UNCLASSIFIED VACANCY

LIBRARY PROGRAM ASSISTANT (20 hours per week), available 2/18/87, Government Documents Department. Duties: Responsible for cataloging and maintenance of British and international documents; sharing processing responsibility for US documents; reference service for all types of documents; supervision of some clerical help. Required Qualifications: BA degree; coursework or experience in international, British, or US documents; ability to work effectively with library patrons and staff. Preferred Qualifications: Coursework or experience in library cataloging; background in the social sciences. Monthly Salary: $625-$700 dependent upon qualifications. To apply, submit letter of application, resume, and three letters of reference to Sandy Gilliland, 502 Watson Library. Application Deadline: Applications must be received by 5:00 p.m. Friday, January 16, 1987.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, AGE, OR ANCESTRY.

Sandy Gilliland

TIMECARD DEADLINE

All Classified, Unclassified and student timecards will be due in the Library Office by 9:00 a.m. Thursday, January 15, 1987. If mailing timecards, please allow enough time for delivery by this date.

Ruth Hurst

STUDENT MONTHLY NOTICE

Attached to this FYI is a notice for five student monthly positions in the Serials Department. Contact Kent Miller or Gaele Gillespie, 864-3535 for more information.

Ruth Hurst

STUDENT EMPLOYMENT APPLICATIONS

Please send all summer and fall student employment applications to Ruth Hurst by Tuesday, January 13, 1987. If you have any questions, feel free to contact me at 864-3601.

Ruth Hurst

SPECIAL NOTICE OF PROFESSIONAL VACANCIES

The Archie R. Dykes Library at K.U. Medical Center has announced two professional vacancies: Assistant Director for Technical Services, and Head of Reference. Copies of the complete notices are posted in Watson Library's staff lounge. Applications must be sent to James Bingham, Director. Applications received by January 15th will receive priority consideration.

Sandy Gilliland

EMPLOYEE OF THE YEAR NOMINATIONS/RECOGNITION CEREMONY

Chancellor Budig has announced the date of the thirteenth annual Recognition Ceremony honoring University faculty and staff for service. In addition, nominations for "Employee of the Year" are now being accepted. Please refer to the attached letter for further information. 

Sandy Gilliland

LIBRARY SCIENCE COURSES OFFERED IN KANSAS CITY

Emporia State University has published its 1987 Spring Semester listing of courses taught in the Kansas City area. In addition to curriculum and instruction, and
NOTICE OF POSITIONS AVAILABLE

POSITION: Student Monthly: Five (5) half-time positions in the Serials Dept., University of Kansas Libraries.

HOURS: 20 hours per week between 8:00 a.m. - 5:00 p.m., Monday-Friday from date of hire until May 15th, 1987.

DUTIES: Responsible for assisting in the completion of a variety of tasks in the Serials Technical Services area, which may include: (1) Preparing and coding serial records for input into the Libraries serials database (UKASE), (2) Operation of the UKASE system and check-in of current serial publications, (3) Operation of Zenith 100/150 microcomputer word processors, (4) Establishing, updating, and posting records in the manual Pay File (5) Assisting with serial invoices, renewal notices, and statements (6) Other related activities as assigned by supervisor.

REQUIRED QUALIFICATIONS: (1) Availability to work half-time in 3-4 hour blocks, Monday-Friday, 8:00 a.m. - 5:00 p.m. between date of hire and May 15th, 1987. (2) Must be enrolled in K.U. during Spring 1987 semester. (3) Must be accurate and rapid typist. (4) Demonstrated ability to successfully interact with a variety of people (5) Demonstrated ability to exercise sound judgement and to work independently.

PREFERRED QUALIFICATIONS: (1) Library work experience. (2) Serials work experience with OSCAR and UKASE systems. (3) Experience working with or using serial publications and records. (4) Work experience as computer data base entry operator or as a typist (5) Experience with Wordstar word processing software on IBM/Zenith PC. (6) Work experience with K.U. or other library automated systems.

CONTACT: Kent Miller or Gaele Gillespie, Serials Department, 2nd Floor, Watson Library, 8:00 a.m. - 5:00 p.m., Monday-Friday. Phone number: 864-3535

POSITION AVAILABLE: 1/15n/87 - 5/15n/87.

SALARY: $390.00 per month

APPLICATION DEADLINE: Wednesday January 14, 1987 at 5:00 p.m. Applicants to be interviewed will be contacted on January 15th or 16th.
NEW TAX WITHHOLDING FORM FOR EMPLOYEES

Changes in the federal tax laws make it necessary for taxpayers to fill out a new, W-4 form. The new W-4 form is longer—expanded to four pages from two—but will allow taxpayers to better estimate tax withholdings.

The deadline for filing a new W-4 form is October 1, 1987, but the IRS is urging taxpayers to file early in 1987 to avoid underwithholding. Wage earners who do not file by the October 1 deadline will be allowed one withholding allowance if single, two if married. This could result in overwithholding of taxes and a large refund at the end of the year.

The Department of Administration, Division of Accounts and Reports has ordered the new W-4 forms and hopes to receive them by the end of January. Your agency will be receiving the new forms as soon as they arrive. The payroll representative in your agency will be contacting you when these new forms become available.

CHAD

The Shawnee County Sheriff’s Department has added a new member to its ranks—a bright yellow chicken wearing red tennis shoes and a blue T-shirt.

CHAD, a robotic chicken designed to promote the “Just Say No” anti-drug campaign, was officially presented to the Sheriff’s Department by Beverlee DeStein, who is from the Justice Department in Washington, D.C. The presentation was made during a meeting of the Optimists Club. The robot was built at St. Francis Hospital and Medical Center and was completely financed by the local Pepsi bottling plant.

Vic Hamersky, who is an employee of the Grain Inspection Department, initiated the entire robotic chicken idea and arranged the sponsors and the builder of the project. He also arranged for the White House to send Ms. DeStein to the make official presentation. Representatives from Governor Carlin’s and Mayor Wright’s offices also attended the presentation.

The robotic chicken is a promotional tool to get the attention of young people to “Just Say No” to drugs. The “Just Say No” program is a nationwide effort to combat drug abuse.

The Optimists Club, of which Mr. Hamersky is a long term member, held a contest to choose a name for the chicken. CHAD, which stands for “Chickens Hate All Drugs,” was the winning entry submitted by Kristine Hogle, 9, the daughter of Gaylord and Kathy Hogle.

KANSAS HISTORY

The Woman’s Kansas Day Club, a statewide membership organization committed in part to preserving Kansas history, recently presented a check for $8,650 to the Kansas State Historical Society to fund the interior restoration of the Stach School. The schoolhouse was moved from east of Delia to the Kansas Museum of History grounds in 1984. Using private funds, including donations from descendants of John Stach for whom the school is named, the exterior of the schoolhouse was restored in 1985-86. The funds provided by the Woman’s Kansas Day Club will allow the Kansas Museum of History to complete restoration of the schoolhouse and open it to the public in late 1987 or early 1988.

Plans are for the school to be returned to its 1910-1920 appearance and to serve as the site for a program where visiting groups can roleplay the experience of being students in a small rural Kansas school. The gift for restoration of the schoolhouse is the largest single donation ever made by the Woman’s Kansas Day Club, which has regularly presented gifts to the State Historical Society for several decades. In addition to the gift of funds, the Woman’s Kansas Day Club is seeking donations of appropriate furnishings and equipment for the school from its membership.

SHARING TRADITIONS PROGRAM

Sharing Traditions, a series of Sunday afternoon craft demonstrations, will continue during the month of January from 1:00 to 4:00 in the lobby of the Kansas Historical Museum, 6425 SW Sixth Street. Museum visitors are invited to come watch traditional folk art demonstrations in action. Volunteer demonstrators highlight a different folk tradition each Sunday except holidays. For more information, call (913) 272-8681.
STATE ADOPTS AIDS POLICY

On November 17, 1986, the State of Kansas adopted a policy that prohibits discrimination against victims of Acquired Immune Deficiency Syndrome (AIDS) and related conditions. This policy also establishes guidelines for employees whose job duties require contact with victims of AIDS and related conditions. The head of each state agency was sent a copy of this policy.

This article provides some basic information about AIDS. Anyone who desires additional information is encouraged to contact the Department of Health and Environment, Bureau of Disease Prevention and Control, 862-9360, Extension 300, or KANS-A-N 569-1300. For recorded information about testing, in Kansas, call 1-800-232-0040.

WHAT IS AIDS?

AIDS is one of several illnesses caused by the HTLV-III virus. AIDS damages the body's immune system leaving the victim vulnerable to "opportunist" infections and cancers that would not be a threat to anyone whose immune system is functioning normally.

Some people who are infected with the HTLV-III virus develop illnesses, varying from mild to extremely serious, where there are no "opportunist" infections or diseases present. These illnesses are called AIDS-related complex (ARC).

The majority of people infected with the HTLV-III virus do not develop either AIDS or ARC.

WHAT ARE THE SYMPTOMS?

Most individuals infected with the HTLV-III virus have no symptoms. Some develop symptoms which may include tiredness, fever, loss of appetite, weight loss, diarrhea, night sweats and swollen glands (lymph nodes). Anyone with these symptoms which continue for more than two weeks should see a doctor.

WHO GETS AIDS?

Ninety-five percent of the AIDS cases have occurred in the following groups of people:
- 73% Sexually active homosexual and bisexual men.
- 17% Present or past abusers of intravenous drugs.
- 2% Persons who have had transfusions of blood or blood products.
- 1% Persons with hemophilia or other coagulation disorders.
- 1% Heterosexual contacts of someone with AIDS or at risk for AIDS.
- 1% Infants born to infected mothers.

Approximately five percent of AIDS patients do not fall into any of these categories, but researchers believe that transmission occurred in similar ways.

HOW IS AIDS TRANSMITTED?

AIDS is spread by sexual contact, needle sharing, or less commonly, through transfused blood or blood components. The virus may also be transmitted from infected mother to infant before, during or shortly after birth (probably through breast milk).

AIDS is difficult to catch, even among people in the high risk categories. The risk of contracting AIDS from daily contact at work, school or at home is apparently nonexistent. Casual contact with AIDS patients or infected persons does not place others at risk.

No cases have been found where the virus has been transmitted by casual household contact with AIDS patients or infected persons.

Infants with AIDS or HTLV-III infections have not transmitted the infection to family members living in the same household. Ambulance drivers, police and firefighters who have assisted AIDS patients have not become ill. Nurses, doctors and other health care personnel have not developed AIDS from caring for AIDS patients. Two health care workers in the U.S. have developed antibodies to HTLV-III following needlestick injuries.

There is no danger of contracting AIDS from donating blood. Blood banks and other collection centers use sterile equipment and disposable needles.

IS THERE A LABORATORY TEST FOR AIDS?

There is no single test for diagnosing AIDS. There is a test for detecting HTLV-III antibodies (substances produced in the blood to fight the AIDS virus). Presence of these antibodies means that a person has been infected with the HTLV-III virus. The test does not indicate whether a person has or will develop AIDS. The test is used to screen donated blood and plasma to assist in preventing transmission of AIDS through blood transfusions or other use of blood products. The test is also used to assist in counseling persons who are at high risk of acquiring HTLV-III infection or developing disease associated with the infection.

HOW IS AIDS TREATED?

Currently, there is no treatment that has been proven to cure AIDS. Some drugs have been found that inhibit the AIDS virus, but these have not led to improvement. Doctors are having some success in using drugs, radiation and surgery to treat the various illnesses of AIDS patients. The search for a cure is being pursued vigorously.

CAN AIDS BE PREVENTED?

Yes. Cases of AIDS related to use of blood or blood products are being prevented by use of screening tests at blood donor sites and by members of high risk groups voluntarily not donating blood. Heat treatment of blood products helps prevent AIDS in patients with hemophilia and other clotting disorders. There is no vaccine for AIDS. Individuals can reduce their risk of contracting AIDS by following the recommendations of the U.S. Public Health Service. Communities can help prevent AIDS by educating their populations about the illness. Meanwhile the search for vaccines and drugs against AIDS continues.
NOMINATION FORM

_________________________ Classified  ______________________ Nonclassified

EMPLOYEE OF THE YEAR AWARD

Name of Nominee ___________________________ Department _____________
Position/Classification __________________________

Nomination Statement
(Nomination must be signed by nominator to be considered.)
January 2, 1987

Dear Colleagues:

This year we will hold our thirteenth annual Recognition Ceremony honoring members of our faculty and staff who have given long and distinguished service to the University. The program will be at 1:30 p.m., Tuesday, April 28, 1987, in the Union Ballroom.

In each of the past twelve years, we have presented awards to two outstanding "Employee of the Year"—one from the classified staff and one from the unclassified, non-teaching staff. We will do so again this year. We invite and encourage nominations for these awards from any member of the University community. A nomination need not be lengthy or detailed. Providing simply an employee's name and department would be sufficient. For your convenience a nomination form is provided on the reverse side of this letter, though its use is not required. A nomination must, however, be signed in order to be considered.

Members of the Recognition Committee will interview at a minimum a nominee's supervisor and a representative sample of the nominee's colleagues. The Recognition Committee considers the following criteria when selecting finalists for the awards: quality and quantity of work, job dedication, loyalty to the University, skills and talents necessary for the job, relations with supervisors and colleagues, adaptability to circumstances, general attitude and demeanor, and community or special service. A nominee's overall contributions to the University will be considered; however, special attention will be placed on the prior year's accomplishments.

All classified and unclassified, non-teaching employees are eligible for nomination if they have completed at least one year of service, are employed half-time or more in a permanent or continuing position, and have not within the past seven years received an "Employee of the Year" award. Staff members who have been selected as one of the five finalists for the "Employee of the Year" award on two occasions during the previous seven-year period are not eligible for consideration. Please submit your nominations by February 6 to:

Ola Faucher, Coordinator
Recognition Committee
Personnel Services

We encourage everyone to join in recognizing those members of our faculty and staff who have contributed so much in service to the University.

Respectfully,

Gene A. Budig
Chancellor

GAB:dmr

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, January 9, 1987

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<th>SALARY RANGE</th>
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<tr>
<td>R-18</td>
<td>Social Worker I</td>
<td>Ron Collins (316) 227-2121</td>
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<td>(Masters Degree)</td>
<td>Kansas Soldiers Home</td>
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<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>Department of Revenue</td>
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<td>R-26</td>
<td>Nutrition Dietetic Consultant</td>
<td>JoAnn Moran (913) 862-9360 Ext. 574</td>
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<td>R-23</td>
<td>Personnel Management Specialist II (See Reverse)</td>
<td>Ranona Boyd (913) 296-3140</td>
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<td>R-27</td>
<td>Personnel Management Specialist III (See Reverse)</td>
<td>Department of Administration</td>
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<td>R-21</td>
<td>Social Worker II</td>
<td>George Carter (913) 296-7278</td>
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<td>State Reception and Diagnostic Center</td>
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<td>R-20</td>
<td>Physical Therapist I</td>
<td>Farrel Oard (316) 221-1200</td>
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<td>Winfield State Hospital &amp; Training Center</td>
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PERSONNEL MANAGEMENT SPECIALIST II

The Division of Personnel Services will be accepting applications for the position of Personnel Management Specialist II, salary range 23 ($1,904-$2,551), until 5:00 P.M., Friday, January 9, 1987. The position will be located in the Research Unit of the Program Research and Policy Development Section.

The incumbent will: 1) identify, formulate, research, and analyze issues related to human resource management; 2) develop policy options; 3) develop bibliographies; 4) analyze and consolidate existing policies and procedures; 5) write abstracts, reports, policies, procedures, research reports, briefing papers, and other documents; and 6) analyze costs, benefits, and savings of various policy options.

Qualifications: graduation from an accredited four year college or university including or supplemented by at least five courses in law, economics, statistics, psychology, sociology, personnel, public or business administration, or educational guidance and counseling, and one year of technical or administrative experience in research, classifications, compensation, employment/recruitment, labor relations, or training. Work involving specialized and technical personnel experience may be substituted for the required education at the rate of 12 months of experience for 30 semester hours of college. Graduate study in the subject areas listed above may be substituted for the required experience at the rate of 24 semester hours per year of experience. Excellent skills in writing, bibliographic research, policy analysis, and interpretation of statistical information are deemed to be essential to successful job performance.

Persons interested in this position should submit a standard State of Kansas application and transcripts to Ranona Boyd, Department of Administration Personnel Office, 123-South, Robert Docking State Office Building, Topeka, Kansas 66612, (913) 296-3140. All applicants should include a cover letter expressing their interest in the position and describing those qualifications and experiences they wish to emphasize.

PERSONNEL MANAGEMENT SPECIALIST III
(COMPENSATION SPECIALIST)

The State Division of Personnel Services is seeking a qualified Compensation Specialist to fulfill a major responsibility in the development and maintenance of the State pay plan.

Qualifications: bachelor's degree with at least five courses in personnel, business or public administration, psychology, sociology, educational guidance and counseling, economics, statistics or law and two years of personnel experience. Will substitute additional personnel experience year for year for required education. Graduate study in the subject areas listed above may be substituted for the required experience at the rate of 24 semester hours per year of experience.

Knowledge of job evaluation theories and techniques, compensation theory and methodology; and proficiency in applying analytical skills to microcomputers are essential.

Annual salary: $27,768 plus benefits.

New Employee Orientation will be conducted January 26.

7 SEMINAR FOR PERMANENT EMPLOYEES; 8:00 a.m.-12:00 noon. Information about promotions and transfers, staff benefits, and answers to your questions about policies and procedures of the University.

13 INTRODUCTION TO SUPERVISION, Day 1; 8:00 a.m.-12:00 noon. An eight hour session for people who will, or may currently, have limited supervisory responsibility.

15 INTRODUCTION TO SUPERVISION, Day 2; 8:00 a.m.-12:00 noon.

New Employee Orientation will be conducted February 23.

10 ADVANCED SUPERVISION, Day 1; 8:00 a.m.-12:00 noon. An eight hour program for experienced supervisors and people with significant supervisory responsibility.

12 ADVANCED SUPERVISION, Day 2; 8:00 a.m.-12:00 noon.

17 CONFLICT MANAGEMENT, Day 1; 8:00 a.m.-12:00 noon. Participants will explore examples of conflict, be able to assess their own style of behavior, and learn new skills in order to be more effective in conflict situations.

19 CONFLICT MANAGEMENT, Day 2; 8:00 a.m.-12:00 noon.

New Employee Orientation will be conducted March 23.

3 INTERVIEWING, Day 1; 8:00 a.m.-12:00 noon. A workshop for staff who want to discuss and practice selection interviewing skills.

5 INTERVIEWING, Day 2; 8:00 a.m.-12:00 noon.

9 COMMUNICATION, Day 1; 8:00 a.m.-12:00 noon. A workshop for all people who want to improve their communication skills on the job.

16 COMMUNICATION, Day 2; 8:00 a.m.-12:00 noon.

18 PERFORMANCE EVALUATION; 9:00 a.m.-12:00 noon. Presenting the technical and practical uses of performance evaluation.

Registration Please call 864-4946 to register for any of these programs. All sessions will be conducted in Room 102, Carruth-O'Leary.

