tables. I don’t like the smoke during my break either. I’ve had to leave a few times because it was so bad. I don’t like having to be the one to voice the opinion against smoking. This could potentially result in bad relations with whoever it is I may have to ask not to smoke; someone who I may also have to be able to work effectively with or my supervisor, etc. I feel very strongly that something must be done to assure non-smokers rights without the non-smokers having to assume the brunt of potential repercussions (to confrontational).

If I had my choice, I would prefer not to breathe someone else’s smoke while I’m drinking a coke, as others would not want to while eating a meal.

Do not permit smoking anywhere in Watson Library. Make present public smoking lounge into an instruction classroom or group study area. There is no room to study in the library.

Cigarette smoke is very annoying to me. In that lounge if someone is not smoking but has been, the stale odor lingers on.

I am allergic to cigar and cigarette smoke. No one picks up after themselves — newspapers and magazines thrown on the tables and dirty dishes in sink and counter top.

I am allergic to cigarette smoke. I made a number of complaints about the smoke in the lounge when it first opened. Since nothing was done, I stopped using the lounge.

Burns my eyes, makes eating less pleasant.

The smoke irritates your eyes and nose, especially during hay fever season. Full ashtrays have the same effect.

I use it, but the stuffiness in there bothers me, and if someone’s smoking or been smoking, it is very unpleasant. The place badly needs more ventilation — even if no one smokes there.

Sometimes it’s crowded; always smokey.

To allow smoking only during non-meal times would be the same joke that non-smoking sections are in restaurants. Do you really think the wafting smoke knows the boundaries in sections and that the smoke magically evaporates when a non-smoker enters the room?

Smoke anywhere bothers me — but where else can smoking staff go?

Smoking in a library seems weird to me as it is a hazard (fire) and smoke will permeate the books. People working around books shouldn’t be handling things that will dirty the books, like food and smoke. If the smoking is confined to some fireproof area, it might be all right, but if the lounge is heavily used by smokers and non-smokers alike, there should be some place the non-smokers
could get away and still have lounge areas to use if they have time to lounge.

Filters or "smoke eater" ashtrays would be inexpensive and might help a lot.

I don't see the interdiction of smoking throughout the library as a compromise; it's more of a caveat. I have never been asked to leave the lounge by a non-smoker, but if I were I would (grudgingly) do so. Can it be that the non-smokers prefer to take their complaints straight to the top rather than risk their lives by speaking to us bestial smoking types? I would gladly swear never to smoke in the staff lounge if certain others would promise not to carry on their imbecile lunch-time conversations at top volume when I'm trying to read. I apologize for my bitter tone of these comments. May I now look forward to the banning of microwaved fish at lunch time?

Hostility directed around me when I smoke is unpleasant. Consequently, I only smoke there when it's raining outside, extremely cold, or certain time constraints. I personally object to certain library staff smoking pipes and cigars in open areas of the library. I would like to see a smoking room with adequate ventilation separate from non-smokers area, since smoke is not confined by no smoking signs in a space that is open and divided into smoking/non-smoking areas.

I feel the antipathy between smokers and non-smokers is unfortunate and at this point is so much on the side of the non-smokers that the non-smokers tend to make smokers the scapegoat of all the evils of the world, and take out all their grievances against them. There are some people whose very personalities or irritating voices are a threat to the mental health of others, but I like to see their rights to be in the same room, work in the same department, with other people be respected.

I'm allergic to smoke and if there are any people already smoking there or there is no place to eat away from the smoke, I go elsewhere. As one who is allergic to smoke inhalation, I often times remain silent about my disorder rather than cause others to feel unaccepted or scolded. However I can't help but wonder in the back of my head how anyone could be so inconsiderate as to not even ask those others present before lighting up. In my own home, where I take my refuge, there I assert myself and ask others to smoke outside. If nothing can be done about the staff room problem, perhaps folks could at least be made more aware of the stress they add in others' lives each time they proceed in polluting our mutual environment. Thanks for not being passive on this issue.
DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS

PERSONNEL

Ruth Hurst has been hired as the Marking Supervisor (Clerk III) in the Cataloging Department effective October 14th. Ruth previously worked for the Library from 1978 to 1984 in the Circulation Department. She is replacing Linda Evans.

Beverly Nightingale has been hired as the Administrative Office's Secretary/Receptionist (Secretary I) effective October 18th. Beverly will be responsible for general typing, FYI typing and distribution, scheduling meetings and conference rooms, travel (both in-state and out-of-state), and building maintenance calls. She is replacing Susie Dewey Albers.

Suzanne Perry has been hired as the Program Assistant in the Art Library effective November 18th. Suzanne will be responsible for serials maintenance, card and microfiche catalog maintenance, general patron assistance, and maintenance of the copy machine and change fund. She is replacing Peggy Shortridge. S. Gilliland

UKASE ANNOUNCEMENT

Staff members responsible for updating the UKASE Master List are requested to determine their needs for additional sublocations, e.g. /ANAL, /CSTAX, /BCHEM, and notify Kent Miller (4-3535) with any requests before Friday, November 8, 1985. In order to provide the UKASE Conversion programmers with a fixed list of locations for translation into the new online serials system locations, the UKASF location list will be frozen and no new sublocations permitted after the November UKASE update. We appreciate your cooperation in this matter. J. Hewitt

MICROFICHE CATALOG CLASSES

Although the class on Thursday, November 14th at 1:30 p.m. is full, there still is space in the class on Friday, November 22nd at 2:30 p.m. for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend. C.Getchell/A.Williams

ATTACHMENTS

Attached to this issue are minutes of October 7-Peer Review Committee Meeting, October 10-LFA open meeting, and October 14-LFA Executive Committee Meeting. B. Nightingale
TO: Library Faculty Assembly Executive Committee
FROM: LeAnn Weller, Secretary
RE: Minutes of the Library Faculty Assembly open meeting, Thursday, October 10, 1985, 10:00 a.m., Watson Library Conference Room

Annie Williams called the meeting to order. The Library Faculty Assembly membership list (10/10/85) was distributed.

The following new members of the LFA were introduced by their supervisors: Anne Algier, Susan Hitchens, Joan Ring, and Mary Webb.

Mary Roach announced the results of the ballot on "service and research" had been published in the FYI. There were 36 ballots returned; 34 for the revision and 2 opposed to the revision. The revision passed.

Sandy Mason presented a handout and a transparency describing the potential formulas for distribution of merit money. Kathleen Beecy moved and Ellen Johnson seconded that the Library Faculty Assembly membership categories C (emeritus members), D (unclassified others), and E (visiting library faculty) be excluded from voting on the ballot to determine the method (formula) of merit money distribution. Discussion began.

Several questions and concerns were raised regarding whether the unclassified others should vote on this ballot. One question expressed by several individuals was how had merit money been distributed to the unclassified others in the previous year. Dean Rams/Nancy Shawbaker replied that last year's merit salaries increases for the unclassified others had been determined by using the same formula that LFA had recommended to the Dean for the Librarian I-III merit money. It was unclear how the decision to apply that formula to the unclassified others had been reached. One concern was the growing number of unclassified others and the need to have a clear and fully understood procedure for the distribution of merit money to this group. A second concern was that allowing both Librarians I-III and the Unclassified Others to vote on this ballot would be unfair to both groups. The process of determining merit differs significantly. The Librarians I-III have peer review in the evaluation process. The evaluation process for the unclassified others does not include peer review. Rob Melton suggested that LFA Executive Committee pursue and investigate these issues thoroughly. The question was called and a vote taken. The motion passed with 20 for and 2 opposed.

Ellen Johnson requested the LFA Executive Committee to examine the current Librarian I-III ranks and consider recommending the establishment of a Librarian IV rank.

Annie distributed copies of the most current floor plan of the New Science Library. She summarized the progress made by the committees working on the plans.

Meeting adjourned.
SPECIAL ANNOUNCEMENT OF CLASSIFIED VACANCY

The Department of French & Italian has an immediate opening for a Language Translator Clerk. Requires 20 semester hours in foreign languages (or native fluency), and three years of experience in translating foreign languages, and general clerical and stenography work. Substitutions can be made. Starting salary $1,080 per month. Please submit transcripts. Apply, Personnel Services, 103 Carruth-O'Leary Hall. Application deadline 11-5-85. An AA/EOE

PERSONNEL

Margaret Little has announced her resignation effective January 3, 1986. Margaret began employment with the Library in March, 1979 as a Clerk III in the Serials Department. She later promoted to a Library Assistant I position in Circulation, and transferred to Cataloging. In May, 1982, Margaret promoted to her current Library Assistant II position in the Engineering Library. A vacancy announcement for the Engineering Library's L.A. II position will appear in a future issue of FYI.

VETERANS' DAY AND WINTER RECESS

Veterans' Day will be observed on Monday, November 11th. All classified staff are encouraged to take Veterans' Day as a holiday. However, some units may need to require certain classified staff to work on November 11th to fulfill regular responsibilities. It is suggested that classified staff work on Veterans' Day only where absolutely necessary. Classified staff who do work on the holiday will earn compensatory time at the rate of 1 1/2 hours for each hour worked, not to exceed 12 hours compensatory time.

Because Veterans' Day is a holiday that falls during a time when classes are in session, the holiday will not be observed by librarians and unclassified staff, as per University policy.

The University is planning to have a period of reduced activities on the Lawrence campus to facilitate energy conservation beginning Thursday, December 26th through Tuesday, December 31st. December 24 and 25, 1985 and January 1, 1986 are official State holidays. Additional information regarding the Library's specific schedule of hours during this period of reduced activity will be forthcoming in FYI.
RUSH BOOKS

Have Pity! You who put rush flags in books: rush books are handled first by students who do not know who S. Johnson or even B. Banks is. To really speed a book to its requestor, an ID number is best of all, but, at the very least, give us a full name.

Norma Bishop

MICROFICHE CATALOG CLASSES

There is still room for a few people in each class planned for November: November 14th at 1:30 p.m. and November 22nd at 2:30 p.m. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend.

C.Getchell/A.Williams
UNCLASSIFIED VACANCY

SLAVIC CATALOGER, (search extended), a full-time, tenure track appointment available ASAP after deadline. Responsible for original and copy cataloging of Slavic language (primarily Russian and South Slavic) monographs according to AACR2 and OCLC/MARC standards. Supervise student assistants (.5FTE) in processing OCLC records. Act as resource person in the Slavic area for other library staff and for library users in general. Maintain contact with the University's Slavic area studies and language and literature departments. Participate in the professional activities of the library and its cataloging and Slavic Departments. Required Qualifications: ALA-accredited MLS; graduate level or advanced undergraduate level study in the Slavic/East European area; knowledge of AACR2 and database cataloging (OCLC, RLIN, or WLN); good knowledge of Russian. Preferred Qualifications: M.A. degree or other advanced degree in Slavic language and literature or in the Slavic/East European area; good knowledge of a South Slavic language, preferably Serbian or Croatian; good knowledge of a Western European language, preferably German or French. Salary: $17,000 - $19,000 dependent upon qualifications. Excellent benefits. Applications received by December 2, 1985 will be given first consideration. Applications will be reviewed monthly thereafter until the position is filled. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of 3 references to Sandy Gilliland, 502 Watson Library.

CLASSIFIED VACANCY

Due to Margaret Little's resignation, effective January 3, 1986, the Engineering Library has announced the availability of a full-time Library Assistant II position. Responsibilities of this position include: 1) Oversee circulation operations; 2) supervise and train student assistants; 3) recruitment, scheduling, and payroll; 4) provide reference assistance to library users. The state of Kansas requires that all applicants for the Library Assistant II classification have the following minimum qualifications: 5 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with maximum substitution of 4 years.

Specific selection criteria include: Strongly Preferred: Demonstrated ability to interact effectively with library patrons and staff; successful supervisory experience. Preferred: Experience with circulation operations, preferably at K.U.; reference experience and working knowledge of reference sources; demonstrated ability to prioritize work and function independently; ability to maintain detailed and accurate records under pressure; knowledge of library resources and organization; willingness to work a flexible schedule; accurate typing ability.

The Library Assistant II classification is at salary range 18 on the Civil Service Salary Scale; the beginning monthly salary is $1449 ($17,388/annual).
CLASSIFIED VACANCY (continued)

Library staff interested in applying for this full-time vacancy should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, November 13th. A copy of the position description is on file in the Library Office for review.

MINORITIES ARE ENCOURAGED TO APPLY

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY

VETERAN STATUS, AGE, NATIONAL ORIGIN, OR ANCESTRY

S.Gilliland

PERSONNEL

Two new Clerk III's have been hired in the Cataloging Department: Norma Sconce, effective October 30th, and Janie Hawkins, effective November 11th. Norma was previously with the University of New Mexico Library Cataloging Department and is replacing Catherine Randall. Janie is transferring from the Pittsburg, Kansas SRS Office, and is replacing Kalpana Trivadi. S.Gilliland

NEW CLASSIFIED PERFORMANCE EVALUATION PROCEDURES--TRAINING SESSION

The University has implemented the State's new procedures for the evaluation of classified staff. The new procedures eliminate the DA229 (job standards form), and the DA228 (evaluation form) has been revised somewhat. In addition, the new procedures provide only three rating levels of performance: Exceptional, Standard, and Unsatisfactory.