Requests for more information about these or other activities of the Staff Training and Development unit should be directed to Mick Quinn at 864-4946.
### January 1987

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* Cook I & II, Food Service Supervisor I & II, General Maintenance & Repair Technician, Office Assistant II & III.
UNCLASSIFIED VACANCY (search extended)

Assistant Government Documents and Maps Librarian, a full-time, 12-month, tenure-track position available as soon as possible following application deadline. **Duties:** Reports to the Government Documents and Maps Librarian. The Thomas R. Smith Map Collection contains approximately 250,000 historical and contemporary sheets. The Library is a USGS and DMA depository and is supported by a collection of atlases, cartography related materials and serials. The Government Documents library became a U.S. depository in 1869 and a regional depository in 1976. It contains over 700,000 printed documents and 400,000 micro-forms. The collection includes international documents, with strong holdings in United Nations publications and British documents. Primary responsibilities will include map cataloging on OCLC, map and government document reference/research, assisting with planning for the inclusion of government documents and maps on the proposed online catalog, assisting in supervision, collection development, public service and promotion activities, and in planning for the relocation of the Documents and Maps departments to another main-campus facility as early as 1989. **Required Qualifications:** ALA accredited MLS. Experience or recent library school training in modern cataloging practices, including knowledge of AACR II, MARC tagging, and LC classification. Background in geography, cartography, or remote sensing, or experience in organization, processing, and reference work with maps. **Strongly preferred:** Experience in reference work and technical processing of government documents. **Preferred:** OCLC experience with map format. Working knowledge of one or more foreign languages. Familiarity with current trends, issues and computer applications relevant to documents and maps. **Salary:** $18,000 - $24,000 dependent upon qualifications. Excellent benefits. **Application Deadline:** Applications must be received by March 6, 1987. 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 ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

Sandy Gilliland

MARTIN LUTHER KING DAY

Monday, January 19th is an official State Holiday. However, because classes are in session on that day, unclassified staff and librarians do not earn the holiday. Classified staff may take the day off as a holiday, and those classified staff who work will earn holiday compensatory time off at the rate of 1.5 hours for each hour worked, not to exceed 12 hours holiday compensatory time. (Holiday compensatory time must be used within 12 months from the date earned.)

Sandy Gilliland

REMINDER STUDENT EMPLOYMENT APPLICATIONS

If you have any summer and/or fall student employment applications, please send them to Ruth Hurst immediately. If you have any questions, feel free to contact me at 864-3601.

Ruth Hurst

1987 W-4's: THE NEW FORM

I have sent out the new 1987 W-4's to all Classified and Unclassified staff. The IRS requires the completion of this form by October 1, 1987. I will be sending out
FYI January 15, 1987

the new 1987 W-4's to all student assistants in the near future. If you do not receive a copy of the 1987 W-4, please contact me at 864-3601. Ruth Hurst

W-2's
The 1986 W-2's will be mailed to employees the latter part of January. If you have not received your W-2 by February 2nd, please notify Ruth Hurst or Sandy Gilliland at 864-3601. Ruth Hurst

TRAINING BROCHURES
I have posted several training brochures on the bulletin board in the staff lounge. Any interested staff should feel free to stop by and take a look at them. Ruth Hurst

COLLECTION DEVELOPMENT COUNCIL MEETING
The Collection Development Council will meet on Thursday 29 January at 10 a.m. in Conference Room A (502 Watson). The principal topic of discussion will be a serials cancellation project. Rich Ring

FICHE CATALOG CLASS
There will be a class sometime in early February in the Cataloging Dept. conference room 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 want to attend. Annie Williams

COURIER SCHEDULE
Due to the State Holiday (Martin Luther King Day), there will be no Regents' Courier delivery on Monday Jan 19. There will be a delivery on Tuesday Jan. 20 instead. Judy Brow

SCIENCE LIBRARY DEWEY MONOGRAPHS MOVE
The transfer to Watson of Science Library Dewey monographs that have circulated four or fewer times since 1981 has begun as of Tuesday, January 13. The Science Library staff are pulling books from the Dewey stacks in reverse call number order; as of Wednesday, January 14, monographs from 999 to 617.7 will have been sent to the Circulation Department in Watson. Shipments will continue throughout the semester until the project is completed; currently transfers of 18 crate loads are being made daily. Circulation records are being changed as the books are sent to Watson. The transferred books will have a permanent location of Science, a temporary location of Watson in the circulation system and will be integrated into call number sequence in the Watson stacks. Catalog records will not be changed so reliance on the circulation system to determine location is strongly advised. Stay tuned for future move updates. Janice Franklin

MOTOR POOL NEW LOCATION
The Motor Pool Office has been moved to the new Facilities Operations Garage on West 15th Street. All vehicles reserved through the Motor Pool will be available at the new location. Contact the Motor Pool (4-3902) for transportation or directions to the new facility. Nancy Jaeger

ATTACHMENT
The state of Kansas promotion and transfer list.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, January 16, 1987

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<td>Social Worker I (Masters Degree)</td>
<td>Ron Collins (316) 227-2121</td>
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<tr>
<td></td>
<td></td>
<td>Kansas Soldiers Home</td>
</tr>
<tr>
<td>R-12</td>
<td>Custodial Supervisor II</td>
<td>Kay Jones (913) 296-2974</td>
</tr>
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<td></td>
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<td>Historical Society</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II (Steno)</td>
<td>Dr. Lois Scibetta (913) 296-3068</td>
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<td>Board of Nursing</td>
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<td></td>
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<td>Farrel Oard (316) 221-1200</td>
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<td>Winfield State Hospital &amp; Training Center</td>
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PERSONNEL

Shelley Miller has been appointed as Cataloging Librarian effective February 2nd. Shelley has worked previously for the Library (1977-81, 1983-84) in SPLAT and for a Title II-C Cataloging Project. Most recently, Shelley has been employed by the Library of Congress as a Senior Acquisitions Specialist (1984-86). She received her MLS degree from UCLA in 1982, and has a BA from KU with a double major in Spanish and Social Welfare.

Sandy Gilliland

TAX CHARTS

The Library Office has copies of State and Federal tax charts available for distribution to Library staff. These charts may be useful in calculating withholding information and for completing the new W-4 forms. Contact the Library Office for the charts, 4-3601.

Sandy Gilliland

FICHE CATALOG CLASS

There will be a class on Thursday, February 12th at 10:00 a.m. in the Cataloging Dept. conference room 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 want to attend.

Annie Williams

COOPERATIVE RESEARCH GRANTS FOR LIBRARIANS

The Council on Library Resources has announced an April 1, 1987 deadline for receipt of applications for funding from its Cooperative Research Program. Under this Program, CLR makes a limited number of grants each year to support research projects proposed jointly by librarians and members of faculties in library science, or when appropriate, other pertinent disciplines. Grants are limited to a maximum of $3,000 and are intended to fund such incremental research costs as the organization of data, hiring of assistants, charges for computer time, etc. Procedures for applying and additional information are available from the Library Office (Sandy Gilliland).

Sandy Gilliland

INCLEMENT WEATHER POLICY

Attached is a copy of the University's Inclement Weather Policy as a reminder to all staff in the event severe weather causes the cancellation of classes or otherwise affects transportation to/from work. Contact Sandy Gilliland or Ruth Hurst if you have any questions.

Sandy Gilliland

STATEWIDE TRAVEL SERVICE CONTRACT

A new statewide contract for travel service has been established for all state agencies. Attached is a memo from Gene Puckett, Director of the K.U. Purchasing Office, that outlines the new contractor for the Douglas County area. Library staff who are to be reimbursed for airfare costs from funds deposited with the State Treasurer (e.g., state appropriated, restricted use, grant, etc.) must use King Travel Service in Topeka for the purchase of their airline ticket. Staff who are not be be reimbursed through the State, or who receive endowment funds, may use other travel
agencies for their airfare arrangements. A copy of the current state contract is available upon request from Ruth Miller in the Library Office. Questions about this new contract should be directed to Nancy Jaeger or Sandy Gilliland (4-3601).

Nancy Jaeger

ATTACHMENTS

Collection Management & Preservation Committee minutes for Dec. 18th meeting (below), Inclement Weather Procedures and Policies, State Promotion and Transfer List and memo on Statewide Travel Service Contract.

Collection Management and Preservation Committee
December 18, 1986

Present: Bill Mitchell, Rich Ring, Lance Tomlin, Susan Craig, Rebecca Stuhr-Rommereim, Rachel Miller, Rob Melton.
Absent: Kendall Simmons

Scheduling: January 22, Thursday 10:30 a.m.
February 26, Thursday 10:30 a.m.

The committee is currently working on two projects: 1) The food and drink saga continues. Rachel talked to Marianne Reed about the survey that was taken this fall. Marianne said that they (the group taking the survey) are hoping to get the survey compiled by the week after Christmas. A copy will be given to us. 2) Disaster Preparedness. Momentum for this project needs to be started up again.

New business: Six videotapes from the Stanford Conservation Workshop are available on loan from the Library of Congress or from regional preservation programs. Bill will call to get us on the schedule to receive these films.

We will also plan another slide tape show for early February.

Donna Koepp has written a preservation proposal for Maps. Rachel has a copy of the NEH Grant guidelines and Donna's budget request. She will ask for a copy of the prose part.

The program improvement request for preservation went to Strong Hall appended to the rest of the library improvement requests.

Bill will try to get a report on the state of Watson's/Spencer's roof, possibly a copy of the inspection.

Circulation has ceased to monitor the temperature and humidity in the stacks for the cold months.

We discussed the massive stack shifting that is taking place.

Respectfully submitted,

Rebecca Stuhr-Rommereim.
TO: Vice Chancellors, Deans, Directors and Chairpersons
FROM: William A. Ragan, Associate Executive Vice Chancellor
DATE: April 12, 1983
RE: Inclement Weather Procedures and Policies

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

Inclement Weather - Personnel Policies

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

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

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

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
B. Employees who miss one (1) hour or less of work because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Employees who miss more than one (1) hour of work shall use one of the options described above for handling all additional lost time beyond 1 hour. However, employees will not be granted the one hour of leave if they miss the complete day.

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

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

Procedures to Cancel Classes or Curtail Other University Operations

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

1. When severe weather is anticipated, the University Police Department will maintain regular communication with the Lawrence Police Department, the State Highway Patrol, other appropriate law enforcement agencies in the area, and with the Weather Service in order to monitor the conditions of streets and roads and to assess the likelihood that severe weather will continue. Police Dispatch will contact Facilities Operations as per established procedures and will maintain communications in order to assist with the overall effort to minimize the affect of inclement weather. Facilities Operations will assure adequate routing of emergency vehicles, fire apparatus, etc.

2. By 5:00 a.m., the Director of Facilities Operations or his representative shall provide the University Director of Support Services with an up-to-date complete status of street and parking lot conditions on the Lawrence campus and major feeder streets. As the result of the Police communications with other law enforcement agencies, the University Director of Support Services will consult with the Police Department on the current weather conditions and on the progressive weather changes anticipated.
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.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, January 23, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-19</td>
<td>Orientation and Mobility Instructor (Unclassified) (4 Special Project Positions)</td>
<td>Robin O'Dell (913) 296-3911 Kansas Rehabilitation Services</td>
</tr>
<tr>
<td>R-20</td>
<td>Physical Plant Supervisor I (Part-Time Intermittent)</td>
<td>Jerry Tallent (316) 431-7100 Chanute Area Social and Rehabilitation Services Office</td>
</tr>
<tr>
<td>R-23</td>
<td>Clinical Chaplain II (50% Position) Psychologist III</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-24</td>
<td>Computer Operations Specialist</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
</tr>
<tr>
<td>R-10</td>
<td>Facility Custodian (Unclassified)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192) Adjutant General's Department</td>
</tr>
<tr>
<td>R-18</td>
<td>Office Supervisor</td>
<td>Tammy Hazzard (913) 296-3185 Kansas Water Office</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I (Unclassified)</td>
<td>Robin O'Dell (913) 296-3911 Kansas Rehabilitation Services</td>
</tr>
<tr>
<td>R-20</td>
<td>Physical Therapist I</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital &amp; Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>Psychologist I</td>
<td></td>
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<tr>
<td>R-21</td>
<td>Speech Pathologist I</td>
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<tr>
<td>R-23</td>
<td>Speech Pathologist II</td>
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</table>

EQUAL OPPORTUNITY EMPLOYER
DATE: January 6, 1987

TO: Vice Chancellors, Directors, Deans, Chairpersons

FROM: Gene Puckett, Director of Purchasing

SUBJECT: Statewide Travel Service Contract

All State agencies, including the University of Kansas, are required to use the new statewide travel services contract. According to a memorandum issued by Arthur H. Griggs, Acting Secretary of Administration, the effective date for this contract is January 1, 1987, and any travel arrangements initiated or made after January 1, 1987, are to be made through the contractor for this zone (Douglas County).

The contractor for state agencies in Douglas County is King Travel Service, 217 E. 8th Street, P.O. Box 1494, Topeka, Kansas 66601. King Travel Service telephone numbers are as follows:

Local: 8:00 a.m. to 9:00 a.m. - 913-233-1039
9:00 a.m. to 5:30 p.m. - 913-233-1300

Long Distance: Calls originating in Kansas Monday thru Friday,
9:00 a.m. to 5:00 p.m. toll free - 1-800-422-0199
Calls Originating Outside Kansas - 1-800-233-4897
24-hour toll free hot-line for use only during non-office hours - 1-800-626-7501

If the traveler needs the service of the hot-line office, and the change in reservations necessitates a new ticket, the traveler will be requested to give the reservationist an American Express card number or the American Express BTA number.

The use of this contract for the purchase of airline tickets is mandatory. Agencies are urged to encourage employees to use all services offered by the contract which include lodging arrangements and car rentals.

Copies of the contract will be furnished to budgetary units upon request to the Purchasing Office. Questions about the contract and the administration of its conditions may be directed to Ben Tillman or Jerry Williams in the Travel Audit section of the Comptroller's Office.

cc: Executive Vice Chancellor Shankel
University Director Nitcher

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
February 1 PAYCHECKS

February 1 paychecks may be picked up in the Library Office after 3:00 p.m. on Friday, January 30, 1987. Paychecks cannot be picked up before that time. Ruth Miller

1986 W-2's

W-2's reflecting earnings during calendar year 1986 have been mailed to home addresses by the State of Kansas. If you do not receive your W-2 by the end of next week, contact the Library Office for assistance. Sandy Gilliland

W-4's FOR 1987

The new W-4 forms have now been distributed to all library staff and students. As a reminder, everyone must file a new W-4 by October, 1987. Earlier submission is suggested, however, so that the proper withholding is calculated for the year. If you have not received a copy of the new W-4 form, notify the Library Office. When submitting student appointment papers, please be sure to have students complete the new W-4 form. Sandy Gilliland

TIME CARD DEADLINE ANNOUNCED

All student, classified and unclassified time cards will be due in the Library Office by 9:00 a.m. Friday, February 13th. If mailing time cards, please allow enough time so they reach the Library Office by this date. Sandy Gilliland

LIBRARY STAFF TELEPHONE DIRECTORY

Attached to this issue of FYI is an updated copy of the Library's Staff Telephone Directory. Please report any errors/changes to the Library Office. Thanks. Sandy Gilliland

FICHÉ CATALOG CLASS

There will be a class on Thursday, February 12th at 10:00 a.m. in the Cataloging Dept. conference room 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 want to attend. Annie Williams

LFA GENERAL MEETING

The Library Faculty Assembly will hold a general meeting at 1:00 on Wednesday, February 25, in the Watson Library Administrative Conference Rooms. The agenda will include, among other things, a discussion of the issues surrounding the Peer Review Committee as presented in my November 19 memo to the membership and the introduction of the "PRC Review Committee", the three-member task force that will be studying these issues in the months ahead. Jim Neeley

LIBRARY SUPERVISOR WORKSHOPS ANNOUNCED

The Libraries at Kansas State University and the University of Missouri-Kansas City have announced two workshops for library supervisors. Workshop I, "Librarians as Supervisors" and "Improving Job Performance: Strategies for Supervisors" will be
conducted by Maureen Sullivan, Yale University Personnel Librarian (previously OMS Management Training Specialist). Workshop II, "Managing Student Workers" will be conducted by Doug Buchanan, UMKC Director of Career Services and Scott Brown, UMKC Coordinator of Career Services. Both workshops will be held on Friday, March 6, 1987 from 8:30 a.m. to 5:00 p.m. at the Phillips Hotel in Kansas City (12th & Baltimore). Seven CEU credits are available upon completion of Workshop I, if requested on the registration form. (CEU credits are not available for Workshop II.) Interested individuals are instructed to select one of the workshops and register by completing registration forms available from Sandy Gilliland in the Library Office. Additional information about the workshop content, parking, lunch arrangements, etc. is also available from Sandy. Registration fee is $45 and registration is due 2/9/87.

Sandy Gilliland

IMMORTALITY AT LAST!


Jim Neeley

PARTY, PARTY, PARTY!

Shelley Miller will re-join the Library staff as of February 2nd, returning to Lawrence and KU from Washington and LC. There will be a party for her on Friday, February 6th, from 4:30-6:30 in the Hawk's Nest, 2nd floor, Kansas Union. Dutch treat.

Annie Williams

CAMPUS MAILERS

I really appreciate everyone sending me their extra campus mailers. KEEP THEM COMING and thanks again!

Ruth Miller

ATTACHMENTS

Library Staff Directory, New Science Library Staff Committee minutes of 12/16/86 meeting and State promotion and transfer list.
Staff Committee--New Science Library
Minutes of the 12/16/86 Meeting
Present: S. Couch, B. Denton, S. Hawkins, R. Hurst, R. Melton, J. Ranz, K. Sewell, A. Williams, S. Williams, N. Burich
Absent: C. Sibley

Ranz reported that construction of the lighting lab is complete, but the manufacturer has not supplied the lamps yet. They should be here after the first of the year. There are no new developments concerning either the Math Library or the use of Malott by Maps and Documents after Phase I opens.

Ranz reported on the Hoch-Bailey-Strong Committee, of which he is a member. That group will recommend priorities for those buildings for the University for the next five years. Ranz said that he has told the committee that the Libraries would prefer to have Phase II as an addition to the NSL to the south and/or the south-west. But if the University wants a new Performing Arts center and Hoch is seen as inadequate for that purpose, then it might be used in Phase II of the NSL. In fact, Phase II might be started sooner under these circumstances than if Hoch is not used. However, the science faculty want a lecture hall to seat 1200 people. Currently, the lecture hall shares top priority with Phase II. If a new education building were built on the perimeter of campus, Bailey might be used as an "overflow" building. Strong may be used to centralize all undergraduate student services.