In order to provide complete and thorough training to all library supervisors of classified staff, and provide information to interested classified staff members, the Library will offer training sessions, conducted by staff from the Department of Personnel Services, on the following dates:

   Friday, November 15, 10:30 a.m., Room 502 Watson, Conference Room A
   Thursday, November 21, 3:00 p.m., Room 502 Watson, Conference Room A

Library supervisors and classified staff are encouraged to attend one of these training sessions. If these dates are inconvenient, the Department of Personnel Services has scheduled two additional training sessions for University staff, on November 19th at 10:30 a.m., and November 22nd at 1:30 p.m., in Room 103 Carruth-O'Leary Hall.

Registration is required. Call the Library Office, 864-3601 to register for the sessions to be held in the Library; call the Personnel Department, 864-4942 to register for the sessions to be held in room 103 Carruth.

All participants are requested to bring a copy of a position description to the session. In addition, a packet of information will be delivered to each participant prior to the training sessions, and should also be brought to the session. Contact Sandy Gilliland if you have any questions. S.Gilliland
TIME CARD DEADLINES ANNOUNCED

Student time cards and classified/unclassified time cards for the pay period ending November 17th are due in the Administrative Office by 9:00 a.m. Wednesday, November 13th. Your cooperation in meeting this deadline is greatly appreciated.

S.Gilliland

RETIREMENT MEETINGS

The Office of Staff Benefits is sponsoring a one-day session on November 13, 1985 from 10:30 to 2:30 for the four companies now offering retirement programs to K.U. staff (Aetna, Lincoln National, Union Mutual, and TIAA/CREF). Attached to this issue of FYI is a letter from Millie Smith, Director of Staff Benefits, outlining the schedule. Registration is not required.

S.Gilliland

ELECTION OF LIBRARIAN III REPRESENTATIVE TO PROMOTION AND TENURE COMMITTEE

As a result of the recent election, Alexandra Mason becomes the new Librarian III representative on the Promotion and Tenure Committee. She takes the place of Bill Mitchell, who resigned from the Committee, and completes his unexpired term.

LeAnn Weller/Eleanor Symons

MICROFICHE CATALOG CLASSES

There is still room for a few people in each class planned for November: November 14th at 1:30 p.m. and November 22nd at 2:30 p.m. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend.

C.Getchell/A.Williams

PRESERVATION COMMITTEE SLIDE SHOWS

The Preservation Committee has received 2 slide shows for viewing by any interested staff:

BASIC CONSERVATION PROCEDURES: STORAGE AND HANDLING
(Univ. of Nebraska, 13 minutes)

HANDLING BOOKS IN GENERAL COLLECTIONS
/Library of Congress, 10 minutes)

We will have them for about a week. Since they arrived without advance notice just before the FYI deadline, we do not yet have a schedule set up, but hope to show them many times in the Cataloging Conference Room. Anyone who is interested in seeing one or both of these slide shows should contact Rachel Miller, SPLAT, 4-3351, for more information.

R.Miller

TRAVEL FUND REQUESTS DUE NOVEMBER 15

Applications for reimbursement of travel during January, February, and March 1986 are due November 15, 1986. Application forms are available from LeAnn Weller, Engineering Library (4-3866). REMINDER: Persons receiving travel funds are required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. The reports will be published in FYI.

LeAnnWeller
UP AND AWAY

Gene Carvalho will be away from the Library from November 11 – January 6, on a book-buying trip to Japan.

M.Hawkins

ATTACHMENTS

Attached to this issue is a letter concerning the session on the University retirement plans; minutes of the 10/23/85 New Science Library Staff Committee meeting; a report on the RBMS preconference and ALA Conference; a report on the IASA/IAML Annual Conference; minutes of the October 21, 1985 LFA Executive Committee meeting; a memorandum to LCPT concerning the meeting of August 26, 1985; and a memorandum to the LFA Executive Committee which is the Annual Report of the Executive Committee, 1985/85.

B.Nightingale
MEMORANDUM

TO: Librarians Committee on Promotion and Tenure
FROM: Lorraine Moore
RE: Meeting of August 22, 1985

Present: Mary Roach, President; Earl Gates; Bill Mitchell; Eleanor Smith; Rebecca Sturh-Kompera; Sally Hocker; Lorraine Moore; and Sue Ranz.

MINUTES
The minutes of the August 22 meeting were approved as corrected.

Liability Insurance
The committee asked Dean Ranz whether he had in the past recommended that members of the committee obtain liability insurance and whether, in light of the fact that the expense of obtaining insurance has greatly increased, there is any way to help members of the committee meet this expense. The dean said that the recommendation to obtain insurance has come from the university. He noted that the state is obligated by law to support individuals who are used for a decision properly arrived at in accordance with their professional duty. He said also that obtaining insurance is a problem not only for members of this committee but also for all supervisors and members of other committees such as Peer Review and Security Committees. The committee noted that this expense could cause the assembly to face problems in recruiting members for the committee. Since this problem is not one which affects the Library alone, the committee decided to raise the question at the upcoming open meeting of LFA.

Revision of Handbook
In regard to the changes in the wording of our statements regarding the criteria for evaluation and promotion and tenure the dean reiterated that changes are required by Academic Affairs, but that he prefers that the changes be adopted by LFA. He stated that he needs to have the changes sent to Academic Affairs before the committee begins its deliberations this year. If new wording has not been adopted by LFA by that time, the dean must necessarily submit an interim document complying with University regulations. The committee decided to redraft the suggested revision, particularly to make clear the substitution of professional activities for teaching and the emphasis of those activities over service and research. Mary agreed to contact the LFA Executive Committee so that the new wording can be voted on by the librarians.

Staff Committee - New Science Library
Minutes of the 10/23/85 Meeting.
Present: S. Couch, B. Denton, S. Hawkins, R. Helton, J. Ranz, K. Sewell, A. Williams, S. Williams, R. Burich

Amie Williams began the meeting with a discussion of a letter received from Susan Craig. In the letter, she voiced several concerns about needs peculiar to architecture materials. It was decided that our planning so far would not preclude adoption of any of her suggestions. When planning becomes relevant to these concerns, both she and other bibliographers will be contacted for input. Williams will write a letter to Craig thanking her for her concern and interest.

Couch stated her concerns about noise travelling between the third and fourth floors of the N.G. as it does now between levels four and five of Watson. Ranz said that the architects are aware of the problem and he thought that they would respond to our concerns, perhaps through the use of glass walls or other sound barriers. Ranz said that the balcony concept will permit inexpensive future expansion of levels two and four by flooring over the open bays. In addition, if the eleventh floor is extended above the fourth floor, there may be room for storage under the roof.

Ranz had no news concerning the Math Library question. Reports have been made to University administrative personnel, and we wait their decision on the matter.

Denton explained schematic drawings (on acetate) of the third and fourth floors of the building with service units, permanent walls, furniture, and equipment in place. These drawings were a cooperative effort of many science library staff members. A discussion followed her presentation and suggestions and comments were offered. Copies of these drawings will be made for Ranz to share with the architects.

70: Library Faculty Assembly Executive Committee

FROM: LeAnn Veller, Secretary
RE: Minutes of the October 21, 1985 meeting.

Present: Brandt, Burich, Clason, DiFilippo, Neugebauer, Veller, Williams

The minutes of the October 14, 1985 meeting were approved as corrected. The minutes of the LFA general meeting of October 10, 1985 were also approved as corrected. The minutes of the Peer Review Committee were forwarded for publication in the PFI.

The ballot for the Committee on Promotion and Tenure vacancy has been distributed. A call for volunteers to serve in the vacant position on the Salary Committee was put in the PFI.

Rhonda read a rough draft of a letter that she will be sending to the unclassified others. Discussion of the various issues confronting the unclassified others is to be continued at the next meeting.

Paulette summarized the first meeting of the Senate Library Committee.

The next meeting will be Monday, November 4, 1985. Agenda items are the vacancy on the Salary Committee, unclassified others, and the librarian IV rank.
Dear Colleague:

The University Staff Benefits Office has arranged for a one-day session on November 13, 1985 from 10:30 am to 2:30 pm for the four companies now offering the University retirement plans. Aetna Life Insurance Company, Lincoln National Pension Insurance Company, Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF) and Unionmutual Life Insurance Company will present their retirement investment programs in open house format. Rooms have been reserved in the Kansas Union:

- Aetna Life Insurance Company: International Room Level 5
- Lincoln National Pension Ins. Co.: Governors Room Level 4
- TIAA-CREF: Regionalist Room Level 5
- Unionmutual Life Insurance: Oread Room Level 5

Please plan on attending those sessions in which you are interested.

Prior to these sessions, the Office of Staff Benefits has scheduled two introductory meetings; one on November 6 from 10:00 to 11:00 am and one on November 12 from 1:30 to 2:30 pm in 102 Carruth-O’Leary. After a brief introduction, we will show the video tape "Your Future, Your Choice". We also want to address any questions you may have about your retirement plan. If you have not seen the video tape or if you have questions about the optional plan, please plan to attend one of these sessions.

If you have any questions about the meetings, please call the Office of Staff Benefits (913-864-4418).

Sincerely yours,

Millie Smith, Director
Staff Benefits

MS/se
I spent July 2-9 in Chicago attending the preconference of the Rare Books and Manuscripts Section of ACRL and the ALA annual conference. I am grateful for the subsidy allocated by the Staff Development Committee which helped towards registration costs for the conferences.

This year's RBMS preconference had "Changing Concepts of Value and Rarity" as the theme. Though the topic is one of considerable importance to special collections, it proved to be a difficult one to work with in a conference setting. Speakers seemed to find it easier to talk about great collecting coups performed by institutions or individual collectors in the past than to discuss ways in which the current popularity of collecting anything and everything affects what we as librarians add to our collections, in what manner we do so, at what cost, and for what purpose. Organizational difficulties also seemed to set this year's preconference a notch below others I have attended.

On the brighter side, there were several talks and seminars which presented worthwhile information. Of note: a talk by a dealer and appraiser of manuscripts and a seminar on renovation of special collections facilities. The manuscript dealer discussed problems he encountered and methods he used in appraising a warehouse of railroad company archives in Minnesota. His description pointed not so much the way to arriving at a monetary value for sale or insurance, but to ways to assess and document the research value of such a collection. The seminar on renovation of special collections facilities, though slightly outside the conference theme, was quite helpful. A panel of veteran renovators gave details of their experiences and offered suggestions on everything from water pipes to fundraising to public relations with readers (and other library departments) temporarily inconvenienced by renovation work.

During ALA I felt myself to be a prisoner of RBMS Standards Committee work. In addition to attending the scheduled meetings of the committee, I revised the draft of the preface for the thesauri of terms for printing and publishing evidence so the committee could give publication approval to the thesauri. I also spent considerable time outside meetings consulting with other committee members who are preparing a thesaurus of terms describing illustration techniques and graphic materials. All this impeded one of my goals—going to some meetings outside RBMS. (I did make it to one RTSD meeting on library/binder relations.) As a member of a new ad hoc committee on conservators' collations (RBMS), I attended that meeting. The committee is gathering information on methods used by conservators to record the original physical make-up of books which they take apart for extensive conservation treatment. Among other meetings I attended the most interesting was the discussion group on MARC cataloging for special collections materials. There we heard a variety of reports, including one on the "Oxford" project to redesign (and, we hope, improve) OCLC and another on minimal-level cataloging of rare book materials at the Library of Congress.

--Joe Springer

INTERNATIONAL ASSOCIATION OF SOUND ARCHIVES
INTERNATIONAL MUSIC LIBRARY ASSOCIATION
ANNUAL CONFERENCE, EAST BERLIN, DDR
SEPTEMBER 7 - 17, 1985 --Ellen Johnson

The IASA/IAML Annual Conference drew over 300 librarians and archivists from over 30 countries representing music and sound collections in universities, national radio broadcasting systems, national television broadcasting corporations, ethnomusicalogical archives, opera houses, conservatories, museums and private foundations. A joint board and cross membership makes for a productive and lively conference. For example, the Copyright Committee of which I am the secretary serves both organizations. There are eight members on the committee, two are lawyers and each represents a different country, but all have an active interest in the effect of copyright laws on their own collections and on libraries internationally.

My paper on exchanging sound recordings between libraries for the benefit of teaching and research was well received and will be published in the IASA PHONOGRAPHIC BULLETIN along with a paper proposing the writing of a model copyright law by Pekka Gronow, lawyer from the Finnish Institute for Recorded Sound, comments by Helen Harrison, executive secretary and media librarian of England's Open University, on the need for the IASA to formulate and publish a set of guidelines, a draft of the guidelines which I wrote following the discussion at the open session, and a questionnaire. I will include suggestions from responses to the questionnaire in the next draft which will be presented in March 1986 to FIAT, an international organization of radio and television broadcasting corporations.

We were proudly escorted to performances of three operas, "Semiramis" by Rossini, "The Birth, Life and Death of Corret Rolke" a world premier based on Goethe's poem by Mattheau, and "Ariadne auf Naxos" by R. Strauss. We heard the Berlin Symphony Orchestra and an organ concert in Leipzig's new hall opened this fall. We visited St. Thomas Church, Bach's home base, and saw the famous Schubert archives. The Berliner Staatsbibliothek was covered with scaffolding so we met in the new Berliner Stadtbibliothek.