Next there was a discussion about retrocon priorities and the list of priorities for retrocon which was developed by the Public Service units. No conclusions or recommendations were reached.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

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<td>(Steno)</td>
<td>Board of Nursing</td>
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Winfield

R-20 Physical Therapist I
R-21 Psychologist I
R-21 Speech Pathologist I
R-23 Speech Pathologist II

Farrel Gard (316) 221-1200
Winfield State Hospital & Training Center

EQUAL OPPORTUNITY EMPLOYER
UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY (Revised 1/14/87)

ACQUISITIONS, 2nd Level Watson 3476
Lohrentz, R. Anderson, Cundiff, Proese, H. Back, Jeffries, Leon, Lodwick, Stephens, Traxler

ADMINISTRATIVE OFFICE, 5th Level Watson 3601
Barnes, Butter, Emery, Gilliland, M. Hawkins, Howard, Hurst, Jaeger, Miller (Ruth)

ARCHIE R. DYKES LIBRARY—KUMC, Kansas 8-560-7166
James Bingham, Director

ARCHIVES ..................................... 4188
J. Nugent, Bunch, Kehde

ART LIBRARY, 1st Level Spencer Museum 3020
Craig, Altenbernd, Perry, Snow

BINDERY PREPARATIONS, 1st Level Watson 3753
Elliott, Tabby

CATALOGING, 2nd Level Watson 3036/3049/4165
Moore, R. Borton, Bower, Bramble, Butler, Clodfelter, Cunningham, DiFilippo, Dowdey, Gaeddert, Gates, N. Hawkins, Landon, Marvin, Mauler, M. Miller, Neugebauer, Patterson, Rake, Randall, Roach, Schmidt, Sconce, Sibley, Seigmund, Slater, Thompson, Tricker, Tronier, Wallace, A. Williams

Serials Cat.: Algier, Fry, Neugebauer, Wilson

CIRCULATION, 3rd Level Watson 4715
Simmons, Bishop, Gelhaus, Griekspoor, Samuelson, Shively

COLLECTION DEVELOPMENT, 2nd Level Watson 3476
Ring

COPYING SERVICES, 4th Level Watson 4209
Cooker

DOCUMENTS, 117 SRL 4662
Koeppe, Starr, Vogel, Warren

EAST ASIAN LIBRARY 4669
Carvalho, Pu, Teng

ENGINEERING LIBRARY, 1012 Learned 3866
Weller, M. Borton, Backus, Tomlin

EXCHANGE AND GIFTS, 2nd Level Watson 3425
Hamiton

HONEY READING ROOM, 102 Summerfield 3404
Cheer Saile

INFORMATION, 3rd Level Watson 3347
INTERLIBRARY SERVICES, 3rd Level Watson 3960
Brandt, Brow, Dienes, Donaldson, Owens, Sharran, Spray

KANSAS COLLECTION, 224 SRL 4274
S. Williams, Brady, Bromberg, Hollingsworth, Lamberton, McMenemy, Minor (Title II-C/ Wilcox Project: Schulte, Darting, Freudicksen, Otto) (Black History Grant: Dandridge)

LAW LIBRARY, 200-A Green Hall 3025
Peter Schanck, Director

MAIL ROOM, 1st Level Watson 3080
Coburn, Santoro

MAP LIBRARY, 110 SRL 4420
Koeppe

MUSEUM LIBRARY, 209 Strong 3440
Muhl

MICROFORMS, 4th Level Watson 4661
S. Hawkins

MUSIC LIBRARY, 448 Murphy 3496
Hitchens, Johnson, Smith

PERIODICALS READING ROOM, 4th Level Watson 3950
Couch, Revenew

REFERENCE DESK & INFORMATION 3347
Reference Offices, 3rd Level Watson 3366
J. Neeley, Clark, Evans, Jones, Melton, McDonough, K. Miller, Owens, Stuhr-Rommereim, Symons

REGENTS CENTER LIBRARY 841-2147
9900 Mission Road, Overland Park, KS 66206
Burich, Lee, Olausson, Scott

RESERVE, 3rd Level Watson 3396
Harsh

SCIENCE LIBRARY, 6040 Malott 4928
K. Neeley, Crank, B. Denton, Emde, Franklin, S. Hewitt, Kirby, Taylor

SERIALS, 2nd Level Watson 3535
K. Miller, Bauer, Cook, Copp, J. Denton, Gillespie, Hamlin, Lathrom, Lynch, Nugent

SERIALS CATALOGING, 2nd Level Watson 3535
Algier, Fry, Neugebauer, Wilson

SLAVIC, 2nd Level Watson 3957
G. Anderson, Alexander, Howe, Jerkovich, Sewell

SPLAT: (Dept. for Spain, Portugal, and Latin America), 2nd Level Watson 3351
R. Miller

SPECIAL COLLECTIONS, 327 SRL 4334
Mason, Baker, Clement, Dickinson, Helyar, Hocker, Hyde, Melton, Mitchell

LIBRARY STAFF
Alexander, Maria, Program Asst. Slavic 3957
Algier, Aimee, LII Serials Cataloging 3535
Altenbernd, L. Jan, LAI Art Library 3020
Anderson, Gordon, LII Slavic 3957
Anderson, Roger, LI II Acquisitions 3476
Backus, Lauretta, LII Acquisitions 3866
Baker, Mary Ann, LII Special Coll 4334
Bauer, Lois, OAI Serials 3535
Bishop, Norma, LAI Circulation 4715
Borton, Mary, LII Engineering 3866
Borton, Richard, LAI Cataloging 3038
Bower, Kerry, LAI Cataloging 3038
Brady, Marilyn, Program Asst. Ks. Coll 4274
Bramble, Sadie, L II Assoc. Cataloging 3038
Brandt, Sandra, LI IILS 3960
Bromberg, Nicolette, Prog. Asst. Ks. Coll 4274
Brow, Judy, LAI ILS 3960
Buckner, G. Wesley, OAIII Copying Serv 4209
Bunch, Barry, LAI Archives 4188
Burich, Nancy, LIII Regents Ctr. Lib 841-2147
Butler, Karen, LAI Cataloging 3038
Butler, Sherry, OAI Admin. Office 3601
Carvalho, Gene, LIII East Asian Lib 4669
Clark, Marilyn, LIII Reference 3366
Clement, Richard, LI Special Coll 4334
Clodfelter, R. Katherine, LAI Cataloging 3038
Coburn, Bruce, OAIII Mail Room 3080
Cook, Muriel, OAIII Serials 3535
Copp, Linda, OAIII Serials 3535
Craig, Sarah, L I Assoc. Periodicals 3950
Craig, Susan, LII Art Library 3020
Crank, Richard, LAI Science 4928
Cundiff, L. Hope, LAI Acquisitions 3476
FYI February 5, 1987

SEARCH COMMITTEE APPOINTMENTS

The following library staff have been appointed to the Cataloging Librarian Search Committee: Lorraine Moore, Chair; Mary Roach; Geri Slater; Annie Williams; Rob Melton; Clint Howard; Sandy Gilliland.

CIVIL SERVICE TESTING CALENDAR

Attached is a copy of the testing calendar indicating the dates and times of several Civil Service examinations. Library student assistants who are interested in permanent part-time or full-time civil service employment must take a civil service test for the classifications in which they are interested and should contact Sandy Gilliland, 4-3601, or the University's Personnel Office, 4-4942, for additional information. To register for the examinations, call the Personnel Office.

Sandy Gilliland

FICHE CATALOG CLASS

There will be a class on Thursday, February 12th at 10:00 a.m. in the Cataloging Dept. conference room 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 want to attend.

Annie Williams

PRESERVATION SLIDE-TAPE PROGRAMS ANNOUNCED

The library's two preservation slide-tape programs will be shown again in the Cataloging Department Room, at these times:

- Friday, Feb. 6, 2:30
- Wednesday, Feb. 11, 10:30
- Tuesday, Feb. 17, 3:30

The programs are entitled:

"Handling Books in General Collections" (Library of Congress, 10 minutes duration)
"The Care and Handling of Books" (Yale University, 28 minutes duration)

All library staff who haven't yet seen these slide-tape programs are welcome to attend. Please call Rachel Miller (SPLAT, 4-3351) to reserve a spot. Rachel Miller

STAFF DEVELOPMENT COMMITTEE INVITATION

The Staff Development Committee will sponsor a brown-bag lunch featuring reports on the recent ALA mid-winter meeting. Lunch will be on Tuesday February 17 at 11:30 in Administrative conference room A. Everyone is welcome. Rich Ring

CLASSIFIED CONFERENCE EXECUTIVE BOARD ELECTION RESULTS

Officers: Chair: Ruth Hurst (Administrative Office, 3601)
Vice-Chair: Lance Tomlin (Engineering, 3866)
Secretary: Lars Leon (Acquisitions, 3476)

Group Representatives:

- Group I: Janet Revenew (Periodicals, 3950)
- Group II: Linda Evans (Reference, 3366)
- Group III: Lois Bauer (Serials, 3535)
- Group IV: Cynthia Shively (Circulation, 4715)
- Group V: Verna Froese (Acquisitions, 3476)
- Group VI & VII: Diana Patterson and Nancy Hawkins (Cataloging, 3038)
- Group VIII: Sue Hewitt (Science, 4928)
- Group IX: Jennifer Vogel (Documents, 4662)

The first Executive Board meeting will be held Thursday, Feb. 19th at 2:30 p.m. in Conference Room A, Watson Library.

Lance Tomlin
FYI February 5, 1987

FACILITIES OPERATIONS MAINTENANCE

"Due to financial and employee cutbacks, Facilities Operations has had to reduce part of its service to the University community. From 5:00-11:00 p.m. weekdays, we will no longer be staffed in the main office for incoming maintenance requests; instead, we will be taking calls at 864-3716 (the Preventive Maintenance Shop) for emergency maintenance calls." (memo from Facilities Operations)

Fire alarms and room lockout calls will continue to be taken by KUPD at 864-5572.

As a reminder, all reports of building maintenance problems should be made through the Library office during the hours of 8:00 - 5:00, M-F. (864-3601) Ruth Miller

KLIEWER MEMORIAL

At the KULSA holiday party on Dec. 18, 1986, I presented Esther Kliewer with checks of $52.50 (each) for memorials to the Free Methodist Church of Lawrence and the Mennonite Brethren Board of Foreign Missions. I have since received a thank-you from the Mennonite Brethren Missions and the following message from Esther Kliewer: "We thank each of you who contributed to the memorials in memory of Marion Kliewer.

Esther Kliewer & Family"

There still remains an additional $52.50 for purchase of a book gift to the KU library in memory of Marion. Al Mauler

KULSA HOSPITALITY

While Ruth Hurst is on maternity leave, please send any news that would require a congratulatory or sympathy card to Al Mauler c/o Cataloging. Al Mauler

PARTY, PARTY, PARTY!

Shelley Miller has re-joined the Library staff, returning to Lawrence and KU from Washington and LC. There will be a party for her on Friday, February 6th, from 4:30-6:30 in the Hawk's Nest, 2nd floor, Kansas Union. Dutch treat. Annie Williams

ATTACHMENTS

Civil Service Testing Calendar, Neukase Meeting, November 21, 1986 minutes, Kansas State promotion and transfer list.
Neukase Meeting  
Nov. 21, 1986


The meeting opened with J. Neeley showing the example of the latest CSR fiche, with all the changes that had been made to it. He reported that they had reduced the file by 21% by cutting out lines, which in turn reduced the number of fiche to 90. The header stripe type has been reduced to the same size as the COM fiche and has solved the duplication of headings problem. The cost would be $10.55 per copy per month, so departments will be asked to review their need for the fiche in order to see if the number needed can be reduced. Currently, approximately 20 copies go out each month to libraries outside KU and twice a year there are almost 200 copies mailed to people on an inter-library loan list. Currently, this costs the library nothing, but these two categories were not figured into the new system’s costs and so would be discontinued. Any further continuation of this service would have to make use of old copies of the fiche. For clarification, it was stated that internal distribution of UKASE does include: Law library, Howey Reading Room, Hatch Reading Room, and the Kansas Geological Survey. The anticipated cost of fiche distribution would be $3000 in FY87 for 5 issues or $7200 for 12 issues. This cost could be reduced by cutting down the frequency of the issues run. Concern was also voiced about the supply of fiche panels, which is minimal. The cost per unit has gone up to $5.50, but the situation will be reviewed.

Susott reported that things are progressing as expected and about the only thing to be settled was the schedule for issuing the new CSR. He said that he would check the COM production schedule, perhaps they can be run the same weekend. M. Roach asked if we had contracted with Anacomp to produce a certain number of copies of the file. Howard said no, not that he know of. Factors affecting a decision will be checked out and a decision made later.

K. Miller provided the committee with handouts on the upcoming training schedule for library staff. The handouts included an overview of the training, a list of those persons to be involved, and a time line for December activities relating to the new system. Efforts were made to make the schedule as convenient as possible for this time of year, but anyone who has problems with it should contact K. Miller. The training will of course continue past the Jan. 5 start up date as people begin to work on the new system. J. Miller previewed the training sessions for the committee. The first one will be at the Computer Center and will deal with learning the holdings format. The manual for this will be about 200 pages and distributed to those in training. This, he said, would be a pre-requisite to further training on the system. The next two sessions that will take place in Watson will deal with talking to staff about what they will be doing on the terminals to
A hardware update was given to the committee stating that work was continuing on the installation of the math terminal. Concern was again raised about the math and science terminals and Howard asked Susott if he could talk to someone about speeding up the process. M. Roach said that people could probably practice on the terminals in cataloging if necessary. M. Roach also reported that there is no record of the twelve sign-on authorizations sent down before Christmas to be completed. The Computer Center is in the middle of switching authorization duties and so things are up in the air. Emergency authorizations can be handled individually over the phone if necessary, otherwise it may take ten days to get them completed. At the point people receive them, they need to check and make sure that their number works.

The next meeting will be at 9:00, Fri. morning, Jan. 23, 1987.
UNCLASSIFIED VACANCY

LIBRARY PROGRAM ASSISTANT/LATIN AMERICAN CATALOGER, Cataloging Department. A full-time, grant-funded position available May 1, 1987 for one year with possibility of continuation. Duties: Performs original and/or copy cataloging and Library of Congress classification of materials published in Latin America, primarily in Spanish and Portuguese, using OCLC and a local online records management system and integrated authority file. Required Qualifications: BA degree; strong reading knowledge of Spanish; library school training in AACR2 or cataloging experience using AACR2. Preferred Qualifications: Reading knowledge of Portuguese; research library experience with LC classification and OCLC or other bibliographic utility. Salary: $18,000-$21,000 dependent upon qualifications. Excellent benefits. Applications must be postmarked by March 31, 1987. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

Sandy Gilliland

PERSONNEL

Vickie J. Bozarth has been appointed as half-time Program Assistant in the Documents Department, effective February 18. Prior to coming to K.U., to pursue a second master's degree in Geography this semester, Vickie was Head of Documents at Emporia State University. She earned a B.A. in English (1983) and Master's Degree in Library Science (1984), both from Western Michigan University. Vickie replaces Kathy Hill.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED

The following library staff have been appointed to the Program Assistant/Latin American Cataloger Search Committee: Lorraine Moore, Chair; Kerry Bower; Clint Howard; Rachel Miller; Shelley Miller; Mary Roach; and Sandy Gilliland.

Sandy Gilliland

DEADLINE FOR OUT-OF-STATE TRAVEL REQUESTS

All staff planning to request travel fund allocations from the Staff Development Committee for the fourth quarter (April-June), should submit their requests by February 27. Application forms to request travel funds are available from Roger Anderson in Acquisitions, Watson Library. The completed forms should be returned to Roger for consideration by the Committee.

Nancy Jaeger/Roger Anderson

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet on Wednesday, February 25 at 10 a.m. in Administrative Office conference room A. Please send any items you wish to have on the agenda for this meeting to Rich Ring.

Rich Ring

LFA GENERAL MEETING

The Library Faculty Assembly will hold a general meeting at 1:00 on Wednesday, February 25, in the Watson Library Administrative conference rooms. The agenda will include a discussion of the issues surrounding the Peer Review Committee as pre-
FYI February 19, 1987

sented in my November 19 memo to the membership and the introduction of the "PRC Review Committee", the three-member task force that will be studying these issues in the months ahead. Jim Neeley

IFICHE CATALOG CLASS

There will be a class sometime in early March in the Cataloging Dept. conference room 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 want to attend. Annie Williams

otyping Room in Watson Library

On Monday, February 16, Watson's former 3rd floor Smoking Room (across from the Reserve Desk) was made available to the public as a Typing Room. The room has been converted for this purpose at the request of the Student Senate. Student Senate has provided 2 new electric, self-correcting Swintec typewriters and 1 IBM Selectric. Very soon, three IBM selectric II typewriters (not self-correcting) will also be added to the room. Student Senate has a service contract on those typewriters which are not still under warranty. Brief instructions are taped to the typewriters, and manuals are provided in the Typing Room. Persons who need assistance or need to report equipment problems should phone the Student Senate office (4-3710), which has 24-hour answering service. Student Senate's office number is posted in the Typing Room. Typing ribbons and correction tape are available from the Reserve Desk. Typewriter paper is not provided, although the Student Senate hopes to install a vending machine for typewriter paper within the room. Since this is something of a trial situation for both the Library and the Student Senate, we're anxious to monitor the effectiveness of this arrangement. Please let me know of questions or problems related to the Typing Room. As a result of this change, library users who wish to smoke are being asked to use Watson's public lounge on Level 1. Mary Hawkins

ATTACHMENTS

OPAC Committee Minutes of 2/17/87 meeting plus attachments and the State promotion and transfer list.
OPAC Committee Minutes, meeting of February 17, 1987, 1:30 p.m.


John distributed a Summary of OPAC Steering Committee Reports (attached), and discussed briefly some of the decisions mentioned therein. This was followed by a discussion of uncertainties about hardware choice and installation. Clint reported that he had recently checked with Gary to ask when a response on installation costs might be expected. Gary had said that one of the uncertainties delaying a response had been resolved, and that one should be received soon. John explained that there are a few unanswered questions concerning the capabilities of the 7171 protocol converter and of a hybrid protocol converter-controller, the 3174, to handle colors and higher transmission speeds. Answers are expected from IBM in the next few weeks.

Because the next scheduled meeting would fall during Spring break, the next meeting will be on Tuesday, March 24th, at 1:30.
You should have received reports of three OSC meetings: January 27, February 3, and February 10.

These reports list decisions on three questions. These questions and the committee's decisions are summarized below:

(1) Where a record contains a non-title main entry and a uniform title, should the distinctive title of the work (that is, the title on the title page, not the uniform title) appear as a regular title entry in the author + title index or should it appear only as a see reference to the uniform title?

DECISION: The distinctive title should appear in the author + title index as a see reference only. It would of course appear as a normal title added entry in the title index. This duplicates the practice in the current card and microfiche catalogs.

(2) Should uniform titles appear as regular added entries in the title index? Should the treatment be different for different kinds of uniform title entries: (a) the principal uniform title of a work entered under author (subfield $t$ of a lxx field in the KU format -- a 240 field on an OCLC record); (b) the title portion of a non-analytic name-title added entry; and (c) the title portion of an analytic name-title added entry.

DECISION: All uniform titles, regardless of tag, should appear as simple title entries in the title index. Among other things, this means that all versions and translations of a work entered under author + uniform title will be gathered not only at the uniform title position in the author + title index, but also in the title index. This diverges from the practice in the card and microfiche catalogs since in those catalogs uniform titles do not usually receive simple title added entries. (Some examples are on the following pages.)

EXCEPTION: Programming will be such that certain generic uniform titles may be entered into system control file records in order for them NOT to appear in the title index. The most likely candidate is "Works", but there may be others.

(3) Should additional see references be made to certain subject headings containing place names? The full proposal accompanies the report of the February 10 meeting.

DECISION: Reference types #1, #2, and #4 will be attempted. It is recognized that certain rotations of certain geographic headings will not be possible, but the practice in general should be useful and helpful. This practice should somewhat compensate for the lack of keyword subject searching for topics related to a particular jurisdiction or geographic area. It won't completely solve the problem, but it should help.
Examples of uniform title treatment

1. A principal uniform title of a work entered under author.

Card image:

Grass, Gunther, 1927-
[Treffen in Telgte. English]
The meeting at Telgte / Gunther Grass ...

MARC bibliographic record (in KU system):

100 1 0 0 170931 Grass, Gunther, $d 1927 - $t Treffen in Telgte. $l English.
245 1 4 The meeting at Telgte / $c Gunther Grass ...

MARC authority record #170931:

100 1 0 1 Grass, Gunther, $d 1927- $t Treffen in Telgte. $l English.
400 1 0 Grass, Gunther, $d 1927- $t Meeting at Telgte. $w ---n

Treatment: Both "Treffen in Telgte. English" and "Meeting at Telgte" will appear as simple title entries in the title index; in the author + title index, under the author "Grass, Gunther", the user will be referred from "Meeting at Telgte" to "Treffen in Telgte (English)".
Examples of uniform title treatment

2. An author-title added entry:

Card image:

Grass, Gunther, 1927
Danziger Trilogie / Gunther Grass. -- Einmalige Sonderausg.
-- Darmstadt : Neuwied ; Luchterhand, 1980.
1157 p. ; 22 cm.
Contents: Die Blechtrommel.--Katz und Maus.--Hundertjahre.


MARC bibliographic record (fields for added entries only):

700 1 2 0  64113  Grass, Gunther, $d 1927- $t Blechtrommel.
700 1 2 0  64114  Grass, Gunther, $d 1927- $t Katz und Maus.
700 1 2 0  64115  Grass, Gunther, $d 1927- $t Hundertjahre.

(The authority records 64113, 64114, and 64115 contain no cross references.)

Treatment: Each of the 700 fields will produce an author + title index entry under Grass + the title; each will also produce a simple title entry in the title index. (If the individual titles had already been given title added entry status in 740 fields in the bibliographic record, the duplicate title entries would be removed during the sorting of the file.)
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, February 20, 1987

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<th>CONTACT PERSON</th>
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<td>R-23</td>
<td>Physicians Assistant I, Corrections (Temporary)</td>
<td>Tracey Turpin (913) 727-3235 (Ext. 213) Kansas State Penitentiary</td>
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<td>Physician Specialist (Unclassified)</td>
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<tr>
<td>R-21</td>
<td>Psychologist I</td>
<td>George D. Carter (913) 296-7278 Kansas State Reception and Diagnostic Center</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital &amp; Training Center</td>
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EQUAL OPPORTUNITY EMPLOYER
PERSONNEL

Saralinda Rhodes has been appointed as Reference Librarian/U.S. History Bibliographer effective March 18th. Saralinda is currently employed by San Jose Public Library, San Jose, California. She earned the MLS degree from San Jose State University in 1986, and received a BA in History from the University of California, Berkeley, in 1984. Saralinda replaces Charles Getchell.

Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR

The University's testing calendar for State Civil Service examinations offered on campus during the month of March is attached. Library student assistants who are interested in permanent part-time or full-time State civil service employment must take a civil service test for the classifications in which they are interested, and should contact Sandy Gilliland, 4-3601, or the University's Personnel Office, 4-4942, for additional information. To register for the examinations, call the Personnel Office.

Sandy Gilliland

DEADLINE FOR OUT-OF-STATE TRAVEL REQUESTS

All staff planning to request travel fund allocations from the Staff Development Committee, are reminded that the deadline for submitting requests is Friday, February 27. Application forms are available from Roger Anderson in Acquisitions, Watson Library, and should be returned to him upon completion for consideration by the Committee.

Nancy Jaeger/Roger Anderson

COURIER SCHEDULE

There will be no Regent's Courier delivery/pick-up on Thursday March 5th. It will happen on Wednesday March 4th instead.

Judy Brow

MONITORING INFORMATION REQUESTS

In a recent memo, Vice Chancellor Del Brinkman has requested that staff receiving information requests from the executive, legislative and judicial branches of the State government inform Jim Bibb, Associate University Director of Business Affairs, of those requests, using an "Information Request Form" (copies available from the Library Office). The purpose of establishing this procedure is to allow the University to monitor information it is providing to these branches of government and to gain a better knowledge of the kinds of questions that arise during the course of the legislative session.

If you receive a request for information, please inform Vickie Thomas (University General Counsel, 4-3276) or Jim Bibb (4-5503) of the request and the name of the person and agency requesting the information. In addition, the Information Request Form should be completed and forwarded to Jim Bibb.

If the information requested is basic university data, such as student enrollment information or faculty salary comparisons, etc., staff are instructed to contact the KU Office of Institutional Research and Planning (4-4412) to see if they have the requested data.

Contact Sandy Gilliland if you have any questions.

Sandy Gilliland
FYI February 26, 1987

NEW CSR
The new Central Serials Record on microfiche will be produced soon. We will be attempting to install this 90 fiche file without purchasing additional storage units or panels at this time. The new fiche product will be installed in some locations in the three-ring binders and in other locations in excess holders and panels of the COM catalog. Dan Blair will be checking for excess panels and other site information over the next week. We will need the assistance of the public service units to bring together enough units of the two types to handle the project. Should anyone have excess three-ring binder fiche panels or stands, please notify Kent Miller.

Kent Miller

UKASE SYSTEM TRAINING
Training for non-serials staff on the use of the new UKASE system is scheduled for 9:30-11:00 a.m. and 2:00-3:30 p.m., Tuesday, 4 March and 2:00-3:30 p.m., Wednesday, 5 March in the Computer Center Auditorium. The sessions will be oriented around accessing the system, searching the data base, and interpreting the various record formats and data elements. The training will be directed towards staff members who will need to search and understand serials records, but are not required to accomplish record maintenance. Additional training sessions will be scheduled in the future if needed.

Kent Miller

FICHE CATALOG CLASS
There will be a class on March 12th at 1 p.m. in the Cataloging Dept. conference room 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 want to attend.

Annie Williams

BLACK HISTORY EXHIBIT
A reception will be held in the Kansas Collection Thursday, February 26, from 5:00-6:00 p.m. for the opening of a new exhibit, "The Black History Collection: Documenting the Black Experience in Kansas". All staff are invited to attend.

The exhibit, prepared by John Mark Lambertson and Deborah Dandridge, will include selections of materials collected during the past year through the NHPRC-funded grant project to survey and collect materials relevant to Black history in the state. Also featured in the exhibit will be selected items from the papers of several former and current state legislators.

Sherry Williams

ANNUAL STEAM SHUTDOWN
Facilities Operations will be shutting down the steam in buildings on March 18 and 19 for the annual maintenance and repairs of this equipment. Building will be without heat, and in some cases hot water, during the shutdown. Should the weather be unfavorable in March, then Facilities Operations will postpone the shutdown until May 20 and 21.

Nancy Jaeger

ATTACHMENTS
Travel report for Gordon Anderson, State promotion and transfer list, and Civil Service Testing Calendar.
TO: Library Faculty & Staff
From: Gordon Anderson, Slavic Department
RE: Report on conference attendance, 1986

FEB 19 1987
Office of the Dean
University of Illinois

From 20 through 23 November 1986 I attended the 18th National Convention of the American Association for the Advancement of Slavic Studies (AAASS) in New Orleans. Despite the wonderful weather, sumptuous cuisine, sensuous night-life and unique architectural attractions, I was able to spend a good deal of the time attending sessions, talking shop with colleagues from other academic libraries and otherwise conducting myself in a professional and scholarly manner. From the latter pursuits I wish to give some highlights.

Soviet Central Asian collections in US research libraries

According to a survey by University of Illinois Russian bibliographer Harold Leich (who chaired this panel), nine US research libraries have strong collections of materials in the languages of Soviet Central Asia. Ten more libraries have limited or special collections, especially of Armenian-language materials. Only four libraries - at the Hoover Institute, Columbia University, Library of Congress and the New York Public Library - have collections of pre-1960 imprints.

At this meeting, Barbara Galik, Murlin Croucher and Nina Lencek of the Univ. of Washington, Indiana Univ. and Columbia Univ. libraries respectively gave reports on their Soviet Central Asian collections. Seattle collects materials in Mongolian, the Turkic languages and Uzbek (maps out, class). There are close ties between Seattle and Tashkent (Uzbekistan) and their respective universities. The two universities regularly exchange scholars, and the UW library has one of its Slavic catalogers trained in Uzbek. The UW library also has an on-the-spot buyer (a graduate student in Tashkent) who can purchase books for an average of 10 to 15 cents each. Seattle has had exchanges, since the early 1960s, with the state libraries of the Uzbek, Tadzhik, Kirgiz and Azerbaidzhani SSRs.

Indiana University has a very strong program in Inner Asian ("that region surrounded by civilization" - Croucher) studies, which cover the above-mentioned language areas plus the Uralo-Altaic area. This academic year IU has offered 49 courses in Inner-Asian studies. The library's holdings are between 14,000 and 19,000 volumes. Acquisition is through exchange with Soviet national and provincial libraries. IU also has a direct exchange with the library in Huhehot (Inner Mongolia, China). IU coordinates its collection development with the University of Michigan library. Indiana has an important collection of 16th & 17th century Classical Mongolian and Tibetan manuscripts on microfilm.

Columbia University's Soviet Nationalities Collection was begun in the early 1960s. This collection now numbers some 15,000 books in 47 languages (excluding Armenian-language materials, which are located in the main collection). CU Library is now [i.e., in February 1987] finished with the cataloging, at minimal level, of this collection. These records are available on RLIN. Current materials are selected primarily through the Soviet periodical Knizhnaia letopis'.
In perhaps the most interesting of all sessions I attended, three prominent US Slavic librarians - Robert Karlowich, Edward Kasinec and Molly Molloy - gave papers on four librarians and their respective roles in re-building and re-shaping libraries in the Soviet Union in the 1920s and 1930s.

Henrietta Abele-Derman was born in Latvia and, at the turn of the century, became active in the Latvian Social Democratic Party. In 1910 she was elected to that party's Central Committee. Between 1916 and 1921 she lived in emigration in the United States. She attended Simmons College Library School in 1916-1917 (although she did not get her degree until 1936), worked at the Harvard University Library, and spent most of her time in this country working in the Slavonic Division of the Library of Congress (1916-1921).

Returning to Latvia in 1921 she campaigned for the Latvian parliament. She was arrested and exiled to the Soviet Union, in exchange for Latvian war prisoners. She was arrested by the NKVD in 1938, at the height of the Stalin purges, and exiled to Siberia, where she lived until her death in 1954. During her successful career days Derman headed the Rumn’s library (later the Lenin) Library in Moscow, as well as other libraries, such as the Fundamental Library of the Academy of Sciences of the USSR.

Derman's Library of Congress experience and her impeccable revolutionary credentials made her a strong personal figure. She actively pushed the model of American library catalogs for Soviet libraries. Russian/Soviet thinking did not consider the user's needs, Derman claimed; Soviet catalogs were not scientific. Derman advocated centralization of cataloging and card production, as was done at the Library of Congress. In 1926 Soviet libraries adopted the concept of a unified dictionary catalog with standardized rules. Between 1925 and 1928 LC classification schemes were adapted to Soviet use.

Derman was eventually rehabilitated at the XX CPSU Congress in 1956, but this was only partial rehabilitation. She was a key figure in the 1920s, but she is not widely mentioned nowadays.

Kost Dovhan was a Ukrainian/Soviet bookman. In the early years of the Soviet Union most publishing on books and book history was done in the Ukraine. Dovhan specialized in knihoznaystvo - the study of books - and not bibliography or librarianship. Dovhan considered librarianship to be a "quiet discipline" and bibliophilia a bourgeois holdover. Dovhan, like many Soviet revolutionaries at that time, wanted to get books to the masses. Unlike Dovhan, however, many other Soviet revolutionaries also wanted to use this kind of militant bookmanship to suppress Ukrainian nationalism.

Dovhan saw books as an important tool for re-educating society. He advocated the use of graphics in book design, and books from the 1920s are of high quality and design. He also advocated the study of readers, their interests and wants. Dovhan's militancy had its negative affect on Soviet libraries, especially in the removal of objectionable titles from the shelves. There also arose a sharp controversy over whether to cut the Ukrainian Republic separate from the Russian Republic. By the late 1930s, the least worthy aspects of this controversial librarian/bookman's ideas were elevated to official Soviet/Ukrainian book studies.
Like many ardent Marxists who took extreme positions in the early 1930s, Dovhan was liquidated in the course of that decade. Unlike Derman, however, Dovhan has not been rehabilitated.

Harriet G. Eddy and Anna Grigor'evna Kravchenko were, in the late 1920s, very active in Soviet efforts to build a unified library system. Eddy was a librarian in the California State Library and led that state's efforts to develop the system of county free libraries. She was a friend of Jane Addams and a member of Addams' Peace League, which attracted the attention and the sympathies of Soviet revolutionary leaders. In 1927 Eddy was invited to the Soviet Union to observe the Soviets' library-organization efforts and to explain the California county free library program. During her five-month visit Eddy toured the Soviet Union extensively. Upon her return to California she worked to arrange a reciprocal visit by Kravchenko. Eddy retired from librarianship in 1941 and died in 1966. For more information about Eddy's visit to the Soviet Union, see her article "Beginnings of unified library service in the U.S.S.R" in Library Journal (1932), p. 61-67. This article is co-authored by Derman and Kravchenko.

Kravchenko (b. 1890) was a revolutionary from her youth. She joined the Russian Social Democratic Party in 1901. In 1921 she began working for Glavpolitprosvet - the Main Political Education Office, an agitation and propaganda arm of the revolution which was to be a key tool in the rapid education of the largely illiterate masses. By 1927 Kravchenko was the right hand to Nadezhda Konstantinovna Krupskaya, Lenin's wife. (Krupskaya was a leading figure in the 1920s, but by the 1930s and Stalin's supremacy she was reduced to the role of a figurehead.)

Kravchenko was a strong advocate of the centralization of libraries and of a strong role for libraries in adult education. She saw (as did many of her contemporaries) American libraries as the highest-developed in the capitalist world. In 1928 and 1929 Kravchenko visited New York, Chicago and California. She was impressed with library-school reference courses and with reference librarians' "living reference-books" (zhivee spravochniki). She was very impressed with interlibrary loan service, being able to get, in five days, a Russian translation of A Midsummer Night's Dream. Kravchenko was, however, critical of American librarians for not knowing their users' reading habits and preferences. She was also critical of bibliography, seeing it as a tool of US domination of the information world. But Kravchenko was impressed with the cooperative nature of bibliography, for example, in the joint efforts of LC, the ALA and H.W. Wilson. All of these observations she published in many articles in the Soviet librarians' journal Bibliotekar' (founded by Krupskaya in 1923 under the title Krasnyy Bibliotekar' - Red Librarian).

Returning to the Soviet Union, Kravchenko found that the state of affairs there had changed. Library work was taking a lower priority to other projects. She joined the library faculty at Moscow University, teaching courses on international librarianship. In 1939 Krupskaya died, and Glavpolitprosvet (which Krupskaya headed and at which Derman and Kravchenko were leading figures) was dissolved. Kravchenko then went to the Lenin Library in Moscow. In her position there she wrote critiques of the American library system and compiled works on Lenin and Krupskaya's writings on libraries. She managed to escape Stalin's purges, perhaps because of her close association with Krupskaya (and hence Lenin).
Following the presentation of these three papers, Sheila Fitzpatrick, professor of history at the University of Texas - Austin, gave some very interesting and stimulating comments on these four librarians and on the cultural environment in the Soviet Union in the 1920s.

In the first years of the Soviet Union most Soviet librarians were not communists, but rather bourgeois specialists (burzhoaznye spe\oialisty). And most of these librarians were scholars as well as library specialists, for example, the historian M. N. Pokrovskii.

Libraries were crucial to the émigré revolutionaries like Lenin. He spent many hours in them. In the 1980s revolutionaries had to be Ph.D.-level scholars to compete with the bourgeoisie. Also, revolutionaries in exile had a lot of free time and could - or had to due to lack of an alternative - spend many hours in libraries, preparing for the eventual victory of their cause. Librarians like Henrietta Derman were highly educated and well-read, and could cooperate with their bourgeois colleagues.

Librarians like Dovhan', however, who was a young communist in the 1920s, were hostile to these bourgeois specialists. Pokrovskii, for example, would not consider burning objectionable books; Dovhan' might have. These old professionals who had not died in the Civil War, of old age or of broken hearts were active and helpful to the recovery of libraries during the 20s.

The Cultural Revolution of the early 1930s was an attack on the surviving bourgeois specialists. But this phase passed by 1934. The great purges were mainly of communists. In this regard, women communists generally fared better than men, even in rehabilitation, as seen in the contrast between Derman and Dovhan' (the latter has not been rehabilitated). In many cases, however, librarians (and other communists purged) were rehabilitated because their children or their secretaries cared about their reputations and thus devoted their own lives to the memory of these victims.

Other sessions I attended include one on "Joseph Conrad: Polish consciousness in English literature", which featured papers on Conrad's Polish childhood, the nature of the Ukrainian-Polish landscape in the 19th century and a discussion of Conrad's 1914 essay "Poland Revisited".

At the session on "Organizational factors in Solidarity's fate" I heard Univ. of California anthropologist Janine Wedel discuss the private economy in Poland, which could be seen as an obstacle to Solidarity's success. The private, or underground, economy and political/social life in Poland she discusses in depth in her recent book The Private Poland. I hope that Dr. Wedel will be on the KU campus this spring.

The extensive session on "Normalization after crises" discussed the methods the Soviets employ in attempting to re-establish the political order which collapses after a revolution in one of its East European "allies".

George Jerkovich chaired a meeting on current Croatian literature and gave a paper on the (mis)use of the LC subject heading "Serbo-Croatian language", in contrast to the (correct) distinction between Serbian and Croatian literature.

An Army buddy whom I had not seen since our joint tour of duty on the Czech-German border some 15(!) years ago is now a Sovietologist and gave a very interesting paper on changes in Soviet military doctrine in the 1980s. I also attended a panel on Tomáš G. Masaryk's political activity before World War I.
The founding father of Czechoslovakia, Masaryk is the only example in modern European history (that I know of) where a philosopher-king actually headed a viable republic.

The annual meeting of the Bibliography and Documentation Committee of the Slavic Librarians' Conference of the AAASS featured reports from the major Slavic research libraries in the country. The NACO cooperative cataloging project involving LC and the Univ. of Illinois has begun. There is talk of expanding the number of participating libraries to seven more. David Kraus from LC reported in absentia on the slowdown there, which has affected the Slavic operations more or less the same as the other areas. And there was some discussion about formulating a project to identify the microfilm copies of manuscripts and other archival materials from the Soviet Union which are brought back by IREX scholars and in some cases deposited in their home university libraries.

I hope the point is clear that I enjoyed this annual meeting in New Orleans very much. This long-winded report is one way I wish to express my gratitude to the KU Library for its support for my trip.