I bring back the benefits of living and working with librarians from major collections from all over the world, but also great memories of Germany, a country which is celebrating the 400th anniversary of Schütz' birth and the 300th anniversary of Bach's and Handel's births.
REPORT ON RBMS PRECONFERENCE AND ALA CONFERENCE

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SEPTEMBER 7 - 17, 1985

The IASA/IMLA Annual Conference drew over 300 librarians and archivists from over 30 countries representing music and sound collections in universities, national radio broadcasting systems, national television broadcasting corporations, ethnomusicological archives, opera houses, conservatories, museums and private foundations. A joint board and cross membership makes for a productive and lively conference. For example, the Copyright Committee of which I am the secretary serves both organizations. There are eight members on the committee, two are lawyers and each represents a different country, but all have an active interest in the effect of copyright laws on their own collections and on libraries internationally.

My paper on exchanging sound recordings between libraries for the benefit of teaching and research was well received and will be published in the IASA PHONOGRAPHIC BULLETIN along with a paper proposing the writing of a model copyright law by Pekka Gronow, lawyer from the Finnish Institute for Recorded Sound, comments by Helen Harrison, executive secretary and media librarian of England's Open University, on the need for the IASA to formulate and publish a set of guidelines, a draft of the guidelines which I wrote following the discussion at the open session, and a questionnaire. I will include suggestions from responses to the questionnaire in the next draft which will be presented in March 1986 to FIAT, an international organization of radio and television broadcasting corporations.

We were proudly escorted to performances of three operas, "Semiramis" by Rossini, "The Birth, Life and Death of Cornet Reifke" a world premiere based on Goethe's poem by Mattheau, and "Ariadne auf Naxos" by R. Strauss. We heard the Berlin Symphony Orchestra and an organ concert in Leipzig's new hall opened this fall. We visited St. Thomas Church, Bach's home base, and saw the famous Schubert archives. The Berliner Staatsbibliothek was covered with scaffolding so we met in the new Berliner Stadtbibliothek.

I bring back the benefits of living and working with librarians from major collections from all over the world, but also great memories of Germany, a country which is celebrating the 400th anniversary of Schütz' birth and the 300th anniversary of Bach's and Handel's births.
To: LFA Members

FROM: Library Committee on Promotion and Tenure

DATE: Oct. 17, 1984

SUBJECT: Proposed code revision to the LFA Code, Section 2.2.3 - Committee on Promotion and Tenure

Current Code, Section 2.2.3

Para. 1
The Committee on Promotion and Tenure shall review annually, and recommend revisions of as necessary, the criteria established by the University Libraries in accordance with guidelines accepted by the University of Kansas for granting promotion, tenure, and sabbatical leave for librarians. It shall consider and make recommendations to the Dean of Libraries regarding promotion, tenure, non-reappointment, and sabbatical leave. Leave and make recommendations in accordance with the guidelines accepted by the University of Kansas for granting promotions, tenure and sabbatical leaves for librarians. Its recommendations, together with the recommendations of the Dean of Libraries, shall be forwarded to the Office of Academic Affairs for consideration by the University Committee on Promotion and Tenure. It shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of dossiers for librarians under consideration for promotion and tenure and shall present its recommendations to the Library Faculty Assembly for approval.

Proposed Code, Section 2.2.3

Para. 1 (rev. of existing Para. 1)
The Committee on Promotion and Tenure is the committee required by Faculty Senate Rules and Regulations 6.1.1. It shall review the qualifications and performance of all members of the Library Faculty who are to be considered for promotion, award of tenure, non-reappointment, or sabbatical leave and make recommendations in accordance with the guidelines accepted by the University of Kansas for granting promotions, tenure and sabbatical leaves for librarians. Its recommendations, together with those of the Dean of Libraries, shall be forwarded to the Office of Academic Affairs for consideration by the University Committee on Promotion and Tenure. It shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of dossiers for librarians under consideration for promotion and/or tenure and shall present its recommendations to the Library Faculty Assembly for approval.

Para. 2
The Committee on Promotion and Tenure shall be composed of eight members. Members of the Library Faculty Assembly eligible to vote (see Article I, L.1.1) shall elect four librarians from rank III, two librarians from rank II, and one librarian from rank I— all to be elected by members of the Library Faculty Assembly eligible to vote (see L.1.1 supra) and the Dean of the Libraries who shall serve ex officio without vote. No librarian who is scheduled for promotion or tenure review may stand for election or serve on the committee during the year in which they will be reviewed. The personnel officer shall serve as ex officio without vote. The committee shall select its own presiding officer who shall preside at all meetings.

Para. 3
The elected members of the committee shall serve two years with overlapping terms to provide continuity. Members may not succeed themselves without one year intervening. The committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except in which the vote is specifically denied. All members shall meet and vote in cases involving a request for sabbatical leave. In cases involving recommendations for promotion and tenure at least four qualified members shall vote in the following manner: for promotion only, those members of the committee with tenure shall vote.

Para. 2 (rev. of existing Para. 2)
The Committee on Promotion and Tenure shall be composed of eight members: four librarians from rank III, two librarians from rank II, and one librarian from rank I—all to be elected by members of the Library Faculty Assembly eligible to vote (see L.1.1 supra) and the Dean of the Libraries who shall serve ex officio without vote. No librarian who is scheduled for promotion or tenure review may stand for election or serve on the Committee during the year in which he or she will be reviewed for promotion, tenure or non-reappointment. The first meeting of the Committee each year shall be called by the Library Faculty Assembly Executive Committee no later than the first week of September; the first order of business shall be to select a presiding officer and a recording secretary.

Para. 3 (rev. of existing Para. 3)
The elected members of the committee shall serve two years with overlapping terms to provide continuity. Members may not succeed themselves without one year intervening. The committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except in which the vote is specifically denied. All members shall meet and vote in cases involving a request for sabbatical leave. In cases involving recommendations for promotion and tenure at least four qualified members shall vote in the following manner: for promotion only, those members of the committee with tenure shall vote.
Para. 4
Should the composition of the Committee on Promotion and Tenure include fewer than four library faculty members qualified to vote in an individual case, qualified librarians having the next highest number of votes in the last committee election shall be added to the committee as necessary to make up the vote.

Para. 4 (no change)
Should the composition of the Committee on Promotion and Tenure include fewer than four library faculty members qualified to vote in an individual case, qualified librarians having the next highest number of votes in the last committee election shall be added to the committee as necessary to make up the vote.

Para. 5 (new paragraph inserted)
The Committee shall promptly notify each candidate in writing of its recommendation regarding promotion or tenure. In the case of a negative recommendation on promotion the candidate shall also be notified that the dossier will be forwarded to the UCPT only if he or she specifically so requests in writing. In case of non-award of tenure all dossiers will be routinely forwarded. Questions to LCPT regarding its recommendation must be directed to the Committee within one week of the notification of the recommendation. Formal appeal procedures in such matters are set out in Faculty Senate Rules & Regulations 6.4.

Para. 6 (rev. of existing Para. 5)
The deliberations on individual cases involving non-reappointment, tenure, promotion, and sabbatical leave shall be held in strict confidence; discussion of such cases by Committee members shall be restricted to meetings of the Committee formally convened for the purpose.
**DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS**

**PERSONNEL**

Donna Koepp has been appointed as Map Library Head effective November 25th. She is currently a Collections Specialist in the Government Publications and Maps division of Denver Public Library. Donna received a B.S. in Secondary Education from the University of Colorado, and earned her M.A. in Librarianship from the University of Denver in 1974. She is currently a graduate student in Geography at the University of Colorado. Donna replaces Rick Embers, Library Associate in the Map Library since 1982. Rick's resignation is effective November 17th.

S. Gilliland

**TUITION ASSISTANCE DEADLINE ANNOUNCED**

Applications for Tuition Assistance for the Spring 1986 semester are due in the Executive Vice Chancellor's Office, 231 Strong Hall, by 5:00 p.m. Friday, December 6. Members of the University staff who are employed on a full-time basis and who have been employed full-time for at least one year are eligible to apply. If awarded, Tuition Assistance will pay for books and tuition for one course. Additional information about this program may be obtained from Sandy Gilliland, or the Executive Vice Chancellor's Office, 4-4904. An application form is attached to this issue of FYI.

S. Gilliland

**DECEMBER 1st PAYCHECK DISTRIBUTION**

Due to the Thanksgiving Holiday, paychecks for December 1st will be issued after 3:00 p.m. on Wednesday, November 27th.

S. Gilliland

**CLASSIFIED PERFORMANCE EVALUATION TRAINING SESSION**

As a reminder, two training sessions are being offered to library supervisors and classified staff on Friday, November 15th at 10:30 a.m. and Thursday, November 21st at 3:00 p.m. in Conference Room A, fifth level of Watson Library. Library supervisors and classified staff are encouraged to attend one of these training sessions. If these dates are inconvenient, the Department of Personnel Services has scheduled two additional training sessions for University staff, on November 19th at 10:30 a.m. and November 22nd at 1:30 p.m. in room 103 Carruth-O'Leary Hall. To register, call the Library Office, 4-3601, or the Personnel Department, 4-4942. All participants are requested to bring a copy of a position description to the session. In addition, a packet of information will be delivered to each participant prior to the training sessions, and should also be brought to the session. Contact Sandy Gilliland if you have any questions.

S. Gilliland
KANS-A-GRAM

Attached to this issue of FYI is a copy of the November issue of the Kans-a-Gram, a State employee newsletter.

S. Gilliland

EXEMPTION FROM WITHHOLDING FOR 1986

For those students and staff who claim exemption from withholding, Federal law required that a new W-4 form be filed to continue this status for 1986. In order to affect the January 1, 1986 payroll warrant, a W-4 form must be submitted to the Library Office prior to December 10th. W-4 forms are due in the University's Payroll Office on December 10th, and if forms are not received by that date, the employee's tax status will be changed to "Single" and "0" exemptions per Federal regulations. W-4 forms will be available from the Library within the next several days.

S. Gilliland

LFA SALARY COMMITTEE, ETC.

Gordon Anderson has been appointed to the Salary Committee. A revised list of this year's LFA committees with their officers, is attached.

LFA Executive Committee

MICROFICHE CATALOG CLASSES

There is still room for a few people in each class planned for November: November 14th at 1:30 p.m. and November 22nd at 2:30 p.m. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students wish to attend.

Unless there are requests for another class this semester, the next class will be held in late January or early February, soon after spring semester begins.

C. Getchell/A. Williams

TRAVEL FUND REQUESTS DUE NOVEMBER 15.

Applications for reimbursement of travel during January, February, and March 1986 are due November 15, 1986. Application forms are available from LeAnn Weller, Engineering Library (4-3866). REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee a brief written report summarizing the meeting attended. The reports will be published in FYI.

LeAnn Weller

CALENDAR REFILLS

It's that time of the year again! Please call or drop a note to Sherry Butter in the Administration Office by Monday, Dec. 2nd, if you need a calendar refill. Be sure to specify type and size. Thank you.

S. Butter
MESSAGE TO ALL STATE EMPLOYEES

I am taking this opportunity to inform you I have directed a comprehensive review be made of our Kansas personnel system. I am anticipating this review will spawn discussions from interested people in both the public and private sectors. At the conclusion of this review, the results will be available.

Obviously, you have an important interest in this review, and in an effort to keep all State employees informed, the list of questions being raised in this review are published in this issue of the KANSAGRAM. You are invited to respond to these questions with written comments and send them to: Susan Irza, Director of the Division of Personnel Services, Room 129-South, State Office Building, Topeka, Kansas 66612.

JOHN CARLIN
GOVERNOR

STATUE OF LIBERTY

Across the nation, many Americans are contributing to the restoration of the Statue of Liberty for her 100th birthday. Because of the resources required to restore this important symbol of our nation, the contribution of each individual is significant.

During the month of February, Kansas State Employees who wish to join this effort will have an opportunity to participate in the Statue of Liberty Centennial Campaign. Details accompanying your February paycheck will tell how you can help restore the Statue of Liberty so her light will continue to shine brightly for another 100 years.
EMPLOYEE BENEFIT ISSUES

Compensation:
1. How do State salaries compare with those in other mid-western states?
2. How do State salaries compare with those in the private sector in Kansas?
3. Is the State’s compensation system internally equitable?
4. Should differences in compensation between male- and female-dominated classes be addressed? If so, how? What changes or next steps would be advisable?

Retirement System:
1. How do retirement benefits for State employees in Kansas compare with those in other mid-western states?
2. How do State benefits compare with those in the private sector in Kansas?
3. Are State benefits too generous, adequate or inadequate?
4. Are there any incentives to early retirement in the State system? Should there be?

Health Insurance:
1. How do State health insurance benefits compare with those in other mid-western states?
2. How do State health insurance benefits compare with those in the private sector in Kansas?
3. By what means, if any, can the State Health Care Commission stabilize or reduce the cost of the health insurance program?
4. By what means, if any, can the State reduce the cost of coverage for dependents in the health insurance program?