Gordon Anderson
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</table>

*COOK I & II, FOOD SERVICE SUPERVISOR II, REFRIGERATION & A/C SERVICE TECHNICIAN.*

REFRIGERATION & A/C SERVICE TECHNICIAN CLOSES 3-31-87.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Vacancies to be listed on the promotion and transfer list for the week of March 2, 1987 through March 6, 1987 must reach the Division of Personnel Services by 12:00 p.m. on Wednesday, February 25, 1987.

**SALARY RANGE** | **VACANT POSITIONS** | **CONTACT PERSON**
---|---|---
**R-21** | Social Worker II | **Jodi Erickson (913) 367-6590**
 |  | Youth Center at Atchison
 |  |  
**FORT DODGE** | Clinical Chaplain I | **Ron Collins (316) 227-2121**
 |  | Kansas Soldiers Home
 |  |  
**KANARADO** | Motor Carrier Inspector I | **Cliff Doel (913) 296-3077**
 | (Intermittent) |  | Department of Revenue
 |  |  
**LANCING** | Corrections Counselor I | **Barbara Duval (913) 727-3553 (Ext. 203)**
 | (2 Positions) |  | Kansas Correctional Institution at Lansing
 |  |  
**TOPEKA** | Custodial Worker | **Kay Jones (913) 296-2974**
 | (Includes Weekend Work) |  | Kansas Historical Museum
 |  |  
| Environmental Engineer II | **JoAnn Moran (913) 862-9360 (Ext. 574)**
 |  | Department of Health and Environment
 |  |  
| General Maintenance and Repair Technician | **Amy Johnson (913) 296-3211**
 |  | Department of Social and Rehabilitation Services
 |  |  
|  |  | Services for the Blind

**EQUAL OPPORTUNITY EMPLOYER**

(CONTINUED ON BACK)
### TOPEKA (cont.)

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<tr>
<th>Code</th>
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<th>Contact Information</th>
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<tbody>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
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<td>Department of Transportation</td>
</tr>
<tr>
<td>R-24</td>
<td>Vocational Rehabilitation Supervisor II</td>
<td>Linda McCormick (913) 296-4454</td>
</tr>
<tr>
<td></td>
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<td>Department of Social and Rehabilitation Services</td>
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### WICHITA

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<td>R-18</td>
<td>Revenue Field Representative II</td>
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### WINFIELD

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<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200</td>
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<td>Institutional/Vocational Educator II</td>
<td>Winfield State Hospital &amp; Training Center</td>
</tr>
<tr>
<td>R-20</td>
<td>Physical Therapist I</td>
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<td>R-21</td>
<td>Psychologist I</td>
<td></td>
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<td>Qualified Mental Retardation Professional</td>
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<td>R-21</td>
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<tr>
<td>R-23</td>
<td>Speech Pathologist II</td>
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*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

Ruth Hurst, Student Employment Coordinator, has returned on a half-time basis from her recent maternity leave. She will be working from 1:00-5:00 p.m. weekday afternoons through March 27 and will return to full-time status effective March 30.

Sandy Gilliland

TIMECARD DEADLINE

All Classified, Unclassified and student timecards will be due Friday, March 13, 1987 at 9:00 a.m. Classified staff should remember to project through the 17th on their timecards. If mailing timecards, please allow enough time.

Ruth Hurst

COLLECTION DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE MEETING

The Collection Development Council Executive Committee will meet on Monday, March 9 at 1:30 p.m. in conference room A. Topics on the agenda are:

1) serial cancellations and accounting "rules";
2) approval plan dollar limits;
3) allocating FY87 reserves (if any);
4) major collection development projects and priorities.

Those interested in any of these topics or the workings of the CDC Exec are welcome to attend the meeting.

Reminder: The full Collection Development Council will meet on Tuesday March 10 at 10 a.m. An agenda has been distributed.

Rich Ring

MICROFICHE CATALOG PRODUCTION SCHEDULE

To reduce library costs, there will be only two more editions of the microfiche catalog in this fiscal year. Library receipt dates for these two editions should be the first week in April and the first week in June. Specific dates of receipt will depend on the fiche vendor's turnaround time.

Mary Hawkins

SPENCER LIBRARY CLOSED MORNING OF MARCH 19

To enable Facilities Operations to service electrical transformers, power to Spencer Library will be shut down from 8am-noon on Thursday, March 19. As a result, the building will be closed that day until noon.

W. L. Mitchell

FICHE CATALOG CLASS

There will be a class on March 12th at 1 p.m. in the Cataloging Dept. conference room 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 refresh-er class are always welcome. Please contact Annie Williams in the Cataloging Dept. (4-3038) if you or any of your students want to attend.

Annie Williams

WORKSHOP ON PROCEDURES FOR WRITING CLASSIFIED POSITION DESCRIPTIONS

Nan Hill, the University's Classification Analyst, will conduct a 3-hour workshop on procedures for writing classified position descriptions (using the new position description form) on Tuesday, March 24th, from 8:30 - 11:30 a.m. in Watson Library's
conference room A. Library staff interested in attending this workshop should call the Library Office, 4-3601, to register. The workshop is limited to 15 staff. A waiting list will be maintained in the Library Office should a second workshop be necessary.

Nan has requested that staff attending the workshop read the "instructions for completing the position description form" prior to the workshop (copies are available from the Library Office).

ATTACHMENTS

Classified Conference Executive Board meeting of Feb. 19 minutes, State promotion and transfer list, Kansagram, the Food and Drink Survey results.

Classified Conference Executive Board
Minutes of February 19, 1987 meeting
Present: Ruth Hurst, Lance Tomlin, Lars Leon, Janet Revenew, Linda Evans, Cynthia Shively, Verna Froese, Diana Patterson, Nancy Hawkins, Sue Hewitt, Jennifer Vogel, Mary Miller.
Absent: Lois Bauer.

First order of the meeting was introduction of members. Standing committee reports followed. Diana gave the report for the Personnel committee. She said that the food and drink questionnaire has been tabulated. Nan Hill from personnel would be willing to give some workshops on how to fill out the new position description forms. All those classified staff affected by the clerical reclassification will have evaluation deadlines of June 17 and December 17, 1987.

At the last Staff Development committee meeting, Ruth said they divided the quarterly money. Sue gave the report for the Budget and Planning committee. The committee members have interviewed department heads, and are in the process of compiling this information. This work is leading to some defined set of needs and priorities for the libraries. The committee has divided the libraries into three areas. These are collection development, processing materials, and public service. They are shooting for the end of the year as a time when these lists of priorities will be finished.

Concerning the Food and Drink committee report: Janet explained that the third draft of the report is finished with a fourth draft on the way. The fourth draft should be in Janet's hands by February 24. The finalized version will be given to Dean Ranz and published in FYI.

A general meeting has been set for Wednesday March 25, 1987 at 2:00. Topics for the general meeting were discussed. An agenda will be published in FYI. Sue talked about the math library situation. Janet asked when the Exec board will meet again. No definite date was set but it will be during the first week in April. The meeting was closed.

Submitted by,

Lars Leon
Secretary
March 2, 1987

TO: Dean Ranz

FROM: Marianne Reed, Diana Patterson, Janet Revenew, Aimee Algier, Judith Emde, Ad Hoc Food & Drink Committee

The Food and Drink Survey was distributed to all classified/unclassified staff, as well as student assistants in Watson and the branch libraries. Approximately 70% of the classified/unclassified staff and 71% of the student assistants returned the surveys. Many respondents answered the questions selectively. The comments, particularly from Part C, have been summarized in this compilation. Since a wide range of opinions were expressed, we attempted mainly to summarize the majority opinion.

The following results have been tabulated for Parts A and B. Part C was compiled separately by the four personnel subdivisions defined in Part A, Question 1.
Part A: General Information

1. 77 - Watson classified or unclassified staff
   87 - Watson student assistants
   32 - Branch classified or unclassified staff
   54 - Branch student assistants

2. 102 - Full-time
   139 - Part-time

3. 140 - Public Services
   116 - Technical Services

4. Are you entitled to a break during your shift?
   206 - yes
   35 - no

5. Do you take this break?
   167 - yes
   77 - no

Part B: Current Usage

1. Do you eat/drink on your break (excluding meals)?
   148 - eat
   181 - drink

2. Where?
   101 - a.) staff lounge
   113 - b.) work area
   38 - c.) other (Please be specific)
       4 - Wescoe cafeteria
       11 - outside
       7 - Union
       5 - not entitled to a break
       4 - student lounge

3. Do you eat/drink at other times during working hours
   (excluding meals)?
   92 - eat
   143 - drink
   197 - yes
   71 - no

4. Where?
   137 - a.) desk
       49 - b.) elsewhere within the department (please be specific)
       13 - work area
       5 - conference room
       4 - staff room
       3 - student lounge
       1 - outside
5. How often (per week)?

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Once</th>
<th>2 - 6 times</th>
<th>2 - varies</th>
<th>Twice</th>
<th>1 - 7 times</th>
<th>2 - once per month</th>
<th>3 times</th>
<th>1 - 8 times</th>
<th>3 - very often</th>
<th>4 times</th>
<th>5 - 10 times</th>
<th>61 - daily</th>
<th>5 times</th>
<th>2 - 15 times</th>
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</thead>
<tbody>
<tr>
<td>Count</td>
<td>18</td>
<td>26</td>
<td>22</td>
<td>9</td>
<td>14</td>
<td>2</td>
<td>6</td>
<td>26</td>
<td>2</td>
<td>25</td>
<td>10</td>
<td>14</td>
<td>61</td>
<td>14</td>
</tr>
</tbody>
</table>

6. If you eat/drink in the library other than at meals, where do you obtain the food/drink?

- a.) bring it into the building (42)
- b.) vending machines (48)
- c.) both (115)
- d.) coffee pot (6)

7. Do you eat a meal in the course of your work day?

- Yes (168)
- No (72)

8. Where?

- a.) desk (63)
- b.) elsewhere within the department (be specific) (12)
- c.) staff lounge (66)
- d.) outside the library (103)

9. How often (per week)?

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Once</th>
<th>Twice</th>
<th>3 times</th>
<th>4 times</th>
<th>5 times</th>
<th>1 - once per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>9</td>
<td>15</td>
<td>12</td>
<td>10</td>
<td>76</td>
<td>1</td>
</tr>
</tbody>
</table>

10. Do you work while eating your meal?

- Yes (70)
- No (129)

11. If yes, why? Please be specific.

- Work needs to be done due to deadlines, special projects, meetings; covering absent staff members' shifts; other staff members need help (41)
- Use lunch hour to make up time for classes taken during work hours (3)
- Use lunch hour to make up time for doctor appointments; able to leave early if I work during my lunch hour (4)
- Need to eat while working for medical reasons (2)
- Will not use the smoky lounge (2)
- Eat lunch throughout the day (2)

12. If no, how long do you take for your meal?

<table>
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<tr>
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<tbody>
<tr>
<td>15 min.</td>
<td>16</td>
</tr>
<tr>
<td>20 min.</td>
<td>5</td>
</tr>
<tr>
<td>30 min.</td>
<td>31</td>
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<tr>
<td>1/2 to 1 hr.</td>
<td>4</td>
</tr>
<tr>
<td>1 hr.</td>
<td>37</td>
</tr>
<tr>
<td>varies</td>
<td>7</td>
</tr>
<tr>
<td>45 min.</td>
<td>4</td>
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</table>
13. Do you feel that the amount of time available for your meal determines where and/or what you eat?
   120 - yes
   64 - no

Comments:
   12 - Time allotted for lunch restricts one to campus
   6 - Amount of work determines length of lunch period
   4 - Will not go to staff lounge since permeated with smoke
   3 - Yes, but not as much as the amount of money I have available
   11 - 1/2 hour is not long enough to go outside and finish lunch
   8 - No time for lunch period, since I work between classes
   1 - Want to leave library at lunch for new scenery
   3 - Just have short break for lunch
   1 - Only person on duty
   1 - Would eat at library if food was of better quality
   1 - Tend not to take lunch break, since working full-time and taking classes
   1 - Eat meal in phases
   2 - If comp time available, will take longer than one hour lunch period

14. If you eat a meal in the library, where do you obtain the food?
   60 - a.) bring into the building
   19 - b.) vending machines
   80 - c.) both

Part C: Comments/Opinions

1. Do you feel that there is a problem with the current food and drink policy in the library?

<table>
<thead>
<tr>
<th>Watson class./unclass.</th>
<th>Watson SA</th>
<th>Branch class./unclass.</th>
<th>Branch SA</th>
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<td>Yes</td>
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<td>57</td>
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<tr>
<td>No</td>
<td>14</td>
<td>35</td>
<td>15</td>
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2. Who do you think contributes to the problem?

<table>
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<th>Branch class./unclass.</th>
<th>Branch SA</th>
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</thead>
<tbody>
<tr>
<td>Patrons</td>
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<td>34</td>
<td>12</td>
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<tr>
<td>Staff</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Both</td>
<td>29</td>
<td>17</td>
<td>5</td>
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</table>

3. Do you feel that there is a problem with the enforcement of the current food and drink policy?
4. In your opinion, whose responsibility is it to enforce the food and drink policy in the library?

WATSON - CLASSIFIED/UNCLASSIFIED

The majority of responses (50) indicated that the library staff was responsible for enforcing the food and drink policy. If this is the case, support is needed from the library administration. Several people hesitated to enforce the policy since they believed there was no authority granted to them by the administration.

A small number felt that lack of enforcement was the major problem since the policy was not clearly defined.

Circulation and/or Public Services were specifically mentioned as being responsible for preventing food/drink policy violations in the library. Other staff members stated that they were not comfortable enforcing the policy with patrons nor did they have time to do it.

WATSON - STUDENT ASSISTANTS

The majority of the respondents (38) asserted that the staff was responsible for enforcing the food and drink policy.

BRANCH - CLASSIFIED/UNCLASSIFIED

The majority of replies indicated that the entire library staff should enforce the library's food and drink policy, including the administrative staff. Personnel divisions specifically targeted to enforce the policy were administrative staff, public service staff, staff with University police support, and student assistants.

BRANCH - STUDENT ASSISTANTS

The majority of the respondents (26) asserted that the staff was responsible for enforcing the food and drink policy.

5. Solutions suggested to alleviate food/drink problem:
   a. removal of all vending machines from the library
   b. moving vending machines to staff lounge
   c. prohibit staff and patrons from any food and drink in the library (could include departmental parties and coffee at desks)
   d. staff restricted to having food/drink in "designated areas" (which may or may not include desk/work areas)
e. staff allowed to drink in all work areas, except around
terminals, etc., and food restricted only to "designated areas"
f. staff patrols of stacks and public areas
g. keep vending machines and post a guard at the entrance to
the Readers' Lounge

5. Comments:
WATSON - CLASSIFIED/UNCLASSIFIED
Recommendations to alleviate the food and drink problem
in Watson involved 1) removing all vending machines, 2) moving
machines to staff lounge, or 3) posting a guard at the entrance
to the Reader's Lounge. Moving the machines to the staff lounge
was preferred (52) over total removal from the library. The main
concern (28) with removing all vending machines from the library
was the adverse affect that this change would have on staff
morale. Staff members would spend more time going outside of
Watson walking to Wescoe or the Union. A number of individuals
(16) thought removal of vending machines from Watson was
acceptable since they did not like picking up trash and wanted to
curtail the problem. If the machines were moved to the staff
lounge, locks would be necessary to keep patrons out. In the
past, this didn't always work. Students still entered the staff
lounge. Several people requested that a few machines be retained
with better quality food in the staff lounge.

As to posting a guard to the Reader's Lounge, a strong
majority (49) believed that this was a waste of time and money.
None of these recommendations would solve the problem of
students bringing food into the library from outside in
backpacks, etc. (14).

A very strong negative reaction (69) was expressed concerning
prohibition of food and drink with regard to the staff in the
library. Many feel that the staff would be punished for a patron
problem. The staff cannot leave the library as easily as the
patrons and again would be spending more time away from the
library to go to Wescoe and to the Union. Staff members do not
always have time to leave due to the work load.

As to restricting food and drink to "designated areas", many
respondents (44) agreed to the suggestion if the "designated
areas" did not exclude desks and/or work areas. It is the
supervisors' responsibility to choose food/drink areas which
are out of public view. If the "designated area" were outside
the work area, too much time would be wasted away from the work
area, and some people in Public Services cannot always leave. A
number of people (12) strongly requested that "designated areas"
not be restricted to the staff lounge since it is filled with
smoke and not conducive to relaxation and eating. The lack of
proper ventilation in the lounge may be a reason why staff
members do not utilize it. Twelve respondents agreed with
restricting food and drink to "designated areas" outside the work
area. They believed that food and drink in the staff work area
was a problem around library materials and equipment.

As to staff patrols of the stacks and public areas, many
staff members (40) felt that this was a necessary evil in order to enforce the food/drink policy. Patrolling the stacks would be acceptable if the library administration supported the staff and if appropriate methods of patrolling were well defined. Several felt that the plan might work if food and drink were confiscated from the offenders. Requesting patrons to leave with their food or to discard it is an unpleasant task. Many respondents (25) believed that patrolling was too expensive and time consuming and felt that it was not part of their responsibilities. Several people emphasized the fact that the problem escalated on the weekends.

Final Comments and Suggestions:
All of the respondents agreed that patrons eat and drink in all areas of the library. Many complained about the visible trash in the stacks, especially obvious after the weekends. Requests were made for more frequent attempts to dispose of the litter. A majority of staff members are conscious of cleaning up food and drink refuse after themselves and are discrete in public areas. There is an admission that the staff also needs to be reminded of the policy.

Many people discussed the necessity of clarifying the food/drink policy in order to enforce it. With support from the administration, the enforcement needs to be consistent. Several people suggested applying penalties to the offenders. Once the policy is defined, the library should attempt to educate the public through more posted signs and an article in the UDK.

Strong feelings prevail that the staff should not be penalized for a patron problem. Students are able to leave the library for food and drink while staff cannot always leave. The library is a study area and should not be expected to provide food and drink to the patrons. Several people stated that food and drink use within the library should be a benefit granted to the staff.

5. Comments
WATSON - STUDENT ASSISTANTS
The majority of the respondents (27) do not want the vending machines removed. Reasons for this were varied:
1) Food would be brought in from outside the library.
2) The staff is being penalized for a problem that lies with the patron and this is unfair.
3) Patrons who do not abuse their privileges are being unfairly punished.
4) Many people (including staff) buy their lunches from the vending machines.
5) Breaks are not long enough to go elsewhere.

Responding to whether the vending machines should be moved into the staff lounge, one-half of the respondents said yes and one-half said no. The two most popular considerations in this area were: 1) patrons may start invading the staff lounge; 2) the staff lounge has no ventilation and is unpleasant to take breaks in.

Most of the respondents objected to posting a guard.
Other popular solutions included having staff patrols (35) and food and drink restricted to "designated areas" (27).

Final Comments and Suggestions:
Educate patrons; have more trash containers; exterminate insects more frequently; fine patrons for abusing their privileges; let the public know this is a serious problem and their privileges are being threatened as a result.

5. Comments
BRANCH - CLASSIFIED/UNCLASSIFIED
A majority of responses (20) were in favor of staff use only for the vending machines. Many thought that the staff was not the cause of the food and drink problem. Patrons leave cans and candy wrappers on the table and on the floor. Several respondents wanted use of vending machines for both patron and staff. One person wanted food and drink prohibited from both staff and patrons.