Vacation Leave:
1. How do State vacation leave policies compare with those in other mid-western states?
2. How do State vacation leave policies compare with those in the private sector in Kansas?
3. Should the State’s vacation leave policies be changed in any way?

Sick Leave:
1. How do State sick leave policies compare with those in other mid-western states?
2. How do State sick leave policies compare with those in the private sector in Kansas?
3. Can the costs to the State for sick leave policies be reduced? If so, how? Would such changes be advisable?

Disability:
1. How do State disability benefits compare with those in other mid-western states?
2. How do State disability benefits compare with those in the private sector in Kansas?
3. Should State disability benefits be integrated with sick leave benefits? If so, what would be advisable?

Emergency Leave:
1. How do State emergency leave benefits compare with those in other mid-western states?
2. How do State emergency leave benefits compare with those in the private sector in Kansas?
3. How should the State deal with emergency benefits?

Maternity/Paternity Leave:
1. How do State maternity/paternity leave benefits compare with those in other mid-western states?
2. How do State maternity/paternity leave benefits compare with those in the private sector in Kansas?
3. Should current State policy be changed in any way?

Flexible Benefits:
1. Do other mid-western states offer employees a flexible benefits program? If so, what is included in those benefit programs?
2. Do private sector employers in Kansas offer employees a flexible benefits program? If so, what is included in those benefit programs?
3. Should the State have a flexible benefits program? If so, what should be included in it?

Deferred Compensation:
1. Do other mid-western states offer deferred compensation programs to employees? If so, what alternatives are available to employees?
2. Do private sector employers in Kansas offer deferred compensation programs to employees? If so, what alternatives are available to employees?
3. Should the State deferred compensation program be changed? If so, what changes would be advisable?

Employee/Training:
1. How do State in-service training programs compare with those in other mid-western states?
2. How do State in-service training programs compare with those of major private sector employers in Kansas?
3. What in-service training programs are provided by the Division of Personnel Services? How many State agencies take advantage of them?
4. Is there a clear conceptual structure for statewide and agency in-service education programs?
5. Should State in-service education programs be enriched? If so, how? What changes would be advisable?
6. What are the respective roles of the Division of Personnel Services and the State agencies in the area of in-service training?
7. Is the purpose of training employees to benefit the State as an employer or to benefit the employee?

Probationary Period:
1. How do State policies for probationary periods compare with those in other mid-western states?
2. How do State policies for probationary periods compare with those in the private sector in Kansas?
3. Should the probationary period for State employees be changed? If so, why? What would be advisable?
4. Should the probationary period be the same for all State employees? If so, why?

Length of Service:
1. How do other mid-western states deal with length of service issues?
2. How do employers in the private sector of Kansas deal with length of service issues?
3. Should length of service be a factor in recognition or compensation in State service?
PERSONNEL MANAGEMENT ISSUES

Position Classification:
1. How many classes are there in position classification systems used by mid-western states?
2. Are there too few, enough or too many classes in the State's classification system?
3. Is there a logic in the State system to determine which positions should be classified and which should be unclassified? Is there uniformity in State agencies with respect to classified or unclassified positions? If not, should there be? If so, what changes would be advisable?
4. Do existing minimum qualifications tend to create overly restrictive barriers? If so, what changes would be advisable? Do existing minimum qualifications adequately identify qualified applicants for generic, broad classes? If not, what changes would be advisable?

Mobility:
1. How do State turnover rates compare with turnover rates in other mid-western states?
2. How do State turnover rates compare with turnover rates in the private sector in Kansas?
3. How many State employees moved laterally in the State service in a five-year period?
4. How many State employees were promoted in the State service during the same five-year period?
5. How many State employees left the State service during the same five-year period? What are the principal reasons employees leave the State service?
6. Should the State adopt a position regarding filling positions internally or externally? What are the costs and what are the benefits? Is a policy directive desirable in this area?
7. What steps could be taken to increase employee recognition of promotional opportunities?
8. Do adequate mechanisms exist for identifying and developing employees with potential for promotion into more responsible positions? If not, what changes would be advisable?
9. Should the State encourage mobility of persons from the private sector into the public sector? If so, how? What changes in State policies would be advisable?
10. Is the time involved between a vacancy occurring and its being filled reasonable? Are there ways to reduce that time? What are they? Are they advisable?

Personnel Management Operations:
1. Are there inadequacies in the method by which job openings in State service are made known to the appropriate labor markets and the general public? If so, what are they? Would changes be advisable? If so, what are they?
2. Are there inadequacies in the process of evaluating qualifications of applicants for State positions? If so, what are they? Would changes be advisable? If so, what are they?
3. How confident is the State that the top five certified on an eligible list are the best qualified? How can the confidence level be enhanced?
4. What problems are there with existing layoff procedures? How should they be remedied?
5. What is the appropriate balance of responsibility and authority between agency personnel offices and the Division of Personnel Services?
6. Is there comparability of benefits among employees of the State regents' institutions, the unified judicial system, unclassified and classified employees? If not, should there be? Are any changes advisable?

Job Security:
1. Are the grounds and procedures for dismissal of a classified employee clear and generally understood? If not, what changes would be advisable?
2. Is the State performance evaluation process adequate? If not, what changes would be advisable?

Productivity:
1. How do the methods the State uses to measure the productivity of its employees compare with those in other mid-western states?
2. How do the methods the State uses to measure the productivity of its employees compare with those in the private sector in Kansas?
3. Does the State make effective use of productivity measures and rewards for employees? If not, why? What changes, if any, would be advisable?

Communication:
1. Are there inadequacies in the method by which State personnel policies and benefits are communicated to present and potential State employees? If so, what are they? What changes would be advisable?
2. Are there inadequacies in communicating with employees about (a) the purposes, benefits and limitations of a “merit system” and related policies and procedures and (b) the significance and role of public service in our form of government? If so, how could communication in these two areas be enhanced?

Human Resources Forecasting:
1. How do other mid-western states deal with forecasting human resource needs?
2. How do private sector employers in the State of Kansas deal with forecasting human resource needs?
3. Would forecasting human resource needs be advisable for Kansas? If so, what procedures, personnel and equipment would be advisable?

Pay Periods:
1. Currently there are a number of different pay periods used in the State system—monthly, semi-monthly, bi-weekly. Would it be advisable to have only one for all State employees? If so, what changes would be advisable?
The September issue of KANSAGRAM contained preliminary information about the precertification program called CAPplus. As a continuation of that article and to further explain the program, the following questions and answers have been prepared.

PREADMISSION CERTIFICATION:

Q: Why is CAPplus, preadmission certification, being required for State of Kansas employees?
A: This process is being implemented in an effort to assure maximum allowable benefits in the most appropriate setting. Emphasis is being placed on involving the employee in the decision process.

Q: How was preadmission certification selected for implementation within the State of Kansas employee group?
A: The Kansas Employee Healthcare Commission requested bids through a request for proposal. Several organizations submitted bids to conduct preadmission certification and Blue Cross and Blue Shield of Kansas was selected as the successful bidder.

Q: What services require preadmission certification?
A: This program deals primarily with elective admissions. Only admissions to hospitals for inpatient care which are not obstetric or emergency in nature require certification. Services provided in the emergency room of a hospital, ambulatory surgery center, hospital outpatient department or physician’s office do not require any approval.

Q: What is an emergency or life threatening admission?
A: Because of the diversity of situations which can occur, Blue Cross and Blue Shield will rely on the professional judgement of your physician to determine the urgency of your admission.

Q: If I become ill or am injured in the middle of the night and my physician indicates that I should be admitted to the hospital, how will I obtain approval?
A: If in your physician’s judgement, immediate hospitalization is required, Blue Cross and Blue Shield will consider this an emergency admission and, as such, exempt from the certification process.

Q: When does the preadmission certification requirement take effect?
A: Hospital admissions which occur on or after January 1, 1986, need preadmission certification.

Q: I have heard that Blue Cross and Blue Shield will be using non-medical personnel to determine if an admission certification request should be denied.
A: This is totally incorrect. Only physician consultants will be given the authority to deny a certification request.

Q: How long will it take Blue Cross and Blue Shield to complete the certification process?
A: Many of the requested certifications can be approved during the initial telephone contact. Those requests which cannot be approved immediately will be forwarded to physician consultants. This process should never require in excess of 24 hours to complete.

Q: Doesn’t 24 hours seem to be excessive in completing this process?
A: Because these are primarily planned elective admissions, 24 hours appears to be reasonable, especially when the admission may be occurring 1 to 2 weeks in the future.

Q: If I am admitted to the hospital for appendicitis and my admission is approved, what will happen if it is found that I have a different medical problem?
A: Once an admission is approved by Blue Cross and Blue Shield the admission will not be subsequently made the responsibility of the subscriber.

Q: What happens if I do not obtain approval of an elective hospital admission?
A: Blue Cross and Blue Shield is required to inform the Kansas Healthcare Commission. Furthermore, your services will be reviewed prior to payment in order to determine the medical necessity of inpatient hospital care. If your services are determined to be medically unnecessary and your services were provided by a physician and hospital contracting with Blue Cross and Blue Shield of Kansas, you will incur no additional financial responsibility. The only time the subscriber, who selects a contracting provider, is financially responsible is when they are notified in advance and in writing by the hospital or physician that services are medically unnecessary. Therefore, your greatest degree of financial protection will be obtained by utilizing providers who contract with Blue Cross and Blue Shield of Kansas.

FOR ADDITIONAL INFORMATION, CALL THE KANSAS TOLL FREE NUMBER: 1-800-332-0307. OUTSIDE THE STATE OF KANSAS OR IN THE TOPEKA AREA, CALL 1-913-234-0495. The BC/BS staff is also available to meet with state employee groups upon request.
TUITION ASSISTANCE PROGRAM
APPLICATION

NAME______________________________________________________ SOCIAL SECURITY # __________________

ADDRESS________________________________________________ PHONE________________________________________

EMPLOYMENT:

Position Title________________________________ Campus Phone __________________

K.U. Department or Unit________________________________________

Date of appointment to present position____________________________________

Years full time at KU________________________________ Total years for state________

Classified________ Unclassified________

EDUCATION:

Highest level of education completed:
High School (or GED)_____ College 1 2 3 4 Graduate 1 2 3

Please list degrees completed________________________________________

Are you currently enrolled in a degree program?________________________

What degree are you seeking?________________________________________

When did you begin work on that degree?______________________________

Please give your most recent cumulative GPA*________________________

*To be eligible for tuition assistance, you need to have achieved a C (2.0) for undergraduate programs and a B (3.0) for graduate programs.

COURSE:

Please provide the following information about the course you would like to take under KSA 75-5519. Be as specific as possible.

For which semester do you plan to enroll?______________________________

Department, Number, and Name of Course________________________________ Credit Hours________

At which campus?__________________________________________________

Estimated cost of tuition________________________ Books & supplies____________

Other expenses or fees__________________________________________

(over)
I wish to apply to take this course as:

___ Priority I: Education or training required by the department, division, or other unit as a condition of employment, to provide skills or knowledge necessary for the current job.

___ Priority II: Education or training which may increase employee potential and usefulness to the University.

I have ____ have not ____ received tuition assistance under KSA 75-5519.

Semester(s) received__________________________________________

I agree to furnish a grade report or certification upon completion of course work.

________________________________
Applicant

I endorse this request.

________________________________
Supervisor

Please be sure that you have:

1. Completed each question in this application, signed this application, and asked your supervisor to sign it.

2. Attached transcript(s) or updates of transcripts for all college work you have done.

3. Attached a brief statement explaining how you anticipate this educational experience will benefit you and how it will benefit the University.

4. Attached a short letter of support from your supervisor.

Please submit to:

Tuition Assistance Committee
Office of the Executive Vice Chancellor
231 Strong Hall
Campus

Application deadlines are: Fall, last week in July; Spring, first week in December; Summer, last week in April.
Library Faculty Assembly Committees for 1985-1986

**LFA ELECTED COMMITTEES**

**LFA EXECUTIVE COMMITTEE**
Annie Williams, President, 85-86.
Paulette DiFilippo, Vice President/President-elect, 85-87.
LeAnn Weller, Secretary, 85-86
Sandra Brandt, LII, 85-86.
Nancy Burich, LII, 85-86.
Barbara Clason, LIII, 85-86.
Rhonda Neugebauer, Uncl. Other, 85-86.

**LIBRARIANS’ COMMITTEE ON PROMOTION AND TENURE**
Mary Roach, LII, 84-86, chair.
Lorraine Moore, LIII, 85-87, secretary.
Rebecca Stuhr-Rommereim, LI, 85-87.
Sally Hocker, LII, 84-86.
Gene Carvalho, LIII, 85-87 [on lv from committee assignment 85/86]
Earl Gates, LIII, 84-86.
Sandy Mason, LIII, 84-86.
Eleanor Symons, LIII [acting committee assignment 85/86]

**PEER REVIEW**
Paulette DiFilippo, at large, 84-86, chair.
Barbara Jones, LIII, 84-86, secretary.
Rachel Miller, LI, 85-87.
Gaele Gillespie, LII, 85-87.
Charles Getchell, at large, 84-86.

**LFA APPOINTED COMMITTEES**

**BUDGET AND PLANNING**
Ken Lohrentz, 84-86, chair.
Barb Gaeddert, 85-87, secretary.
Janice Franklin, 85-87.
Rich Ring, 84-86.
Kermit Sewell, 85-87.
Sue Hewitt, classified rep
Kendall Simmons, classified rep

**SALARY**
Gordon Anderson, 84-86, chair.
Rob Melton, 85-87, secretary.
Kathleen Neeley, 84-86.

**NOMINATING AND BALLOT**
Eleanor Symons, 85-86, chair.
Susan Craig, 85-86, secretary.
Ellen Johnson, 85-86.

**STAFF DEVELOPMENT**
Bayliss Harsh, classified rep, 85-86, chair.
Roger Anderson, 85-87, secretary.
Barbara Clason, 84-86.
Nancy Shawbaker, 85-87.
LeAnn Weller, 84-86.

rev 11/11/85
DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS ***

PERSONNEL

John Mark Lambertson has joined the Library staff as Manuscript Specialist (Program Assistant) in the Kansas Collection, effective November 11th. John Mark received his B.A. degree in American Political History from Ottawa University in 1978, and is a graduate student in American History, at K.U.

S. Gilliland

W-4 FORMS HAVE ARRIVED

Students who want to claim exempt from withholding for calendar year 1986 must re-submit a W-4 form, now available in the Administrative Office. Forms must be in the Library Office no later than December 9th. Contact Sandy Gilliland if you have any questions.

S. Gilliland

LFA SALARY BALLOT

Votes have been tallied, and a reproduction of the ballot, with exact figures, is attached.

LFA Executive Committee

MICROFICHE CATALOG CLASS

Probably a few more people could be squeezed into the class on Friday, Nov. 22nd at 2:30 p.m. in the Cataloging Dept. conference room. These classes are for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams in the Cataloging Dept. (4-3038) if you or any of your students wish to attend.

Unless there are requests for another class this semester, the next class will be held in late January or early February, soon after spring semester begins.

C. Getchell/A. Williams

CLASSIFIED CONFERENCE

Gov. Carlin will be on campus to talk to faculty and staff about the budget on Nov. 21. Dick Mann urges all classified personnel who are able to attend to do so. He will be at Woodruff Auditorium in the Union at 4:00 p.m.

Also, on Dec. 10, at 4:00 p.m., in 3139 Wescoe, Sandy Duncan will be speaking about the classified pay plan.

R. Crank
MORE CLASSIFIED CONFERENCE

Nominations are being sought for officers and group reps in the Classified Conference Executive Board. Also, there is room for two classified people on the Staff Committee-New Science Library. Elections for these positions will be held in December. Please let your current group rep know if you're interested in running for office, or willing to be nominated. Nominations are due by Dec. 6, and ballots will be distributed shortly thereafter. Group Reps should send their collected nominations to Marianne Reed in the Circulation Department.

R. Crank

SIGNS

The Administrative Office recently hired a student to make signs for Watson and the branch libraries. The student's name is Matt Meyers and he will be picking up sign requests from Sherry Butter. Anyone needing a sign made should fill out a special supply request form and give it to Sherry Butter. Please allow 7 to 10 days for your work to be completed. S. Butter

CALENDAR REFILLS

It's that time of the year again! Please call or drop a note to Sherry Butter in the Administration Office by Monday, Dec. 2nd, if you need a calendar refill. Be sure to specify type and size. Thank you. S. Butter

ATTACHMENTS

Attached to this issue is the Oct. 10, 1985 minutes to the Conservation Preservation and Management Committee meeting, Sandra Brandt's report on the Interlibrary Loan Workshop, LeAnn Weller's report on the ALA Annual Conference, minutes of the Nov. 4, 1985 LFA Executive Committee Meeting, minutes to the Oct. 31, 1985 Conservation Preservation and Management Committee Meeting, and Meg Winchell's report on the annual convention of the American Association for the Advancement of Slavic Studies.
Conservation Preservation and Management Committee

October 10, 1985

Present: Rachel Miller, Bill Mitchell, Lance Tomlin, Rebecca Stuhr-Rommereim, Gaele Gillespie, Kendall Simmons, Susan Craig.

Also present: Kent Miller, Clint Howard

Bill has made arrangements for 5 bookhandling filmstrips to come at the earliest, in one month. The filmstrips will be coming from Yale, Nebraska, Newberry, Harvard, and the Library of Congress. The Library of Congress film strip is the most recent. All films were ordered from the Preservation Office at the Library of Congress. This is provided as a public service and the films are loaned free of charge.

Rebecca and Susan are preparing a letter to be sent to branches and departments which will include a list of the disaster preparedness materials discussed in the last meeting. Recipients of the letter will be asked to note which of the items they might like, and what else they think they might need in the case of a disaster.

Rachel reported that she has been looking into public awareness materials (bookmarks, handouts, signs) and thinking about how we might approach the problem of poorly controlled temperature and humidity in the library. She also brought up the matter of housekeeping in the stacks. Kendall reported that Housekeeping provides 1 custodian for Watson stacks, who is also responsible for several other buildings. Three or four nighttime custodians attend to the rest of the library. Staff and public areas get more attention than the stacks. Requests for attention to particular areas can be transmitted to the Administrative Office, where they are recorded in a notebook that is checked by Housekeeping staff. Gaele asked whether the Food&Drink Committee is still active. Kendall replied that it is, but at the moment it is waiting to see how the extra help provided by the Union affects the problem.

Rachel also mentioned that she has been looking into needs for additional preservation-related supplies or equipment. Members of the committee suggested several items.

Kent Miller was invited to discuss binding matters. In preparing the Binding budget estimates are collected from the public service units about their binding needs. For the last two or three years, funding has been provided based on an estimate of what kinds of things will be bound, i.e., monographs or serials. Of a total sum for binding costs of 150,000 dollars, 116,000 dollars is based on the estimate from the public service areas (including Periodicals). The 34,000 dollars left over is set aside for the binding of monographs in Watson stacks. The cost per book for monograph binding is about 3 dollars a unit (for about 10,000 units). Recently we have increased the number of clam shells that we have been ordering. These run about 12 or 14 dollars a piece. We also now have Herzberg add tattle tape to each book they bind. This adds 20 cents to the cost of binding each book. The above two conditions reduce the amount of funds available for monographic binding.

There are no special allocations for repairs. Sarah Tubby has handled between 4,000 to 5,000 books (repairs) a years.

New system of the Marking Unit in Cataloging sending new books that fit
certain criteria for binding means that now new books are going to bindery at a rate of 3:1 over the old stack books.

The question of whether bibliographers have some role in binding situations was raised: probably, the bibliographer would not have a major role in decision making, but they are certainly welcome to take something to circulation and put it on Circulation's binding shelf.

We have a contract with Hertzberg for dealing exclusively with them for certain items. Noncovered items can go elsewhere.

If we were trying to double our monographic binding, the time involved would not necessarily be doubled. Considerably less time is involved with monograph prep than with serial prep.

Concerns were expressed that the current binding and repair decision making process result in appropriate action for most materials, but in inappropriate treatments for some. Some books that perhaps should be discarded are instead put in protective enclosures, while others that might need to be retained permanently in the collections are being subjected to irreversible life-shortening kinds of treatment.

Respectfully submitted,

Rebecca Stuhr-Rommereim
With the benefit of travel funds from your grant on July 5, 1983, I took part in a day-long interlibrary loan workshop conducted by the Center for Research Libraries in Chicago. CRL described itself as a "library for libraries" with EU one of its members and interlibrary services at Oosten Library the point of access. CRL's collection, thanks to the unique and exceptional and learning more about what they can has one of my areas in spending the day there.

Since this was pre-AIA conference time, attendance was good with around 50 interlibrary loan librarians from around the country taking part. One of the benefits gained was meeting many of these individuals.

The CRL staff were not only informative, but welcoming and gracious. Participants were picked up by bus at the Palmer House, where we individually greeted each CRL staff member. We were taken to the new CRL building for a morning of interlibrary loan "nitty-gritty" with Linda Sahra, circulation head, going step-by-step through CRL procedures and workflow of what happens when EU or a member library sends a request to borrow CRL material. Questions sprang forth.

Later in the morning, Esther Smith, the collection development officer, urged us to make recommendations for purchases to CRL and emphasized that CRL itself does not initiate any purchase.

During the afternoon session we toured both the new facility and the old building. Some strong impressions remain...one entire level of the new building with 600,000 foreign dissertations mostly on film with the comment "most are used only once"...the old building and the area where the rather large quantities of bound and pericope journals are stored and stacked with the intense fragrance of decaying paper. The viewing record made that they always hope what we want is not on the bottom of the stack.

While at CRL I noted a strong concern for providing good service to their members. We were urged to call with our questions and were assured a quick response. I have tested this once or twice since July and have been pleased with the attention received.

The day was certainly well spent with a greater understanding of how to tap CRL's holdings easily. Also, meeting the staff that one frequently talks with by phone was enjoyable.

Thanks to your group for making this trip possible.
The Library Faculty Assembly Executive Committee

Kathleen Muller, Secretary

Meeting: Minutes of the November 4, 1985 meeting

President: Brenda Babich, Classen, DiFilippo, Neugebauer, Muller, Williams (presiding)

The minutes of the October 21, 1985 meeting were approved. The minutes of the Library Committee on Promotion and Tenure and the Annual report of the 1984-85 LFA Executive Committee were forwarded to the FYI.

Gordon Anderson was appointed to the Salary Committee. He will be serving the remainder of Alexandra Reason's term.

The discussion of the various issues confronting the unclassified others continued. The following were identified as issues and questions to be addressed:

a) Evaluation procedure.
   Should the evaluation procedure be more standardized? Is it clearly understood by both superintenices and the people being evaluated? Should a standard form be used? Are the terms of appeal clearly understood? Should general guidelines be developed?

b) Distribution of merit bonuses.
   How has merit money been distributed over the past few years? What is the method of distribution determined? How in the amount of money determined? Are formulas being used?

c) Membership status.
   Does membership in the Library Faculty Assembly serve the best interests of the unclassified others?

A letter will be sent to the unclassified others asking for their attendance and participation. This letter will ask the individual to respond indicating his/her interest in the issues. After a measure of the interest in these issues by the unclassified others has been taken, the LFA Executive Committee will decide what further action should be taken.

The next meeting will be Monday, November 25, 1985 at 10:00 in the conference room at 1st floor. Agenda items will be unclassified others and future action, personnel review, and the Librarian IV rank.

Conservation, Preservation and Management Committee

October 31, 1985

Present: Rachel Miller, Susan Craig, Bill Mitchell, John Moton, Bruce Talmi, Mario Gilleppone, Robert Stahlhomer, Bill play, Claudia Sloman

Rachel presented her draft of "Mechanisms whereby Bibliographers... make preservation decisions." This draft was then discussed. The following are some points brought out in the discussion:

1. How effective are special instructions with regard to binding requests?

2. Does communication between bibliographers and binding personnel need to be improved, especially in cases where there is a discrepancy over possible preservation procedures?

3. The draft policy supplements what is already being done now.

4. The issue is not necessarily one of making bibliographers into binding experts. Bibliographers should, however, be cognizant of library books that need some kind of binding or preservation treatment.

5. What is to be done with fragile books that can't go into the stacks, but are inappropriate for Special Collections?

Other discussion consisted of how best to disseminate public service information about proper book handling and, of course, consumption of food in the library.

Rick asked for opinions concerning placing a preservation laboratory in the New Science Library. Will there be a need for something like this in the future due to expansion of the binding process? Do we now need better facilities than we currently have? Is it feasible to put better facilities in the New Science Library?

Next meetings: November 21, Thursday at 1:30
December 12, Thursday at 1:30

Since the last meeting, we received two preservation/book handling films from one from the Library of Congress, and one from the Nebraska State Historical Society. There were a number of viewing opportunities during the week of November 31.

Respectfully submitted,

Robert Stahlhomer
Dear [Name],

This year's annual convention of the American Association for the Advancement of Slavic Studies was combined with the III World Congress for Soviet and East European Studies and took place in Washington, D.C., Oct. 30-Nov. 5. With over 3,500 registered participants, this gathering of Slavists was one of the largest and most varied I have ever seen, and the panels and papers were correspondingly numerous and diverse. Disappointing, though not surprising, was the absence of delegates from Eastern Europe and the Soviet Union, though representatives from Western Europe and the Far East certainly added a welcome international perspective.

The usual library panels were augmented by reports from Slavic specialists in France, Germany, England, and Canada. A session devoted to Eastern European emile publications in the West described the types of materials, publishing practices, collection policies, and level, or lack, of government support in these countries as well as in the U.S. and led to a heated discussion of the differences between bilingual and ethnic publications and between being a member of an emigration movement and of a diaspora. As a cataloguer, I found the session on Polish Solidarity materials of particular interest and learned a great deal about the Solidarity Bibliographic Center at Harvard University, which is cataloging its extensive collection and compiling a union list of such materials. These types of publications are a cataloguer's nightmare, especially the serials; many appear in only one issue, copies are very common, and may have identical titles or identical abbreviation that stand for different things. And there is the problem of authenticity, for some of the material is counterfeit; various unauthorized groups use the Solidarity logo, or does the Polish government (for purposes of disinformation). The Inter Documentation Company in in the process of filming Solidarity publications, which, along with Harvard's master list of full cataloging records, should be a great boon to scholars and should ease other librarians' problems in collecting and cataloging these kinds of materials.