The overwhelming sentiment to use of food and drink in "designated areas" was to include desk and/or work areas. Several branch libraries do not have staff rooms to use for breaks. Staff members should be reminded to be discrete with food and drink when in public view.

Reactions to patrolling the stacks were mixed. Several respondents stated that it was necessary for the entire staff to patrol. Others believed that this should only be the responsibility of the student assistants. Some believed that the use of staff time for purposes of patrolling was a waste of money.

Final Comments and Suggestions:
Although the issue of "double standard" was questioned, the staff was overwhelmingly in favor of forbidding food and drink to patrons in the library. Patrons are free to leave the library at any given time whereas staff cannot always leave. Furthermore, staff spend no less than eight hours per day in the library.
The following are paraphrased comments:
1) Any institution forbidding employee snacks at convenient places will suffer;
2) Food and drink for staff is a benefit;
3) Lock the staff room, as in earlier years, with vending machines inside;
4) If food and drink were prohibited, the administrative office should not be excluded from the policy;
5) Break abuse will occur;
6) Smoking should be banned;

5. Comments
BRANCH - STUDENT ASSISTANTS
The majority of the respondents (24) were against the
removal of the vending machines. Reasons varied: 1) eating while studying is inevitable; 2) when working at night, it is safer to stay in the building at break time rather than going elsewhere to buy food; 3) the problem is only in Watson and does not pertain to the branches.

As to moving the vending machines to the staff lounge, 22 respondents said no. Most branches do not have staff lounges.

As to staff being allowed to eat and drink at their desks, 22 respondents said yes. It is unfair to ban food and drink from staff areas because the staff has to be in the library all day. Taking away this privilege would create a bad environment and lower morale. If patrons are not able to see the staff eating at their desks, food and drink should be allowed.

Other solutions to the problem included:
1) Staff patrols: 15 were for this, 12 against.
2) Posting a guard: 9 yes.
3) Many people commented on the fact that there was a need for more waste containers scattered around the library.

Final Comments and Suggestions:
Many respondents did not believe that there was a problem with food and drink in the branches. They did not want to be penalized for problems relevant only to Watson. It was also suggested that it is impossible to restrict food and drink because patrons will bring it into the library inside their backpacks.

cc: Jim Neeley, President, Library Faculty Assembly
    Lance Tomlin, Vice-Chair, Classified Conference
    Rachel Miller, Chair, Collection Preservation and Management Committee
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Room 951-South, Landon State Office Building
800 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278

March 2, 1987

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, March 6, 1987

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-21</td>
<td>Social Worker II</td>
<td>Jodi Erickson (913) 367-6590 Youth Center at Atchison</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Cliff Doel (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Barbara Stodgell (913) 296-4661 Department of Social and Rehabilitation Services Youth Services</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I (Non-Steno)</td>
<td>Shannon Manzanares (913) 296-4657 Department of Social and Rehabilitation Services Youth Services</td>
</tr>
<tr>
<td>R-24</td>
<td>Social Worker IV</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
</tr>
<tr>
<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital &amp; Training Center</td>
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<td>Institutional/Vocational Educator II</td>
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<td>R-20</td>
<td>Physical Therapist I</td>
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EQUAL OPPORTUNITY EMPLOYER
EMPLEES SAVE
STATE $255,000
Employee suggestions adopted recently have resulted in an estimated savings to the state of $255,000 in only the first six months of the program.

Five state employees and their supervisors have received cash awards for meritorious suggestions adopted through the new statewide employee suggestion program since it was revitalized July 1, 1986. The largest awards were $2,837 and $1,321.

Thomas Rice, from Topeka, an Office Assistant I in the Department of Revenue, got a check for an even $1,000 after deductions. A Department of Social and Rehabilitation Services employee, Bill Pearson, a resident of Parsons, was presented with a $2,000 check.

These awards were approved by the Employee Award Board. The board is authorized by 1986 legislation, sponsored by Senator Ben Vidrickson of Salina, to administer both the employee recognition and employee suggestion programs. The employee suggestion program, started in FY 1979, was substantially revised this fiscal year to give state employees a stronger and more rewarding program.

First Award
Rice, a state employee for less than one year at the time of his suggestion, earned the first cash award approved under the newly-reorganized employee awards program. Harley Duncan, Secretary of the Department of Revenue, presented the $1,000 check to Rice at a ceremony in Duncan’s office in Topeka on December 19, 1986.

Helen Forbes, Rice’s supervisor, was also presented with a check at the same time. Most supervisors of employees receiving cash awards under the new program are eligible to get an additional award equal to 10% of the award to the employee.

Revenues Increased $14,500
Through his work in the Vehicle Title and Registration Section of Revenue’s Records Service Bureau, Rice discovered that approximately 80% of all recreational vehicles were registered under an incorrect registration weight. This resulted in a loss to the state, on the average, of $6.25 per registration. With approximately 2,350 vehicles involved, the estimated annual loss amounted to over $14,500.

More Families Served by Adoption of Suggestion
Pearson got his $2,000 award check just before the December holidays at a presentation in the Parsons SRS Area Office. His supervisor, Steven Turner, received a check for an additional 10%.

Pearson suggested child support enforcement services be routinely available to Kansas families receiving child day care benefits. The adoption of his suggestion makes an estimated $240,000 worth of additional child day care services available for SRS clients.

SRS pays partial or full costs of day care under an income-eligible program for approximately 2,100 low-income, mostly single-parent families. Analysis of his suggestion indicated that many of these families are not currently receiving child support from the parent absent from the home.

Employees and State Both Benefit
Ten state employees and their supervisors received cash awards through the employee suggestion program so far this fiscal year. Their suggestions helped to reduce costs, increase revenues, avoid expenses, and improve public relations. The state and these employees have mutually benefitted.

Since July 1, 1986, $4,712 has been paid by the state to employees and their supervisors for meritorious suggestions.

Cash awards can be for as much as 10% of the first year’s estimated savings up to a maximum of $5,000. The minimum award is $25.

Certificate of Merit
Certificates of merit were given to all ten employees whose suggestions were adopted by the Board. Five of these suggestions provided intangible benefits which could not easily be measured. Employees submitting those suggestions were given certificates of merit and in some cases, a small cash award. All certificates of merit are inscribed with the employee’s name and signed by the governor and the chairperson of the Employee Award Board.

How to Participate
Employees who wish their suggestions to be considered under the revised state employee suggestion program can complete the suggestion application form on the reverse of this page and send it to the Division of Personnel Services, 129-S, Docking State Office Building, Topeka, Kansas 66612. After March 1, the address will be 951-S, Landon State Office Building.

Suggestions should provide as much detail as needed for clear understanding. Employees should describe both the problem and solution so the persons reviewing it will understand. This will help suggestions receive full consideration.

When each suggestion is received by the Board, a letter is sent to verify receipt. Suggestions are then sent to the state agency best qualified to assess the value and applicability of the suggestion. The name of the employee is not shared with the agency conducting the assessment to help assure an objective evaluation.

Agencies are asked to take no longer than two months to complete their reviews. The Board makes all final decisions on awards.

(please see reverse)
STATE OF KANSAS
Employee Suggestion Awards Program

SUGGESTION APPLICATION FORM

Instructions: Read the reverse side BEFORE completing this form. Type or print in black ink. If you need more space, attach additional sheets to this form.

NAME ___________________________ SOCIAL SECURITY NUMBER ________

POSITION TITLE ___________________ WORK PHONE # ________

WORK ADDRESS ___________________ HOME ADDRESS ________________

AGENCY __________________________ SUPERVISOR'S NAME ____________

SUBJECT OF SUGGESTION
DESCRIBE PRESENT SITUATION, CONDITION, OR PROCEDURE

____________________________ ________________

THIS IS HOW IT CAN BE IMPROVED (Provide supporting details)

____________________________ ________________

ESTIMATED ANNUAL SAVINGS $ ________ EXPLAIN HOW THIS ESTIMATE WAS MADE

____________________________ ________________

The use of my suggestion by the State of Kansas shall not form the basis of a further claim of any nature upon the State of Kansas by me, my heirs, or my assigns.

SIGNATURE __________________________ DATE ________________

Return this form to the Division of Personnel Services, 129-S., Docking State Office Building, 915 Harrison, Topeka, Kansas 66612.
SPECIAL ANNOUNCEMENT OF PROFESSIONAL VACANCY

Ms. Eileen Owen, Librarian with the Kansas Technical Institute Resource Center (Salina), is retiring at the end of the Spring semester. The vacancy notice for this position describes it as being a 12-month continuing contract, requiring an ALA-accredited MLS. Position responsibilities and additional qualifications are listed in the announcement. The announcement is on file in Watson Library's Staff Lounge, or copies may be obtained from the Library Office, 4-3601.

Sandy Gilliland

TIMECARD REMINDER

All Classified, Unclassified and student timecards will be due Friday, March 13, 1987 at 9:00 a.m. Classified staff should remember to project through the 17th on their timecards. If mailing timecards, please allow enough time.

Ruth Hurst

POSITION DESCRIPTION WORKSHOP REMINDER

As a reminder, Nan Hill will conduct a 3-hour workshop on writing civil service position descriptions Tuesday, March 24th from 8:30-11:30 in Watson Library's Conference Room A. Library staff interested in attending this workshop should call the Library Office, 4-3601, to register. The workshop is limited to 15 participants.

Sandy Gilliland

VACATIONS

Sandy Gilliland will be on vacation during Spring Break (March 16-20). All personnel-related matters should be referred to Ruth Hurst who, as a reminder, is working half-days this month (1:00-5:00 p.m.).

Ruth Hurst

REFERENCE DESK HOURS

The Reference Desk in Watson will not be staffed on Sunday, March 15 because of the Spring Holiday. This is not a change in the official Library hours schedule; it merely emphasizes what may not be immediately apparent to the casual schedule reader.

Jim Neeley

GENERAL CLASSIFIED CONFERENCE MEETING

A General Classified Conference meeting is scheduled for Wednesday, March 25, 1987 at 2:00 p.m. in the library conference rooms. Nan Hill will discuss the library series classification study at 2:00. Other agenda items are: standing committee reports, food and drink survey, W-4's and new business. All classified staff are encouraged to attend.

Ruth Hurst

LIBRARY SERIES CLASSIFICATION STUDY

Nan Hill will discuss the library series classification study at the General Classified Conference meeting Wednesday, March 25, 1987 at 2:00 p.m. in the library conference rooms. Interested staff are encouraged to attend.

FICHE CATALOG CLASS

There will be a class on March 12th at 1 p.m. in the Cataloging Dept. conference room 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
FYI March 12, 1987

class are always welcome. Please contact Annie Williams in the Cataloging Dept. (4-3038) if you or any of your students want to attend.

If there is a need for another class this semester, it will be held in early April. Annie Williams

KULSA HOSPITALITY

Since I have returned from maternity leave, please start sending any news that would require a congratulatory, get well, or sympathy card to me, Ruth Hurst.

Ruth Hurst

HIVERY READING ROOM

Spring break hours for the Reading Room will be the following:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Saturday, March 14</td>
<td>Closed</td>
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<tr>
<td>Sunday, March 15</td>
<td>Closed</td>
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<tr>
<td>Monday-Friday, March 16-20</td>
<td>9:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>Saturday, March 21</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday, March 22</td>
<td>12 Noon - 10:00 p.m.</td>
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HIVERY READING ROOM

IN MEMORY OF

The Library is deeply saddened to learn of the death of Kermit Sewell on Wednesday, 11 March. Funeral arrangements are pending and will be announced.

Gordon Anderson

ATTACHMENTS

Scheduled between two snowstorms which shut down the city in the winter of 1987, the Art Libraries Society of North America members gathered for their annual meetings. Approximately 500 librarians from the United States and Canada headquartered at the Capitol Hilton Hotel for program sessions, exhibits, convocations, and tours. After Executive Board meetings, pre-conference workshops, and tours of local cultural sites, the conference opened Saturday, February 14 with committee meetings and an open forum for new members and first time attendees. Beginning on Sunday morning, program sessions such as "Computer-Assisted Instruction in the Art Library", "Mapping the Landscape: Analysis and Evaluation of Art Libraries' Collections" and "Are Standards an Issue in Art Reference Service?" occurred. That evening the National Gallery of Art hosted the convocation and reception for which I served as mistress of ceremonies. After a welcome from Henry Millon, Dean of the Center for Advanced Study in the Visual Arts, the Society presented its annual awards for publications, conference support and research by library school students. These were followed by the keynote address by Sylvia Williams, Director of the National Museum of African Art (and former employee at the Museum of Modern Art Library) regarding the new building which is scheduled to open next year on the mall.

On Monday the sessions continued with a Membership luncheon featuring a talk by the architectural critic, Peter Blake, and followed by a lively Membership Meeting which I chaired. Tuesday's highlight was a visit to the National Museum of American Art where we toured the Inventory of American Paintings, the Inventory of American Sculpture, the Archives of American Art, the Catalog of American Portraits, and the resources of the library. On Wednesday I joined a tour to Baltimore. After a local architect conducted a walking tour of the downtown, we proceeded to the Baltimore Museum of Art for lunch and a chance to see the collections. This was particularly fun for me since a KU graduate is now assistant print curator at this museum so I got a tour of both the displayed and the stored collections. We also visited the Walters Art Gallery with its wonderful medieval, classical and 19th-century collections. The conference ended with Executive Board meetings on Wednesday and Thursday.

As someone who has been heavily involved with a professional library association for 15 years, I would like to recommend to my KU colleagues who are considering such involvement some of the benefits. The links with colleagues who are doing similar work, the opportunity to hear experts discuss topics pertinent to your job, the displays of equipment and publications by exhibitors, are all part of the experience. There also is the potential of meeting in sites like Washington with its extraordinary collections and resources. At this conference I was more committed to ceremonial and bureaucratic activities than usual, but I still found the experience the most educational and challenging activity of my year.

Susan Craig
Neukase Meeting Minutes
Jan. 23, 1987


Howard asks for the serials system update from K. Miller. K. Miller reported that many titles have been upgraded. The upgrading involved validating information on the records such as frequency, enumeration, and adding the chronology. The Serials dept. now has four half time student monthlies, with one left to hire, who will be working in the dept. for the next four months to help in the transition into the new serials system. Concentration is now being centered on the check-in process. K. Miller said that hopefully it will stabilize and that in another week training will be completed.

Print programs are still being tested. The first set of print programs being done is the fund list from which cancellations can be made. By next week, other programs can be run. Howard said that the calendar should be looked at for time frames for the various print projects with the possibility of delaying the fund list printing if necessary.

The claims system will probably not be turned on this week yet. Anderson needs a couple of days notice before we want it turned on. At this time, claims will probably come up next week.

The training of the original thirty staff members continues with follow-up sessions for any questions and problems people have. A meeting took place last week and another is scheduled for Tues. Jan. 26 from 9:30 to 11:00 at the Computer Center. Training for other library staff will take place before the fiche comes out, but no definite schedule has been set up. K. Neeley provided K. Miller with a system cheat sheet that they use, and he is working on one to use for serials. The goal for fiche production is still Mid-Feb. with the actual receipt of fiche around the first of March. Work is currently being done on collapsing records and getting rid of duplicates, mostly involving Howey Reading Room and the Regents Center. The problem of cross references had not been resolved yet.

Mention was made of what issues should be turned on to print in the CSR. Public Services subcommittee had discussed on order records. Wilson thought it would be good to turn on records for titles that are waiting to be cataloged, but leave those that are still on order turn off. Brief records would be made for those titles that have been received, but not cataloged yet. Some kind of note would be on the record to indicate its location and refer the patron to consult a staff member to find the volume they want. The title could be requested by its system supplied number.

The hardware problems seem to have been taken care of, with exception of the Math Library. The next meeting will be Fri. Feb. 20, 1987 at 9:00.
Present: Mike McReynolds, Linda Evans, Kathleen Neeley, Rachel Miller, Gaele Gillespie, Luceil Hamlin, Kent Miller, Margaret Wilson

Absent: Janet Revenew

Since this was our first meeting, we began with a bit of discussion about our purpose and the frequency of our meetings. The chief outcome of this was agreement that Kent Miller should chair the group.

We turned then to a review of the notes that are commonly used to record on Ukase information about serial orders, payments, and claims. Working from a list of these notes prepared by the Serials Department, we tried to decide which types are helpful to the public and should display in the Central Serials Record, and which types convey essentially technical information and should therefore appear in the holdings record and the issue records, but not display in the CSR. A list of the notes which we recommended should display in the CSR is appended.

The session ended with some discussion of topics for future meetings. We agreed to meet again Wednesday, February 11, at 2 p.m.

APPENDIX: HOLDINGS RECORD NOTES THAT WILL DISPLAY IN THE CSR

Issue/volume out-of-print
Issue/volume never published
Issue combined with another issue of a different title and published as a part of __________

Publication temporarily suspended--expected to resume________
Publication delayed--will resume __________
Indefinitely suspended
Ceased with ______________

No longer available on exchange
No longer available as a gift

In the case of title changes of various kinds, the CSR will display a brief record for the expected new title(s), with linkage back to the old title(s). This will be done with title changes, mergers and slips. "Serials Cataloging" will display as the location of these serials while the record changes are being processed.
Present: Linda Evans, Kathleen Neeley, Rachel Miller, Luceil Hamlin, Kent Miller, Margaret Wilson, Janet Revenew

Absent: Gaele Gillespie, Mike McReynolds

Kent Miller reported that the first claim run, done this week, produced 5100 shelf-check forms for issues representing perhaps around 2500 different titles. The forms will be distributed Thursday February 12 along with instructions.

In preparation for the production of the first CSR, the Serials Cataloging staff are hard at work on several projects to clean up conversion problems in the database, for example initial articles, and incorrect umlauts on German records. Margaret Wilson explained that there are many, many problems that will need to be cleaned up over the next year at least. Many problems that initially seemed quite minor have on closer examination turned out to be more serious. Priority is being given to those most likely to affect use of the CSR. Kent said that Jeannette Denton expects to finish next week with the first stage of a project to consolidate onto a single bibliographic record multiple holdings records for those titles that are duplicated within the library system. A related problem that will be tackled at a later time is that of multiple records for titles such as Readers Guide which are issued in a basic frequency plus cumulations. By the time the CSR is issued--early March--a Ukase error-report form will be produced and made available for staff to use.

Next we discussed Kent’s proposal for correcting certain errors in non-DCLC serials bibliographic and holdings records. At issue are the errors introduced into the new Ukase database from the old database and from the conversion process. Some of these, such as upper/lower case discrepancies and minor typos, do not affect user access. Others, such as garbled "continues" and "continued by" notes, affect the records’ intelligibility to users. The most serious problems lie in access points which were incorrectly tagged by the conversion process and may therefore not be indexed properly. The discussion brought out that there are definite risks involved in enabling branch staff to make changes in bibliographic records because, since they are not fully-trained serials catalogers, they might inadvertently create new problems in the records, some of them possibly serious. The group discussed the staff who would be available to work on this project, training needs, and procedures.