The AAASS Bibliography and Documentation Committee meeting included a number of subcommittee reports on collection development, cataloging, preservation, and exchange. Also present was David Brown from the Library of Congress, who reported on the fiscal state of affairs at the Library Division.

Congres has cut their funding considerably, which will be reflected mainly in personnel reductions, largely by not replacing retirees. Fortunately, the acquisitions programs remain intact and the same amount of material will continue to arrive.

In addition to library panels, I also attended several sessions devoted to Siberia, which is attracting a lot of attention now, particularly its economy and environmental problems and the new Trans-Siberian Railway currently under construction. I heard papers on Urii Trifonov, a Russian writer who was a writer in residence at KB. And I had numerous informal discussions with other Slavic librarians on cataloging practices, collection policies, and the possibilities for greater cooperation between institutions. As always at these conventions, and especially at an international one, there was too little time, too many choices among panels, and too much that had to be excluded. It was most worthwhile, nonetheless, and I look forward to the next World Congress, which will take place in Harrogate, England, in 1990.

Sincerely,

[Name]
31 ballots returned; distribution of votes as below

LIBRARY FACULTY ASSEMBLY
Mail ballot for merit salary distribution, FY87

1. Which ratio should be used for the four merit evaluation categories for distribution of merit salary increases? (Vote for one choice only.)

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<th>Very Good</th>
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2. Which plan should be used for distribution of merit salary increases across the three ranks of librarians at each merit evaluation category? (Vote for one choice only.)

- Equal percentage (largest differentiation for rank)
- 1/2 equal dollar, 1/2 equal percentage (some differentiation for rank)
- 3/4 equal dollar, 1/4 equal percentage (less differentiation for rank)
- Equal dollar (no differentiation for rank)

3. If the overall increase in the Libraries' salary base should be significantly larger than the 2 percent assumed in calculating this year's examples, would your preferences differ from those you have indicated above?

- Yes (1 abstention)  26 No

4. If you checked yes on question 3, please indicate below your preferences in case of a 3 or 4 percent increase in the salary base. (Vote for one choice in each column.)

<table>
<thead>
<tr>
<th>Merit evaluation categories</th>
<th>Librarian ranks</th>
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<tbody>
<tr>
<td>1-3-5-7</td>
<td>0 Equal percentage</td>
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<td>1-2-3-4</td>
<td>0 1/2 equal $, 1/2 equal %</td>
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<tr>
<td>3-4-5-6</td>
<td>4 3/4 equal $, 1/4 equal %</td>
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<td>0 Equal dollar</td>
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Return ballot by 5 p.m., Wednesday, 13 November 1985, to Eleanor Symons, Nominating and Ballots Committee, Reference Department, Watson Library.

YOUR NAME WILL BE REMOVED BEFORE THE VOTES ARE TALLIED
PERSONNEL

Rebecca (Becky) Schulte has been appointed as Project Leader/Chief Cataloger (Librarian I) of the Wilcox grant project, effective November 18th. Becky received her B.A. in French from K.U. in 1976, and her MLS from the University of Wisconsin-Madison in 1982. Most recently, Becky has been the Project Manager of the United States Newspaper Program at the Kansas State Historical Society. In previous years, she has been employed with the K.U. Library Cataloging Department (1976-81).

S. Gilliland

Mary Borton will transfer from her Library Assistant II position in Interlibrary Services to the Library Assistant II position in the Engineering Library, effective January 6th. Mary will replace Margaret Little. S. Gilliland

LIBRARY HOURS

The November 22nd issue of The Oread reported in its calendar that Watson Library will be closed on November 28 and 29. Not so! As shown in the schedule of hours issued 8/15/85, Watson will be closed on November 28 only. Watson will be open from 8 a.m. - 5 p.m. on Friday, November 29. M. Hawkins

HOWEY READING ROOM HOURS OVER THANKSGIVING

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Wednesday, 11/27</td>
<td>8:00 a.m.-5:00 p.m.</td>
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<td>Thursday, 11/28</td>
<td>Closed</td>
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<td>Friday, 11/29</td>
<td>Closed</td>
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<td>Saturday, 11/30</td>
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<td>Sunday, 12/1</td>
<td>12:00, noon - 10:00 p.m.</td>
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C. Saile

HAPPY THANKSGIVING!
UNCLASSIFIED VACANCIES

SERIALS CATALOGER (search extended), The Kansas Collection, a full-time appointment available January 1 through December 31, 1986 with possibility of continuation for an additional two years. Duties: Catalog serial titles in the Wilcox Collection of Contemporary Political Movements, a large and unique collection of U.S. extremist political literature, comprised of approximately 4,000 serial titles, 5,000 books and pamphlets, 50,000 pieces of ephemer, audiotapes, and manuscripts. The Wilcox Collection represents the views and ideological positions of approximately 7,000 left and right wing organizations in the U.S., including the John Birch Society, the American Nazi Party, the Christian Anti-Communist Crusade, the Socialist Workers Party, the Communist Party USA, and the Socialist Labor Party. During the grant project, the project team of 2.75 catalogers, 1 research assistant, and 3 graduate students will catalog 1,800 serial titles in accordance with AACR2, assign LC subject headings, and input records into the OCLC database. The funding for this project has been provided by the Department of Education Title II-C program. Required Qualifications: ALA-accredited MLS; recent training or experience with AACR2; ability to work successfully within a time-limited project. Preferred Qualifications: Experience in serials cataloging; familiarity with OCLC or similar bibliographic utility, experience with LC subject headings; research library experience relevant to duties described above; background in the literature of American political movements. Salary: $18,000 for the 12-month appointment. Excellent benefits. Applications must be postmarked no later than December 20, 1985. To apply, submit letter of application, resume, transcripts, and names of three references to Sandy Gilliland, 502 Watson Library.

LIBRARY RESEARCH ASSISTANT, The Kansas Collection, a full-time position available January 1, 1986 for 12 months with possibility of continuation for an additional 2 years. Duties: Will be part of a 7-person project team to provide AACR2 cataloging and OCLC input for approximately 1,800 serial titles from the Wilcox Collection of Contemporary Political Movements, a large and unique collection of U.S. extremist political literature. Will do bibliographical searching, cataloging of 050 copy, input of serial records on OCLC. Will hire, train and supervise 3 part-time graduate assistants. May provide reference assistance to Kansas Collection patrons. Required Qualifications: bachelor's degree in the humanities or social sciences; some library training or experience; strong organizational skills; supervisory ability. Preferred Qualifications: previous serials cataloging experience; knowledge of OCLC; experience with bibliographic searching; background in American political movements. Salary: $16,000. Excellent benefits. Applications must be received by 5:00 p.m., Friday, December 13, 1985. To apply, submit letter of application, resume, transcripts, and names of 3 references to Sandy Gilliland, 502 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

(Continued)
PERSONNEL
An announcement of Randall Ermey's appointment to an Account Clerk II position in the Library Office was inadvertently omitted from an earlier edition of FYI. Randy began employment November 18 and has replaced Patty Hobbs. He has a bachelor's degree in Finance and has previously worked for the State as an auditor. S. Gilliland

TUITION ASSISTANCE DEADLINE
As a reminder, the deadline for Tuition Assistance Program applications is Friday, December 6, 5:00 p.m. Applications must be submitted to the Office of the Executive Vice Chancellor, 231 Strong Hall. For additional information and an application form, consult the November 14th issue of FYI, or Sandy Gilliland in the Library Office. S. Gilliland

TIMECARD DEADLINES
All student timecards must be submitted to the Library Office by 9:00 a.m. Friday, December 13th. In addition, all classified staff time cards, and unclassified staff absence cards must be submitted at that time. S. Gilliland

SAFETY TRAINING
The Classified Employee Safety Committee has announced that 6 one-hour safety training sessions will be held on Tuesday, December 10th. The subject of the safety training will be Back Injuries: Prevention and Rehabilitation Techniques. Professors Janie Cox and Carole Zebas, HPER Department, will conduct the sessions. Staff who are involved in lifting or moving material are encouraged to attend. Pre-enrollment is not required. Please refer to the training schedule (below) for the times and locations of the training sessions:

Tuesday, December 10, 1985

8:00 - 9:00
9:00 - 10:00
10:00 - 11:00 Big-8 Room, Kansas Union
1:30 - 2:30
2:30 - 3:30
4:00 - 5:00 Room 1005, Haworth Hall (auditorium) S. Gilliland

STUDENTS' ELIGIBILITY FOR CIVIL SERVICE EMPLOYMENT
Library student employees who are interested in gaining permanent State Civil Service employment either in the K.U. Library system or elsewhere on campus or in the State should be aware of the following information. A State Civil Service examination is necessary to become eligible for employment in most classifications, and for the following classifications found in the K.U. Library: Clerk Typist II, Clerk III and IV, Secretary I, Library Assistant I and II, and Library Associate. Because the examination process may take several weeks, students are encouraged to register for testing well in advance of any anticipated job opening for which they would like to be considered. Attached to this issue of FYI is a schedule of examinations offered during the month of December. The examinations listed are given in room 103 Carruth-O'Leary, and pre-registration is required by calling Personnel Services, 4-4942. All library student employees interested in pursuing this type of employment opportunity are encouraged to contact Sandy Gilliland in the Library Office, 4-3601, or the Department of Personnel Services, for additional information. S. Gilliland
1985 W-2's

In a recent memorandum from Richard Augustin, Assistant Comptroller, information regarding the distribution of W-2's for 1985 was announced. W-2's will be mailed to permanent W-2 addresses near the end of January. If you have changed your permanent address and have not notified the Library Office of this change, please do so immediately. The year-to-date earnings information printed on the December 1, 1985 pay warrant should be the same information contained on the W-2 unless you have worked for another State Agency during the year, or unless a last minute payroll adjustment will occur during December. If your December 1st paycheck appears to be incorrect, please notify the Library Office immediately. Thank you.

S. Gilliland

ACADEMIC AFFAIRS OFFICE TEMPORARILY CLOSED

Because of some remodeling activities taking place in the Office of Academic Affairs, that office will be closed from December 23rd through January 1st.

S. Gilliland

CLASSIFIED AND UNCLASSIFIED VACATION LEAVE EARNINGS/ACCUMULATIONS

As a reminder to classified staff, vacation accumulations must not exceed the maximum allowable accumulations as of January 17, 1986. Please refer to the chart (below) for a listing of the maximum accumulations for years of service, as of 1/17/86:

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<th>Years of Service</th>
<th>Maximum Accumulations as of 1/17/86</th>
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<tr>
<td>0 and less than 5 years</td>
<td>144 hours (18 working days)</td>
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<td>5 and less than 10 years</td>
<td>176 hours (22 working days)</td>
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<td>10 and less than 15 years</td>
<td>208 hours (26 working days)</td>
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<td>15 years and over</td>
<td>240 hours (30 working days)</td>
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If your current vacation accumulation is near or over the maximum allowed, you may want to consider using some of your vacation prior to January 17th. Vacation credits in excess of the maximum allowed will be forfeited and deleted from our records. Please note that the maximum accumulations for vacation time is enforced only on January 17th of each year.

Unclassified staff and librarians who have carried vacation accumulations over from FY85 to FY86 have until December 31st to use the carried-over accumulations. In other words, the maximum allowable vacation accumulation as of January 1st for unclassified staff and librarians is 96 hours (12 working days) (based upon a 2-day per pay period earning from June 18th through December 18th). Vacation accumulations in excess of the 96 hour, 12-day maximum as of December 31st will be forfeited and deleted from records.

Contact Sandy Gilliland if you have any questions.

S. Gilliland

PAINTERS ON THE MOVE

The painting crew from Facilities Operations have finished painting the ramp area on Level 1, Watson, and have repainted the dark orange wall to a lighter beige color in Bindery Preparations and the Mail Room. Last week the painting crew began repainting the public restrooms in Watson. Thanks to all the efforts of the Painters, the Library will be cleaner and brighter in these areas. We appreciate the cooperation of the library staff who may have been inconvenienced as a result of these painting projects.

N. Shawbaker

DON'T HIDE YOUR LIGHT UNDER A BUSHEL!

Anyone interested in performing for the Library X-mas party contact: Carmela Sibley, 4-3049 or Su Cunningham, 4-3038. All talents needed....volunteer or be drafted!!

C. Sibley
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* Clerk III & IV; Cook I & II; Food Service Supervisor I & II; Library Assistant I & II; Refrigeration & AC Service Tech
Collection Preservation and Management Committee
November 21, 1985

Present: Susan Craig, Lance Tuvila, Bill Mitchell, Rachel Miller, and Rebecca Stuhl-Koerner

Preservation/conservation films still to come are:
 Yale-28 minutes long
 Harvard-15 minutes long
 Rockefeller-22 minutes long

These films should arrive on January 13. We will have them for one week. If the films arrive on Monday the 13th, then Bill will show them at the Spencer Research Library on that day. They will then be shown at 9:30, once in the morning and once in the afternoon, Tuesday through the following Monday.

CPM will meet December 12, 1:30-Thursday and January 30, 1:30-Thursday.

We will be able to get posters framed through the Administrative Office by the student assistant who also makes the signs. The posters will show the preferred method of photocopying. We hope to have these posters placed near photo copy machines. Susan will take a copy of the poster to the next public services meeting to get responses. It was decided that we would either wait or cancel the plan to send letters to the various branches and departments of the library regarding disaster preparedness.

New Science Library-Preservation Lab

Lance reported some responses from the New Science Library Committee. Reason for going ahead with this plan would be that the equipment for the new building would help to finance the construction of the lab.

Susan asked if Spencer would have space for a Preservation Lab when Maps and Documents move into the old Science Library. This question was not actually answered, but a discussion followed on the practicalities of having the lab in Spencer. Bill said that there has been some talk in the past about the possibilities of a Preservation Lab in Spencer.

The New Science Library would need a room with a fumigator, a ventilator, plumbing, and work and storage space. Spencer now has the plumbing and a fumigator (a better one would be needed). It doesn't have the work and storage space or proper ventilation at this time.

The committee, after considering the question of the preservation lab, was unable to reach a conclusive opinion for or against placing the preservation lab in the Science Library.

To: Staff Development Committee
From: Ken Loehrenz
Re: ALA Annual Conference, 6-11 July, 1985

The ALA annual conference in Chicago included the usual opportunities to keep in touch with vendors, to renew friendships with professional colleagues, to attend some of the discussion groups pertaining to my areas of interest and responsibility, and to savor the delicacies of at least a few good Chicago restaurants. While all of the above contributed in one way or another to a well-rounded conference experience, I shall limit my report below to several of the discussion groups which I attended.

The LANA Systems and Services Section sponsored a provocative forum entitled "Great Expectations: Viewpoints on the Impacts of Library Automation." The papers discussed focused on the topics of 1) The library as the hub of an integrated information management system, 2) Automation and personnel management implications, and 3) "Library Automation: an examination of myths." A few of the speakers' observations include the following: assessing the role of the university library as an information resource, a broker, and a network hub requires an institution-wide self study that includes documenting information requirements, anticipating future needs, and formulating an institutional policy for information coordination and integration; unrealistic expectations can result if library automation is viewed as a means of displacing personnel rather than improving library services and management strategies.

At the RTSD Bookdealer-Library Relations Committee, the "vendor visit" was discussed, with an airing of both the Acquisitions Librarian's and the vendor rep's expectations and pet peeves. At the '86 annual conference, the Committee, along with the Acquisitions Committee and the Association of American Publishers, will sponsor tours of various New York-based publishers.

At the RTSD Automated Acquisitions/Process Control Systems Discussion Group, the acquisitions-cataloging interface and staff organization were examined. Staff from Penn State discussed the planning and implementation of the LIS system, and Susan Kellenbach of NTU discussed the implementation of RLIN. The Penn State presentation was particularly systematic and informative.

For me, the most beneficial and informative meeting attended was that of the Innovative Users' Group. Jerry Kline began the meeting by summarizing the major events of the previous year, keynoting the company's rapid growth and priorities for product development. Steve Silverstein then reviewed a lengthy "wish list" of user requests for system enhancement which had been compiled in preparation for the meeting. III also brought users up to date on the features of the new software currently under development, particularly in conjunction with the enhancements requested by various users of the system.
Staff Committee—New Science Library

Minutes of the 11/13/85 Meeting

Present: B. Denton, S. Hawkins, R. Melton, J. Ranz, K. Sewell, A. Williams, S. Williams, N. Burich
Absent: S. Couch

Annie Williams explained preliminary architectural (ie. drawn by the architects) plans for the expansion of the NSL south or north during Phase II. Expansion north involved occupying Hoch with either a corridor or a broader connection linking the two structures.

Ranz reported that Susan Hitchins has been able to squeeze an additional 10-12 sections of double-faced shelving into the Music Library. She is consulting with the Music faculty to explore options for future expansion of that library. Melton noted that a recent re-organization of the School of Fine Arts resulted in pairing Music with Dance.

Ranz said that recent meetings with the architects indicated a willingness to consider: extension of the elevator above the fourth floor to permit storage under the roof; dormers on the south side, though the number and size are unclear; a glass barrier in front of the balconies to control noise; and windows on the west side of the third floor.

There will be a meeting on November 18 of the Staff Committee, the Science Library staff and bibliographers of the collections moving to the NSL, and the architects to discuss floor plans. Those which have been prepared by the Libraries include 2300 double-faced book stack units (excluding serial shelving) which will permit shelving at 60% capacity on opening day, and seats for 700. Oversized shelving will be located on each floor to match call number sequences on that floor.

There followed a detailed discussion of the floor plans. Ranz and Denton presented several options for the arrangement of the circulation, reserve, and copying areas on the main (third) floor. Several of the more workable choices along with plans of all four floors will be presented at the November 18th meeting.

TO: LFA Executive Committee

FROM: Rob Melton, Secy., Salary Committee

RE: Minutes of November 11, 1985 meeting

THE LFA SALARY COMMITTEE MET AT 3:00 in Sandy Gilliland’s office. Present were Kathleen Reeley, Rob Melton, Gordon Anderson, and Sandy Gilliland (Ex Officio). The meeting was called to review the charges to the committee for the benefit of Anderson, who is newly appointed to fill the vacancy created by Sandy Mason’s resignation from the committee, and to elect a new chairperson. (Mason had been chair.) Anderson agreed to serve as chair for the remainder of FY86.

Gilliland announced that the position of Project Leader of the Wilcox Collection cataloging project in the Kansas Collection had been offered to a candidate and that she had accepted. Although the salary range for this position was announced to the committee at a previous meeting, no formal approval from this committee was sought for the actual offer since the top of the range was determined by an already budgeted position line. The committee has previously gone on record, however, as stating that the salary range was too low for the position’s requirements and responsibilities.

The meeting adjourned at 3:45.
Because of my teaching responsibility on Wednesday, I left for Washington on Thursday, Oct. 31, and returned Sunday, Nov. 3, in order to meet with my students on Monday morning.

The first session I was able to attend on Thursday from 6 to 7:30 PM was dedicated to "Croat Immigration to the United States". While the papers were excellent and very informative, the people were nervous because of a sudden announcement that Prof. Ivan Čizmić of "Matica Iseljenika Hrvatske" of Zagreb (Yug.) would not be allowed to deliver his paper. The rumor, unfortunately, was true. The Yugoslav Embassy in Washington D.C., and "Somebody" from Belgrade called all Yugoslav participants (about six of them) and "advised" them not to deliver their papers. (This is a very complicated political issue on which I could only speak but not write, because it would require pages and my report would far exceed its purpose.) I was sorry indeed that Prof. Čizmić did not deliver his paper entitled "Economic, Social and Political Consequences of Croat Immigration, 1880-1945", because of his expertise on the subject; but, more so because he is my friend, who on several of my acquisitions trips to Yugoslavia was of enormous help in tracing and acquiring rare and hard to obtain resources for our Library.

Friday, Nov. 1, from 9:00 to 11:30 AM, I attended the meeting of the Association for Croatian Studies. After the minutes were read and approved, a long discussion ensued relating to the Yugoslav delegates not participating in this Congress. A letter of protest was composed and addressed to AAASS and other pertinent professional and political institutions in the US asking them to protest such unpardonable Yugoslav action.

The Association also decided on the topics for the next AAASS Conference to be held, November 20-23, 1986, at the Hyatt Regency Hotel, New Orleans. One session will be on the "Croatian Humanists", and the second session will be dedicated to the "Croatian Language and Literature: Current Trends". I was unanimously chosen to chair the latter session (seek papers, etc.) and also to present the paper "Croatian Regional Literature: Current trends". I will also be a discussant for the paper: "History of Subject Heading 'Serbo-Croatian Language' as Used in the Library of Congress". As most of you know, this subject heading is not right because such a language does not even exist in Yugoslavia. In the early 1970s the use of the term "Serbo-Croatian" was abolished in Yugoslavia by their linguists and the authorities from Belgrade. The so-called "Serbo-Croatian" or "Serbocroatian" language, etc., was a political creation imposed on Croatians by the Serbian kings and rulers. Officially, now there are four languages in Yugoslavia: Serbian, Macedonian, Croatian and Slovenian. As such, today, Serbians write and speak Serbian, and Croatians write and speak Croatian, which the father of Croatian literature, Marko Marulić (Marcus Marulus, 1450-1524), used in his famous book "Judita u Ervatskih Versih Složena" (Judith Composed in Croatian Verse). Naturally, then, the Croatian language was in full and rich use in the Croatian Renaissance period (15th and 16th centuries), and with only a few modifications - because a language is a living thing - it is used today. Serbia (and Russia), however, did not experience a Renaissance, and the so-called Serbian language was a mixture of Russo-Serbian Church Slavic until the first quarter of the nineteenth century. During the last hundred years or so the Russo-Church elements were, to a large extent, eliminated, and thus we now have the Serbian language. Again, I am not invited to write a term paper here, but nonetheless I felt obliged to bring it to your attention; because this issue is currently being discussed in the Library of Congress, and the State
Department in Washington DC, as well. Croatian speakers for Radio news have already been appointed. (If you are interested in the above questions, I would be glad to speak about them on one of the Staff Development Committee Programs.)

The session from 3:00 to 5:30 PM that I attended was entitled "19th and 20th Century Russian Historiography: New Perspectives". Since Russian historiography is one of my favorite subjects, I was particularly interested in the presentation by Robert F. Byrnes of Indiana University (with whom I worked in Bloomington for three years) on the topic "Soviet Historians' View of Kliuchevsky and his School". Following his profound presentation on Russia's famous historian, Kliuchevsky, the best stylist after Karamzin, I left this session in order to hear the paper on Croatian Migration in the 20th century by the well-known writer Ivan Supek, of the University of Zagreb. (Again, I heard at the last moment that Supek is "sick", and taking "pills" and "lots of juice" in his room, but that his paper would be read by somebody else. And, indeed, it was read by Prof. Condic of Michigan University at Kalamazoo.) Knowing Dr. Supek from my student days at the University of Zagreb in the 1950s, I was not surprised at what he said in his paper. It was illuminating, and extremely critical of the present regime in Yugoslavia. (I secured a copy of his speech with the help of Prof. Condic.) No wonder the Yugoslav authorities worked hard to prevent this paper from being read publicly, and at such a congress! But, the Yugoslavs were not alone in trying to prevent their participants from speaking; Poland did the same, and the Russians did not even allow many of their participants to come to Washington DC.

The most dramatic presentation I have experienced at this Congress was the paper (in fact, a powerful speech!) delivered by Count Nikolai Tolstoy of Southmore nr. Abingdon, Berkshire (UK). His paper "The British Government and the Forced Repatriations in 1945 of Croatians and Others" dealt with detective aspects of the story of the last week of WWII. Since his book on the topic will come out in a couple of months (I asked Tolstoy to send a copy to our Library, and he gladly consented to do so!), I wish only to inform you about several facts:

a) 250,000 Croatians (some sources indicate over 400,000) and about 30,000 Slovenes and others surrendered to the British Army in Austria in order to escape the army of Marshal Tito, but they were repatriated and were all massacred by Tito's Army. 
b) Initially the British and US governments agreed to accept and protect them, and not to return anybody to Yugoslavia. According to Tolstoy, the policy was even laid down by Churchill himself, but the Croatian Army was handed over to Tito, anyway. Many were involved in this: Field Marshal Alexander, General Patrick Scott, Harold Macmillan and others. According to Mr. Tolstoy, Macmillan is 94 years old, still in control of his faculties, and he might, regardless of his age, be brought to court. In addition to the Croatian Army, there were children and women that perished and about 11,000 Cossacks were returned to Russia, etc. .... As archival sources revealed, there was much loud and silent weeping in that huge crowd....

I also attended the session on "Russian Old Believers"--known as the great Schism in the Russian Church in the 17th century. The discussion was beneficial for everybody--the beginners and advanced in the field.

The last session that I attended was on Sunday from 9:00 to 11:30 AM--the "Bibliography and Documentation Committee". While this session was informative, as for instance the report on the rush project for cataloging of Slavic books (recently established) at the University of Illinois at Urbana-Champaign, and some good comments by Dr. Kasinec of NY Public Library, and Dr Zalewsky of Stanford, the session, on the whole, in my opinion, was not inspiring and was poorly organized.

Well, at a Congress of such magnitude with over 3,500 people attending, and over 150 papers presented, one is bound to be impressed with some sessions and disappointed with others. To end on a positive note, I wish to sincerely thank those who helped me to attend this great event at which one can hear and meet scholars from all continents of the world. Thank you for your patience and time.

George C. Jerkovich
**DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS WEDNESDAY, 3:00 P.M.**

**CLASSIFIED VACANCIES**

The Interlibrary Services Department has announced the availability of a full-time Library Assistant II position effective January 6th. Duties of this position include: 1) Supervision of lending to other institutions; 2) Supervision of KU responsibilities on Kansas Information Circuit Interlibrary Loan Network; and 3) Resource person. Minimum qualifications as specified by the State include: 5 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of 4 years. Additional qualifications include: Strongly Prefer strong interpersonal and communication skills; successful supervisory experience; ability to maintain accuracy while working under pressure. Prefer demonstrated ability to prioritize work and function independently; reading knowledge of one or more Western European languages; experience with OCLC; experience with microcomputers; ability to work successfully with detailed and complex procedures; knowledge of library resources and organization.