We scheduled our next meeting for Wednesday February 18 at 2:00.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, March 13, 1987

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<td>R-24</td>
<td>Financial Examiner III</td>
<td>William A. Kasting (913) 296-3021</td>
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<td>Department of Credit Unions</td>
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<tr>
<td>R-29</td>
<td>Environmental Geologist II</td>
<td>JoAnn Moran (913) 862-9360 (Ext. 574)</td>
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<td>Department of Health and Environment</td>
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<tr>
<td>R-26</td>
<td>Psychologist II (Clinical)</td>
<td>Don Pesmark (913) 296-4321</td>
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<td>Topeka State Hospital</td>
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<tr>
<td>R-23</td>
<td>Research Analyst III</td>
<td>Mary Johnson (913) 296-3877</td>
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<td>Department of Social and Rehabilitation Services Information Services Section</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I (Steno)</td>
<td>Kay Ellis (913) 296-3906</td>
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<td>Department of Education</td>
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<tr>
<td>R-28</td>
<td>Technical Support Supervisor (EDP)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>Department of Revenue</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200</td>
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<td>Institutional/Vocational Educator II</td>
<td>Winfield State Hospital &amp; Training Center</td>
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<td>R-21</td>
<td>Speech Pathologist I</td>
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EQUAL OPPORTUNITY EMPLOYER
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

STUDENT FINANCIAL AID

Bea Brayko from the Office of Student Financial Aid will discuss recent changes in financial aid on Thursday, March 26, 1987 at 1:30 p.m. in conference room A. All supervisors of students are encouraged to attend. Ruth Hurst

GENERAL CLASSIFIED CONFERENCE MEETING

A General Classified Conference meeting is scheduled for Wednesday, March 25, 1987 at 2:00 p.m. in the library conference rooms. All classified staff are encouraged to attend. Ruth Hurst

LIBRARY SERIES CLASSIFICATION STUDY

Nan Hill will discuss the library series classification study at the General Classified Conference meeting Wednesday, March 25, 1987 at 2:00 p.m. in the library conference rooms. Interested staff are encouraged to attend. Ruth Hurst

INNOVACQ SYSTEM TO BE DOWN

On Thursday, March 26, the INNOVACQ system will be down from 10:00 a.m. until approximately 2:00 p.m. A new generation of software, 86-1, will be loaded into the system at that time. All system functions, including data retrieval, will be unavailable while the software upgrade is in progress. Ken Lohrentz

INSTALLATION OF WIRING FOR NEW PHONE SYSTEM

The rewiring of Watson Library is scheduled to begin this week for installation of telephone cables that will be used with the new phone system. Southwestern Bell employees will be working throughout Watson to install the new wiring and phone jacks. Their work should not affect the current telephone lines or equipment. We will continue to use the present phone system until the new telephones are installed and activated sometime within the next three months. Please contact Nancy Jaeger (4-3601) if you have any questions concerning the work that is to be done. Nancy Jaeger

BICENTENNIAL EXHIBIT

An exhibit commemorating the bicentennial of the signing of the U.S. Constitution is on display from March 15 - April 15 on the 4th floor of Watson Library. Materials in the exhibit, entitled "Celebrate the Constitution", were drawn from Watson Library and the Government Documents and Maps Collection. The exhibit was prepared by Donna Koepp, Marilyn Brady, and Jim Helyar. Consultant from the teaching faculty was Professor W. Stitt Robinson, Department of History. Mary Hawkins

FICHE CATALOG CLASS

If needed, there will be a class in early April in the Cataloging Dept. conference room 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 want to attend. Annie Williams

ATTACHMENT

The state promotion and transfer list. (see reverse side of this page)
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration  
DIVISION OF PERSONNEL SERVICES  
Room 951-South, Landon State Office Building  
900 S.W. Jackson Street  
Topeka, Kansas 66612-1251  
913-296-4278  
March 16, 1987

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, March 20, 1987

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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<tr>
<td>R-22</td>
<td>Personnel Officer II</td>
<td>Jennifer Gehrt (913) 532-6277 Kansas State University</td>
</tr>
<tr>
<td>R-20</td>
<td>Occupational Therapist I</td>
<td>Pam Jenkins (913) 296-2899 Kansas Neurological Institute</td>
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<tr>
<td></td>
<td>Physician Specialist (Unclassified)</td>
<td>Dr. Gordon Abbo (913) 296-5306 Kansas Neurological Institute</td>
</tr>
<tr>
<td>R-26</td>
<td>Psychologist II</td>
<td>Medford H. Shively (913) 296-5341 Kansas Neurological Institute</td>
</tr>
<tr>
<td>R-28</td>
<td>Registered Nurse VI (Director of Nursing)</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital &amp; Training Center</td>
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<td>R-21</td>
<td>Institutional/Vocational Educator II</td>
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<td>R-21</td>
<td>Speech Pathologist I</td>
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EQUAL OPPORTUNITY EMPLOYER
An Administrative Conference meeting has been scheduled for Tuesday, March 31st, at 10:30 a.m. in Conference Room A, Watson, to discuss the Library's budget situation. Staff with additional agenda items should contact Nancy Jaeger or Sandy Gilliland.

**FICHE CATALOG CLASS**

There will be a class on April 8th, 9-10 a.m. in the Cataloging Dept. conference room 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 want to attend. Annie Williams

**BOOK ABUSE—THE UNTOLD STORY**

An educational exhibit focusing on just a few of the many ways books are mistreated and the consequences thereof is currently on display in the Art Library. The exhibit features a series of cartoons inspired by the paintings of pop artist Roy Lichtenstein (complete with dots), plus a variety of abused books from our own renowned collection. Don't miss it. Ann Snow

**LOST PORTFOLIO**

A tan portfolio 39 cm. tall has disappeared somewhere on its way from Bindery Repair to the Art Library. The call number is folio 747.3 Sp3 1915 v.3, the author is Alexander Speltz, and the title is Coloured Ornament of All Historic Styles. The Art Library would appreciate help in locating the book, which may have been accidentally delivered to the wrong location. If you have seen it, please give us a call at 864-3020. Ann Snow

**SEWELL MEMORIAL SERVICE**

There will be a memorial service for Kermit Sewell on Thursday, 2 April at 11:00 a.m. in Danforth Chapel. Several members of the Library staff will participate. We hope all staff will be able to attend. Gordon Anderson

**THANKS TO EVERYONE**

I'd like to thank everyone who sent flowers, cards and called me while I was in the hospital. I'm looking forward to being back to work next week. Kathleen Neeley

**FORMER STAFF MEMBER NOW ASSISTANT DIRECTOR OF MICHIGAN STATE U LIBRARIES**

Cliff Haka, formerly Circulation Librarian at KU, has recently been promoted to the position of Assistant Director for Access Services, Michigan State University Libraries. In this capacity, he will be responsible for all public service activities. Haka joined the KU Library staff in 1977 as Assistant Curator of the Kansas Collection. One year later, he was promoted to Circulation Librarian and also charged with responsibility for assisting with the planning of the renovation of Watson. He resigned in 1982 to take a position at East Lansing.
FYI March 26, 1987

Friends of Haka will remember that his spouse, Sue, earned a Ph.D. in Accounting at KU and accepted an appointment on the Accounting faculty at Michigan State. The Hakas have a daughter, Abby, 10 years of age.

All the best to the Hakas! Jim Ranz

TGIF!!

Karen Salisbury (ex-Watson Library, now Washington, DC) will be in town and wants a chance to see old (?) library folk. (ES, Ref. & MH, Acq. & BS, KS Coll take note!) Besides, it's Friday!

Come to the Hawk's Nest, 2nd floor, Kansas Union, April 3rd, from 4:30 - 6:30 for refreshments and end-of-week gab. (You don't know how much this can mean to someone who's been in D.C. for awhile...) Dutch treat. Shelley Miller

ATTACHMENTS

Memorandum from Library Faculty Assembly regarding reduced purchasing power, Neukase Minutes of Feb. 20, 1987 Meeting, and State promotion and transfer list.
Dear Chancellor Budig:

On behalf of the Library Faculty Assembly, we wish to convey our great concern over the reduced purchasing power of the Library acquisitions budget, caused primarily by the devaluation of the dollar, and the serious effects this will have on our ability to provide the materials library users need.

As members of the staff who work directly with students and faculty every day to help them meet their educational and research needs, we are acutely aware of their frustration with the present shortcomings in our collection and the additional obstacles to their work the projected one-third reduction in Library purchasing power would mean. Materials not purchased at present are more difficult, even impossible, to acquire in the future, and in either case provide no support for today's scholars, particularly students, who need them now.

It has been suggested that the difference between what Library users need and what the Library actually owns could be made up through interlibrary loan. This is a relatively hollow option. The University of Kansas is already the third largest borrower in the Association of Research Libraries, and our library peers rightfully expect each of us to do our fair share in supporting research needs. Furthermore, while interlibrary loan may offer some little hope for faculty research, it is of almost no use to the majority of students whose library research assignments are typically too short term to make borrowing from another library feasible.

The Library is a critical resource for the entire University. Every discipline is affected. We know you share our concern with the quality of the Library's collection and with the present threat to its ability to meet the needs of our faculty and our students.

Sincerely,

James D. Neeley, Jr.
Chair, Library Faculty Assembly
Head, Reference Department

Sandra Brandt
Vice Chair/Chair Elect, LFA
Head, Interlibrary Services

cc: Professor Francisco, Chair, Senate Library Committee
   Vice-Chancellor Brinkman
   Dean Ranz
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, March 27, 1987

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<tr>
<td>R-8</td>
<td>Activity Therapy Aide I (50% Position)</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
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<tr>
<td>R-18</td>
<td>Data Control Technician III</td>
<td>Andy Scharf (913) 296-3515 Division of Information Systems and Communications</td>
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<tr>
<td>R-21</td>
<td>Electronic Technologist</td>
<td>Frank Moussa (913) 296-3911 Department of Social and Rehabilitation Services</td>
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<td>R-21</td>
<td>Public Information Officer I</td>
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<tr>
<td>R-17</td>
<td>Electronic Communication Technician (50% Position)</td>
<td>Frankie Brown (316) 689-3065 Wichita State University</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital &amp; Training Center</td>
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<td>Institutional/Vocational Educator II</td>
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<td>Speech Pathologist I</td>
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EQUAL OPPORTUNITY EMPLOYER
FYI

University of Kansas Libraries
Number 907
April 2, 1987

***DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS***

PERSONNEL

Ju-yen Teng, Assistant East Asian Librarian, has announced his resignation effective May 1. Ju-yen has accepted a position as Head Oriental Studies Librarian with the University of Arizona. Ju-yen began employment with KU Libraries on February 18, 1985. He has been responsible for collection development, acquisition and cataloging of Chinese materials, as well as other administrative duties within the East Asian Library. Best of luck to him in his new job! Sandy Gilliland

TIMECARD DEADLINE

All Classified, Unclassified and student timecards will be due in the Administrative Office Thursday, April 16, 1987 by 9:00 a.m. Ruth Hurst

PERSONNEL SERVICES TRAINING SCHEDULE

Attached is a copy of the Department of Personnel Services' training schedule for the Spring semester. Library staff interested in attending any of the workshops described in this flier should contact Personnel Services, 4-4942, to register. Sandy Gilliland

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a Classified Conference Executive Board meeting on Wednesday, April 8, 1987, 2:00 p.m. in Conference Room A. All executive board members should plan on attending. Ruth Hurst

NEW EXHIBITION AT SPENCER LIBRARY

The new exhibition in the Kenneth Spencer Research Library, Victoria Regina: the Reign of Queen Victoria, was arranged in conjunction with the conference "Victoria's Jubilees: a Centennial Reconsideration" (on campus March 26-28). The exhibition ranges over the 64-year reign of Queen Victoria, featuring the events and literature of the two Jubilee years, 1887 and 1897; book design as it developed through the reign; popular reading: periodicals, "yellowbacks" (the equivalent of today's mass paperback), and the influential commercial circulating libraries; natural science; the designs of Owen Jones; the manuscript records of a village celebration of the 1887 Jubilee; Prince Albert; and the Queen herself (including a 55-foot hand-colored panorama of the 1838 Coronation). The exhibition is composed of printed and manuscript materials drawn from the collections of the Department of Special Collections and will remain on show until the end of May. James Helyar

ALEXANDRA MASON, ATTENDING CONFERENCE

Alexandra Mason, Special Collections, is attending an invitational conference at the Library of Congress on 15th century books in America. Bill Mitchell is in charge in her absence (31 March - 3 April). Alexandra Mason

TGIF!!

Karen Salisbury (ex-Watson Library, now Washington, DC) will be in town and wants a chance to see old (?) library folk. (ES, Ref & MH, Acq. & BS, KS Coll. take note!) Besides, it's Friday! Come to the Hawk's Nest, 2nd floor Kansas Union, April 3rd, from 4:30-6:30 for refreshments and end-of-week gab. (You don't know how much this
can mean to someone who's been in DC for awhile.) Dutch treat. Shelley Miller

ALA POSTER SESSIONS

The Staff Development Committee has received a slide presentation of poster sessions at ALA. Any staff member wishing to view these slides should contact Ruth Hurst at 864-3601 by April 8, 1987. Ruth Hurst

FICHE CATALOG CLASS

There will be a class on April 8th, 9-10 a.m. in the Cataloging Dept. conference room 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 want to attend. Annie Williams
The first order of business at the meeting was a discussion of the Library Series Classifications Study by Nan Hill from the personnel department. The first step in the process will be the filling out of the new job description forms. These forms will be due around June 1, 1987. These forms will be given to a committee in Topeka to review. Once the committee has finished the updated standards for the various Library Series Classifications the staff members will be integrated into these new positions. Along with this there will be a salary survey taken to establish proper salary levels. Nan described the objectives of the Classifications Study. The first objective is the need for uniform terminology in job descriptions. The second would be the reduction in the number of classes. It was pointed out that there are several positions in the state system with no incumbents. Reflecting technical advances in the workplace is the third objective. The fourth point being that the new descriptions will show minimum qualifications necessary for that specific position. Finally, an appropriate salary level will be determined. It was stressed that the study will not create new classes and no one will lose any salary. The least that the study will do is to create better job descriptions that are up to date. There is a possibility that upward range movement could come about. Muriel asked whether someone from the library system could be on the committee. Nan explained that it would take a commitment of 2 days a week for 3 months and travel money to get to Topeka. The absolute best way that we can help to get the best results is to write excellent job descriptions. They do not need to be lengthy and wordy, just precise. If a major change is imminent in a department that will affect job descriptions, then this should be brought to the attention of the committee. The best way would be for the department head to write a cover letter explaining the anticipated change. This cover letter would be grouped with all the department personnel's job descriptions that would be affected.

Diana Patterson gave the names of the Personnel Committee in case anyone wanted to talk to them. They are Susan Hamilton (Exchange & Gifts), Penny Donaldson (ILS), Mary Miller, Nancy Rake, Kerry Bower, and herself (Cataloguing).

Ruth Hurst reported for the Staff Development Committee. The committee will be meeting March 31, 1987 to distribute 4th quarter travel money and to set up a viewing time for a slide show on preparing posters for ALA.

Concerning the Food and Drink survey: Janet explained that the survey was for informational purposes only. No one has heard any response from Dean Ranz.

Discussion of the new W-4s followed. Only one W-4 needs to be turned in. It can be the new form just being put out or the new one available earlier this year. Either of these are due in October. A question was raised on how much a student can make before having to have money withheld. The most a student can make before having to have taxes withheld unless they are dependent of another person is $4,000. Ruth reminded us that supervisors should just tell their students the regulations and let the student make the decision.

New business was called for. Don Dowdey talked about Classified Senate. He explained where the money comes from for our salaries. The money comes from the state general fund. The governor had requested more money in the general fund. This could lead to our receiving pay increases. To make up for this increase, the governor suggested that less money be put into the highway and municipalities funds. The House has decided on decreasing the general fund. Don explained that it is still early in the session. The bill goes to the friendlier (?) Senate. Anything can happen. Don said that Wint Winter talked to the Classified Senate. Wint explained that a committee investigating the KPERS incident has determined that nothing illegal had been done. No money was lost. Currently several bills are being introduced to improve KPERS. Kendall Simmons has resigned from her EEO5 Classified Senate Seat. Anyone eligible for this seat (LAl's, LA2's, Library Associates) and would like to be a representative please see Don. Don pointed out that there are several vacancies in the EEO4 (Office Assistant category) also. Interested? See Don.

The meeting was closed.

Submitted by,
Lars Leon, Secretary
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, April 3, 1987

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<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Warren Hurst (913) 782-2530</td>
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<td>School for the Deaf</td>
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<td><strong>STATEWIDE</strong></td>
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<td>R-20</td>
<td>Liquor Control Investigator I (Travel Required)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td><strong>TOPEKA</strong></td>
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<td>Computer Systems Analyst I</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>R-12</td>
<td>Cook II</td>
<td>George D. Carter (913) 296-7278</td>
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<td>R-18</td>
<td>Corrections Officer III (5 Positions)</td>
<td>Kansas State Reception and Diagnostic Center</td>
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<td>Maintenance Plumber</td>
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<td>Keyboard Operator I (Word Processing)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>Department of Revenue</td>
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<td><strong>WICHITA</strong></td>
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<td>R-17</td>
<td>Electronic Communication Technician (50% Position)</td>
<td>Frankie Brown (316) 689-3065</td>
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<td>Wichita State University</td>
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<td><strong>WINFIELD</strong></td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200</td>
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EQUAL OPPORTUNITY EMPLOYER
MEMORANDUM

TO: Supervisors and Personnel-Related Staff

FROM: Mick Quinn, Training Manager

SUBJECT: Staff Development for Spring

This memorandum will serve as the calendar of open training events for the months of April, May and June of 1987. All programs will be held in Room 102, Carruth-O'Leary Hall.

The first program offering is the Seminar for Permanent Employees on April 1, 1987 from 8:00 to 12:00. The seminar is open to all people who have passed their probationary period of employment. The program can provide an update on policies and procedures, promotions, benefits, and other relevant information regarding any aspect of employment at the University.

We will offer a monthly New Employee Orientation on one Monday of each month: April 27, May 18 and June 29. The program is scheduled from 8:15 to 10:00. All new employees should attend this program to familiarize themselves with University procedures, staff benefits and to ask any questions they have about their employment.

We have scheduled a special Employee Assistance Seminar for Supervisors on April 28, 1987 from 9:00 to 12:00. Ron Alexander, the Administrator of Employee Assistance and Wellness for the State of Kansas, will explain the concept and usefulness of employee assistance. Ron will talk about the responsibilities, as well as some limitations, which exist for a supervisor. He will present skills which can help to enhance your relationship with employees and maintain the performance you expect on the job.

The other activities of the Training Unit will involve catching up and planning ahead. We have had an overwhelming response to the office staff program, "You Never Get a Second Chance to Make a First Impression," and will be scheduling people to attend from our waiting lists. We will also deliver the Conflict Management and Interviewing programs to prearranged audiences, and conduct a series of meetings with personnel-related staff people.

Our planning includes the development of some new programs and approaches, such as a brown bag series of presentations. We will also be preparing for an increased number of summer programs.

To register for any of the announced programs, or if you have any questions or comments about the Staff Development and Training Unit activities, we appreciate your contacting us at 864-4946. Thanks.

MQ:mp
TIMECARD DEADLINE REMINDER

All Classified, Unclassified and student timecards will be due in the Administrative Office Thursday, April 16, 1987 by 9:00 a.m.  

Ruth Hurst

NAME CHANGE ANNOUNCED

Sarah Haines Hocker (Sally), Librarian II in Special Collections, has announced that she has changed her name to her maiden name, Sarah Elena Haines.  