The Library Assistant II classification is funded at salary range 18 of the Civil Service Salary Scale with a beginning annual salary of $17,388. Library staff interested in applying for this position should contact Sandy Gilliland no later than 5:00 p.m., Wednesday, December 18th. Application forms and a copy of the position description are available from the Library Office.

In a special flier dated December 6, 1985, Library staff were informed that the search for a Personnel Assistant (Clerk IV) in the Library Office has been extended. Interested staff were instructed to contact Sandy Gilliland by 5:00 p.m. today.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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

**REMINDER OF TIME CARD DEADLINE**

As a reminder, please submit all student time cards, classified time cards, and unclassified absence cards to the Library Office by 9:00 a.m. Friday, December 13th. Your cooperation in meeting this deadline will be appreciated.

S. Gilliland

**CHANCELLOR'S HOLIDAY RECEPTION**

As announced in the December 6th OREAD, the Chancellor's Holiday Reception will be held on Tuesday, December 17th from 3:00 - 4:30 in the Bruckmiller Room, Adams Alumni Center. All faculty and staff are invited.

S. Gilliland

**LIBRARY HOURS DURING "THE BIG CHILL"**

As a result of lowered thermostats in some of KU's buildings December 23 through January 1, certain branch libraries will be closed during this period. Specifically, the Mathematics and Computer Science Library, the Gorton Music Library, and the Regents Center Library will be closed from Saturday, December 21 through Wednesday, January 1. All other units of the Libraries plan to maintain hours as shown on the attached schedule. Also attached is a list of KU building temperatures and their opening status from December 23 through January 1.

M. Hawkins
ALA MIDWINTER

If you are going to ALA Midwinter in Chicago, please note that Clearwater Publishing Co. has reserved a section of rooms in the Essex Hotel, right next to the Hilton where ALA will be held. The Essex is making rooms available for less than the Hilton's prices, with a single costing $45.00, a double, $55.00, and parking is free. To reserve a room at the Essex, call them before December 15 and mention the Clearwater (phone 312-939-2800). This information is from AMERICAN LIBRARIES, November 1985 issue. (The 800 number listed in this article is incorrect, by the way.) B. Harsh

WALKING IN A WINTER WONDERLAND

Icy sidewalks and steps pose a real threat to one's safety. Library staff are encouraged to report icy conditions around Watson and the branch libraries to the Library Administrative Office. Facilities Operations personnel are attempting to keep up with Mother Nature by spreading sand and salt on walkways and chipping away at stubborn ice.

Because the Winter season has arrived a little early this year, it's time to dust off the "Inclement Weather Procedures and Policies" statement. A copy of the policy statement is attached. Please note that an announcement that the inclement weather policy is being implemented does not automatically mean that the Libraries are closing. Library departments will be notified if library hours are to be curtailed, either by direct phone notification or by radio announcement. Before reporting to work during inclement weather, staff are encouraged to listen to local radio stations for announcements pertaining to the University schedule.

S. Gilliland

DEATHS

Services for Magda Jenson, who passed away November 13th, were held in Waverly, Iowa. Magda was the Education Librarian at K.U. from October, 1942 until July, 1962. From here, she moved to Waverly, and was librarian at Wartburg College until retiring in 1966.

S. Gilliland

HOSPITALIZED

Beverly Nightingale, the Library Office's Secretary/Receptionist was recently hospitalized for surgery and is now recovering at home. She is expected to return to work sometime within the next two weeks. In the meantime, June Reddick, the Library Office's temporary Clerk III will be assisting with Beverly's duties.

S. Gilliland

PAYCHECKS MAILED

Students and staff who will be out-of-town over the holidays and want their January 1st paycheck mailed to their home should leave a self-addressed, stamped envelope in the Library Office.

S. Gilliland

KULSA HOLIDAY PARTY

Help us plan for the holiday party on December 19! Clip this coupon, fill it out, and send it to Marianne Reed in Watson Circulation. I plan to bring:

cookies candy/fudge nut bread snack crackers
vegetables cheese sausage dip chips

I can help decorate/set up before the party (1:00-2:00)
I can help clean up (4:00 - 5:00)
Sherry Hawkins (Micro) is organizing servers. KULSA will provide beverages.
The Department of Special Collections invites you to help us celebrate the holidays. Come join us for music and mirth, good food and good company, on Thursday, December 19, at 4 pm
Kenneth Spencer Research Library

You are invited to attend
KULSA
Holiday Party
to be held in the
West Reading Room, Watson Library
Thursday, December 19, 1985
2:00 pm to 4:00 pm
Program begins at 3:00
Student assistants welcome
THE UNIVERSITY OF KANSAS
University of Kansas Libraries
Lawrence, Kansas 66045

MINUTES OF THE STAFF DEVELOPMENT COMMITTEE
Monday, August 26, 1985 at 11:00 AM in Conference Room B
Present: Anderson, Clason, Harsh, Shumaker, Weller

The first order of business was to organize the committee for the new fiscal year. Continuing members of the committee are LeAnn Weller (84/86), Rayliss Harsh (84/86) and Barbara Clason (84/86). New members are Nancy Shumaker (85/86) and Roger Anderson (85/87). Rayliss was appointed the new chairperson, while LeAnn was asked to serve the committee as travel fund coordinator, being responsible for gathering, organizing and presenting to the committee information regarding the state of travel funds and staff request. Roger was appointed as secretary.

The committee next proceeded to consider the status of travel funds for the remainder of the year and also to consider four requests for travel in the third quarter. LeAnn presented a report on the status of the fund indicating that the 1985/86 original grant was $3,515 representing approximately a 4.9% increase over 1984/85. For purposes of funding AIA travel for 1984/85, $800 was transferred to the account, $1,187 was allocated during the first quarter of 1985/86, with $141 subsequently being returned as unused. After all these adjustments were made, the committee had remaining $3,269 for disbursement during the balance of the fiscal year. Of the four requests before the committee for funding during the third quarter of 1985/86, three were for attendance at the World Congress of Slavists in Washington, D.C. in late October-early November 1985, while the fourth was for attendance at the Regional Meeting of the Society for Photographic Education in Ann Arbor, Michigan in late October, 1985. Two of the requests involved membership only, one involved committee membership, while the fourth involved presentation of a paper. A brief discussion was held regarding the application of criteria as established in the IPA Handbook as a basis for the assignment of shares. Following the practice of the previous year, which had proven to be satisfactory, the committee decided to allocate funding on the basis of a 2:3:4 ratio. It was decided to allocate $897 for those requests prorated per shares based on involvement, this representing about 16% of the available funding. That was felt to be appropriate in terms of the proportion of requests to funding disbursed during the previous year for the same period and also considering the increase in base funding. The amount disbursed was $907.65, this leaving a balance of $2,761 for the third and fourth quarters of the year. The committee felt that it was wise to make somewhat conservative allocations of funding for the third quarter since there are traditionally a greater number of requests during the last two quarters of the year, and adequate funding must be held in reserve for funding travel to the major meetings, such as AIA, AIA, etc.

In response to a question concerning the source of travel funds, Nancy stated that these are state funds, allocated to various campus units by...
# THE UNIVERSITY OF KSAS
## LIBRARY HOURS: AUGUST 26, 1985 - JANUARY 14, 1986

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<td>GOVERNMENT DOCUMENTS (864-4664)</td>
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<td>Dec. 26-27 8am - 5pm</td>
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<td>Dec. 28-30 8am - 5pm</td>
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<td>Jan. 1 Closed</td>
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<td>Jan. 2-14 Closed</td>
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<tr>
<td>ARTS AND SCIENCES LIBRARY</td>
<td>1012 Learned</td>
<td>Mon-Fri 8am - 5pm</td>
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<td>Sat 9am - 5pm</td>
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<tr>
<td>MATH SCIENCE LIBRARY (864-3400)</td>
<td>409 Strong</td>
<td>Mon-Fri 8am - 5pm</td>
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<td>Sat 9am - 1pm</td>
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<td>Sun noon - 10pm</td>
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<tr>
<td>MUSEUM LIBRARY (864-4369)</td>
<td>448 Murphy</td>
<td>Mon-Fri 8am - 10pm</td>
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<td>Sat 9am - 5pm</td>
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<td>Sun noon - 10pm</td>
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<td>Hours During Class Breaks and Holidays:</td>
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<td>Sept. 2 Closed</td>
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<td>Nov. 26-27 8am - 5pm</td>
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<td>Dec. 20-30 Closed</td>
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<td>Dec. 21-22 Closed</td>
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<td>Dec. 24-25 Closed</td>
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<td>Dec. 26-27 8am - 5pm</td>
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<td>Dec. 28-30 8am - 5pm</td>
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<td>Jan. 1 Closed</td>
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<td>Jan. 2-14 Closed</td>
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<td>Jan. 1 (New Year's)</td>
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<tr>
<td>UNIVERSITY ARCHIVES (864-4189)</td>
<td>422 Spencer Library</td>
<td>Mon-Fri 8am - 5pm</td>
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<td>Sat 9am - 1pm</td>
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(CLOSED DURING CLASS BREAKS AND HOLIDAYS)

(HOURS ARE SUBJECT TO CHANGE AS POSTED. PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506)
STATUS OF BUILDINGS DURING PERIOD OF REDUCED ACTIVITY (1985)

Closed (45 degrees)

- Airport Hangar
- Bailey Hall
- Blake Hall
- Burge Union
- Campanile
- Chamney Barn Building
- Danforth Chapel
- Flint Hall
- Fraser Hall
- Hoch Auditorium
- Lindley Annex
- Lindley Hall
- Lippincott Hall
- Marvin Hall
- Military Science Building
- Military Science Annex
- Murphy Hall (temperature maintained in critical areas)
- Number Six Schoolhouse (23rd & Iowa)
- Nunemaker Center
- Old Bank Building
- Regents Center
- Smith Hall (special meetings exempt)
- Traffic Control Stations
- Twente Hall
- Twente Annex
- University Relations Center
- Wescoe Hall
- Wesley Foundation
- West Campus Trailer 3
- 1043 Indiana, Varsity House
- 1318 Louisiana

Open (60 degrees)

- Allen Field House*
- Anschutz Pavillion
- Art and Design Building*
- Bailey Annex
- Blake Annex
- Broadcasting Hall
- Carruth-O'Leary Hall
- Continuing Education*
- Dyche Hall
- Facilities Operations Offices
- Foley Hall
- Green Hall
- Jolliffe Hall
- KJHK
- Kurata Lab
- Law Enforcement Training Center
- Learned_Hall*
- Nichols_Hall
- Old Post Office, 645 New Hampshire
- Printing Service Building
- Robinson Center*
- Spooner Hall
- Strong_Hall*
- Sudler_House
- Summerfield_Hall*
- West Campus Trailers 1 and 2

Open (68 degrees)

- Chancellor's Guest House
- Computing Center
- Haworth Hall and Haworth Addition
- Kansas Union
- Malott_Hall
- Moore_Hall
- Museum of Art
- Nuclear Reactor Center
- Snow_Hall
- Spencer Research_Library
- Watkins_Hospital
- Watson_Library
- West Campus Research Labs
- 1400/2 Louisiana

*Some areas will be kept at 45 degrees.
**Temperature reduced to 50 degrees.
TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: [Name], Associate Executive Vice Chancellor

DATE: April 12, 1983

TO: 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.
Memorandum
Page 3
April 12, 1983

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.
HOWEY READING ROOM VACATION HOURS

The Howey Reading Room will be closed to the public from Saturday, December 20 thru Sunday, January 5. I will be available for phone calls and walk-in traffic from 1:00-5:00 Monday thru Friday from January 6 thru January 14. Regular hours resume on January 15.

C. Saile

COPYING SERVICES HOURS: DECEMBER 21-23, 26-27

On December 21-23, the Copying Services office will be closed, but all self-service machines will be turned on. Trained assistance with the self-service machines will be available from the Periodicals Desk. The Copying Services offices will also be closed on December 26-27. All self-service machines will be turned on, and assistance with minimal training will be available at the Periodicals Desk. No change will be available on these days. Library departments are reminded that the Savin Copier is available in cataloging.

S. Couch, W. Buckner

"...AS THE SHOPPERS RUSH HOME WITH THEIR TREASURES..."

For the next two weeks, the Office Supply Room will be open on Monday (Dec. 23 and Dec. 30) instead of Wednesday (Dec. 25 and Jan. 1). Hours will be the same, 8:30-9:30 a.m. If this causes any inconvenience to departments, notify Sherry Butter so special arrangements can be made. Thank you for your cooperation.

S. Butter

FYI DEADLINE REVISED

Due to the upcoming holidays, please note the following deadlines for submitting articles for inclusion in FYI:

For the 12/26/85 issue, the deadline will be 3:00 p.m. Monday, 12/23

For the 1/2/86 issue, the deadline will be 3:00 p.m. Tuesday, 12/31

Thank you for complying with this revised schedule. The normal deadline will resume the week of January 6th.

S. Gilliland