Sandy Gilliland

DEADLINE FOR PURCHASES FROM FY1987 FUNDS

Attached to this issue of FYI is a memo announcing the University's deadline dates for submission of Purchase Requisitions (orders requiring the competitive bid process). All Library departments must submit their "special supply request" needs to Sherry Butter in the Library Office by April 20. Orders received after April 20 may have to be held and processed against FY 1988 funds.  

Nancy Jaeger

ANNUAL EMPLOYEE RECOGNITION CEREMONY

Several library staff will be included among other University staff who will be honored for their years of service to the University at the Annual Employee Recognition Ceremony, April 28th, 1:30, in the Kansas Union Ballroom. Library staff who will receive recognition include: 5 years: Lois Bauer, Serials; Vickie Fu, East Asian Library; Ruth Hurst and Ruth Miller, Library Office. 10 years: Maxine Hack and Carol Jeffries, Acquisitions; Kathy Lathrom, Serials; Jim Neeley, Reference; Krista Schmidt, Cataloging; and Suzanne Perry and Ann Snow, Art and Architecture Library. 15 years: Clint Howard, Library Office. 25 years: George Jerkovich, Slavic. 30 years: Sandy Mason, Special Collections. All staff are invited to attend.  

Sandy Gilliland

LIBRARY RECEPTION TO HONOR VOLUNTEERS AND OTHER STAFF

This year the Library has scheduled a reception to honor Library volunteer workers for their service. The reception will be held at 3:30 p.m. Tuesday, April 28th, following the University's Annual Employee Recognition Ceremony, in Library Conference Rooms A and B, Level 5 Watson. Library volunteers are: Elizabeth Raymond, Art and Architecture Library; Morton Green, Music Library; Thomas "Micky" Ryther, Archives; and Dorothy Anderson, Graham Pendreigh, and Margaret Bearse, Special Collections. Also honored at this reception will be Library staff who are scheduled to receive service pins at the University's Ceremony. All Library staff are encouraged to attend. Refreshments will be served.  

Sandy Gilliland

POSTED NOTICES

I have posted notices of several upcoming seminars on the staff room bulletin board. Interested staff should feel free to stop by and take a look at them.  

Ruth Hurst

MIDWEST ACADEMIC LIBRARIANS CONFERENCE

The Midwest Academic Librarians Conference will meet in Normal-Bloomington on May 27-29, 1987. Conference sessions will include such topics as optical disc technology, data base searching and the end user, and electronic document delivery. Any staff member interested in more information should contact Ruth Hurst at 864-3601.  

Ruth Hurst
FYI April 8, 1987

EASTER EGG DISPLAY
Michael Palij, former Slavic Bibliographer, has arranged a beautiful display of hand-painted Ukrainian Easter eggs, in conjunction with Easter Holiday. The display is located in the main lobby of Watson Library.

Sandy Gilliland

FICHE CATALOG CLASS
Today's class will be the last class for this semester unless another is requested. If a class is not requested, probably our next class will be during the first few weeks of summer school. Call Annie in Cataloging if you have questions (4-3038). Thanks.

Annie Williams

SUMMER LIMITATIONS ON USE OF BODLEIAN LIBRARY
The Bodleian Library, Oxford, will be remodeling certain areas from early June to mid-October 1987. Access to some books will be impossible during this period but materials can be reserved in advance. If you know of any researchers who expect to use Bodley this summer or early fall, please have them get in touch with Alexandra Mason, Special Collections (864-4334) who has particulars of the unavailable classes of books and forms to send in to reserve books.

Alexandra Mason

STAFF LOUNGE REFRIGERATOR
It seems that the refrigerator in the Staff Lounge has been left unlocked quite a bit lately and consequently there has been food disappear. BE SURE that you lock it after each use -- it could be YOUR FOOD gone the next time.

Evalyn Gelhaus

THANK YOU!
I want to thank the members of the New Science Library Committee and the Department of Slavic Languages and Literatures for sending flowers to Kermit Sewell's memorial service. I apologize for neglecting to acknowledge your generous gifts during the service.

Gordon Anderson

CONGRATULATIONS!
Channette and Matt Kirby are the proud parents of Liam Edward Alexander Kirby, born Sunday, April 5th at 1:17 p.m.

Channette will be on maternity leave for two months. Any questions that would go to Channette in the meantime, should be directed to Janice Franklin.

Janice Franklin

ATTACHMENTS
Travel report of Music Library Assoc. Convention by Susan Hitchens, State promotion and transfer list, KANSAGRAM Newsletter, and the deadline for purchases memo.
Although the 56th annual MLA conference was in an out-of-the-way location, Eugene proved to be a delightful site for over 400 music librarians to meet. With relatively few flights a day going to and from Eugene, the convention seemed to start and end on the airplane. At least half the passengers on the flights both ways were conference participants, which gave the long flights an atmosphere of a large tour group travelling to an interesting and entertaining destination.

The city of Eugene provided a couple of sunny days before living up to its reputation for continuous rain. However, the weather was very mild, which made returning to Lawrence in the middle of a snowstorm somewhat difficult.

The conference program was a very interesting one, with 8 plenary sessions and a multitude of committee meetings and other programs. The opening session on Music in the National Libraries of the Western Hemisphere provided valuable insight into the music collections of the National Library of Canada, the early development of the Music Section of the Library of Congress, and a fascinating look at some of the music collections in Latin America, particularly those in Brazil and Cuba. Other interesting conference sessions highlighted special collections for music, and a look at library resources in special areas of music--e.g. film music, pop and rock music, women in music, and contemporary composers. The news that next year's conference will include a preconference on archives and special collections in music was very welcome.

One of the nicest things about this conference is the effort to have a plenary session on an aspect of regional music of the meeting's locale. This year's session on Pacific Northwest Indian music and dance was especially interesting, and included discussions of Eskimo music resources, Nez Perce prophet songs, Shamanic music of the Nootka and Salish tribes, and the "Celebration '86" of the Klingit tribe. Three of the speakers were native Americans, and the live demonstrations of the Nez Perce prophet songs and Nootka shamanic music were particularly effective.

As usual, the conference planners arranged for a variety of local performing groups to provide entertainment during the coffee breaks and receptions, and some of the highlights were "Flying Haggis," a group performing songs and dances of Great Britain; "Old brass and ivory," a duo specializing in early 19th century and turn-of-the-century cornet and piano music; and, "Sweetgrass," a small women's a capella singing group. Johnny Moses, the Nootka shaman who also spoke in the session on local music, gave a wonderful demonstration of Salish songs on a wide variety of subjects.

The only "down side" of this conference were the exhibits, which were sparse and consisted primarily of displays of sheet music. I did have a profitable meeting with our Harassowitz music representative, who was very supportive and provided some helpful suggestions for streamlining our approval plan for European music scores.

The Mountain-Plains chapter of the Music Library Association also held a brief meeting during this conference, and we straightened out some details for the upcoming meeting of the chapter in Lawrence, May 26-29, 1987.

I would like to express my appreciation to the Staff Development Committee for the support and financial assistance I received to attend this extremely interesting conference.

Susan Hitchens
April 6, 1987
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, April 10, 1987

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<th>CONTACT PERSON</th>
</tr>
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<tr>
<td>R-26</td>
<td>Agricultural Marketing Specialist II</td>
<td>Steven M. Graham (913) 539-0255</td>
</tr>
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<td></td>
<td></td>
<td>Kansas Wheat Commission</td>
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<tr>
<td>R-21</td>
<td>Social Worker II (2 Positions)</td>
<td>Thomas Kuhn (913) 877-3301 (Ext. 212)</td>
</tr>
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<td></td>
<td></td>
<td>Norton State Hospital</td>
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<tr>
<td>R-26</td>
<td>Administrative Officer III (Purchasing Officer)</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
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<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Jo Ann Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<td>R-17</td>
<td>Electronic Communication Technician (50% Position)</td>
<td>Frankie Brown (316) 689-3065</td>
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<td>Wichita State University</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200</td>
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<td>Institutional/Vocational Educator II</td>
<td>Winfield State Hospital &amp; Training Center</td>
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<td>Physical Therapist I</td>
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<td>Qualified Mental Retardation Professional</td>
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<td>Speech Pathologist I</td>
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EQUAL OPPORTUNITY EMPLOYER
FURLOUGH REGULATION ADOPTED

On February 11, 1987, the State of Kansas adopted an administrative regulation that provides agencies an alternative to layoffs. Now when there is a shortage of funds, state agencies may request permission to furlough rather than lay off employees. A furlough is different from a layoff. A furlough reduces the number of hours in the workday or workweek and therefore reduces the salary of those employees who are placed on furlough. In contrast, a layoff eliminates the positions of the employees who are laid off.

The adoption of this new regulation will not eliminate layoffs in state service. Layoffs are still appropriate when the restoration of funding is anticipated, agencies will be able to reduce salary and wage expenditures for a specified time period by implementing a furlough.

Before an agency can implement a furlough, the agency head must submit a furlough plan to the approval of both the Director of the Division of Personnel Services and the Secretary of Administration. If the furlough plan is approved, the agency must notify employees who will be affected by the furlough by posting the approved furlough plan on the official bulletin boards in the agency at least ten calendar days before the beginning date of the furlough. Benefits for those employees who are placed on furlough will continue at their usual level, except for social security and retirement contributions which will be reduced in proportion to the reduction in gross pay.

Adoption of this new regulation provides a mechanism to help agencies meet public service needs when funding is restricted and preserves jobs for the state's employees.

U.S. SAVINGS BONDS—THE GREAT AMERICAN INVESTMENT

Each year, since 1963, leaders from both the public and private sector have joined with the Department of the Treasury to promote the sale of U.S. Savings Bonds. The theme for the 1987 National Campaign is "U.S. Savings Bonds—The Great American Investment." This theme was selected to recognize that today's Bonds with market-based interest rates offer both an excellent investment opportunity and a way to contribute to the nation's growth and economic stability.

U.S. Savings Bonds are a safe investment opportunity that is competitive with other savings and investment options. Interest earned on Bonds is compounded semiannually and is based on 85 percent of the average yield on five-year Treasury securities. Bonds offer significant tax advantages. Interest earned on today's Series EE Bonds is exempt from state and local taxes, and federal tax on the interest may be deferred until the bonds are cashed.

Series EE Bonds are available in denominations of $50, $75, $100, $200, $500, $1,000, $5,000, and $10,000 and are purchased for half of their face value. The principal and interest are guaranteed by the U.S. Government. Bonds can be replaced without charge by the U.S. Treasury Department if they are lost, stolen or destroyed.

State employees have the benefit option to invest in U.S. Savings Bonds through payroll deductions. Each payday an amount is set aside from the employee's paycheck until the full purchase price of the Bond is accumulated. At that time, the Bond is issued and begins to earn interest. Savings Bonds can also be purchased at most financial institutions.

For more information about the U.S. Savings Bond Payroll Savings Plan contact the payroll representative in your agency.

CHOOSE FITNESS

Regular physical activity improves your physical and emotional well-being, regardless of your age. Physiologically, exercise improves the capability of the heart, lungs, blood vessels, muscles and other body systems to perform at an optimum level of efficiency. Psychologically, a regular fitness program provides you with more energy, increased self-confidence and the ability to better cope with daily stress.

Exercise and stress are two risk factors with significant effects on everyone's health and are closely linked to how good we feel and how much we enjoy our lives. For many people, the way they cope with stress and the time they devote to useful exercise may become the most important keys for a healthier life.

Most people do not need to see a doctor before they start exercising since a gradual, sensible exercise program will have minimal health risks. However, there are some people who should seek medical advice. To find
CHOOSE FITNESS (continued from page 1)

out if you should consult a doctor before you start, use the following checklist provided by the National Heart, Lung and Blood Institute of the U.S. Department of Health and Human Services:

- You have heart trouble, a heart murmur, or you have had a heart attack;
- You frequently have pains or pressure—in the left or midchest area, left neck, shoulder, or arm—during or right after you exercise;
- You often feel faint or have spells of severe dizziness;
- You experience extreme breathlessness after mild exertion;
- Your doctor said your blood pressure was too high and is not under control, or you don’t know whether or not your blood pressure is normal;
- Your doctor said you have bone or joint problems such as arthritis;
- You are over age 60 and not accustomed to vigorous exercise;
- You have a family history of premature coronary artery disease;
- You have a medical condition not mentioned here which might need special attention in an exercise program (i.e., insulin-dependent diabetes).

If one or more of these pertain to you, consult your doctor before starting an exercise program.

There are programs available for state employees to assess physical fitness:

Health and Environment, through the Health and Wellness component of Health Promotion PLUS (Program to Lower the Utilization of Services), guides employees whose agency participates in WinterFit/SummerFit through five steps: health risk appraisal, needs assessment, lifestyle profile, physical fitness assessment and clinical screening, and nutritional assessments.

Some hospitals offer risk appraisals at a discounted rate, such as Stormont Vail Regional Medical Center, which offers state employees a computerized health risk appraisal, blood analysis, general well-being evaluation, computerized caloric expenditure assessment and a ten-page profile with recommendations for improved personal health.

Five common myths about exercise often prevent people from becoming physically active:

Myth 1: Exercising makes you tired. As their bodies get more in shape, most people feel exercising gives them more energy than before. Regular, brisk exercise can also help you resist fatigue and stress.

Myth 2: Exercising takes too much time. Regular exercise does not have to take more than about 25 to 40 minutes, three times a week. Once you have established a comfortable exercise routine, exercising becomes a natural part of your life.

Myth 3: All exercises give you the same benefit. All physical activities can give you enjoyment. But, only regular, brisk and sustained exercises such as brisk walking, jogging or swimming improve the efficiency of your heart and lungs and burn off a lot of calories. Other activities do not give you these benefits, although they may give you other benefits such as increased flexibility or muscle strength.

Myth 4: The older you are, the less exercise you need. With age we tend to become less physically active, and therefore need to make sure we are getting enough exercise. In general, middle-aged and older people benefit from regular exercise just as young people do. Age need not be a limitation. What is important, no matter what your age, is tailoring the exercise program to your own fitness level.

Myth 5: You have to be athletic to exercise. Most brisk activities do not require any special athletic abilities. In fact, many people who found school sports difficult have discovered that these other activities are easy to do and are enjoyable.

To become more physically active throughout your day, take advantage of any opportunity to get up and move around. Here are some examples:

Use the stairs—up and down—instead of the elevator. Start with one flight of stairs and gradually build up to more.

Park a few blocks from the office or store and walk the rest of the way. Or if you ride on public transportation, get off a stop or two before and walk a few blocks.

Take an exercise break—get up and stretch, walk around and give your muscles and mind a chance to relax.

The benefits of regular exercise are great and include:

Feeling Better:
- heart, blood vessels, lungs and muscles all work more easily and more efficiently
- gives you more energy
- helps in coping with stress
- improves circulation
- increases flexibility
- increases oxygen to working muscles
- lessens chronic fatigue
- increases stamina, strength and coordination
- relieves tension and helps manage stress
- lowers percentage of body fat
- increases resistance to injury and illness
- improves athletic and job performance

Looking Better:
- improves self-image and appearance
- emotional health increases body metabolism
- reduces risk of brittle bones
- decreases weight, blood fats (cholesterol and triglycerides) levels (with proper diet)

Remember, for positive health benefits to occur, the heart, lungs, and other vital organs must be stimulated enough through exercise to grow stronger and work better. By exercising, not smoking, eating wisely and by following basic safety rules, you can strengthen your chances for a long and healthy life. The choice is yours.
MEMO TO: All Faculty and Staff

FROM: Keith L. Nitcher, University Director, Business & Fiscal Affairs

RE: Purchases to be Charged Against 1987 and 1988 Fiscal Year Funds

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

All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1987, must be received in the University’s Purchasing Office by: 1) Monday, April 27, 1987, if the amount is estimated to be $5,000.00 or more; 2) Monday, May 11, 1987, if the amount is estimated to be less than $5,000.00.

Purchase Requisitions chargeable against 1988 funds may be submitted after Friday, May 29, 1987. They will be transmitted to the Division of Purchases for immediate processing so that orders can be placed soon after July 1, 1987. However, fiscal year 1987 transactions will necessarily be given priority.

Additional instructions for completing fiscal year 1987 financial transactions by June 30, 1987, will be sent to your department from the Office of Business and Fiscal Affairs in May.
POSITION DESCRIPTION WORKSHOP

Nan Hill, University Classifications Analyst, will conduct a two-hour workshop on "Writing Position Descriptions" from 1:30 - 3:30 Wednesday, April 22nd in Library Conference A, level 5 Watson. All staff who had earlier expressed an interest in attending this workshop have been sent a memo informing them of the date and time of the workshop. Please call the Library Office, 4-3601, to register. If time permits, sample job descriptions and other information will be distributed prior to the workshop. Contact Sandy Gilliland or Ruth Hurst if you have any questions.

Sandy Gilliland

EMPLOYEE RECOGNITION CEREMONY

As a reminder, the University's Annual Employee Recognition Ceremony will be held on Tuesday, April 28th at 1:30 p.m. in the Kansas Union Ballroom. Several Library staff will be honored for their years of service to the University. For a complete listing of Library staff who are scheduled to receive a service pin during the ceremony, refer to the April 9th issue of FYI. Please note that two staff were inadvertently omitted from that listing: 10 years: Jennie Dienes, ILS; and Joyce Elliott, Bindery. All staff are invited to attend.

Sandy Gilliland

REMINDER OF LIBRARY RECEPTION

A reception honoring Library volunteer workers and staff who are scheduled to be honored for their University service has been set for Tuesday, April 28th at 3:30 p.m. (following the University's Recognition Ceremony). The Reception will be held in Conference Rooms A and B, level 5 Watson. All staff are invited.

Sandy Gilliland

TUITION ASSISTANCE PROGRAM

Applications for Tuition Assistance for the Summer 1987 semester are due in the Executive Vice Chancellor's Office by 5:00 p.m. Friday, April 24th. All full-time staff who have been employed in a full-time position for at least one year are eligible to apply. An application form is attached to this issue of FYI. Additional information about the program may be obtained from the Office of the Executive Vice Chancellor (4-4904), or the Library Office (4-3601). If awarded, the Tuition Assistance Program will pay for the entire tuition and supply costs for one course.

Sandy Gilliland

SUMMER LIBRARY HOURS

Attached is the schedule of library hours for summer 1987 (June 9 through August 23). Summer classes will begin Tuesday, June 9, and end Friday, July 31. No classes will be held Friday, July 3, or Saturday, July 4. Fall classes will start Monday, August 24. Please contact me if you have questions or corrections related to the schedule of hours. (864-3601)

Mary Hawkins

STUDENT EVALUATIONS

Annual student evaluations will be due in the Library Office by May 8, 1987. Notices were sent to all supervisors of students. If you did not receive this notice, need additional forms or have questions, please call Ruth Hurst at 864-3601.

Ruth Hurst
FYI April 16, 1987

W-4'S AVAILABLE
The newest W-4 forms (W-4A) are available in the Library Office for anyone needing one. A reminder notice was sent to all individuals who have not turned in a 1987 W-4. A copy of the W-4A was attached. Either the 1987 W-4 or the W-4A should be submitted by October 1, 1987 to Ruth Hurst. If additional forms are needed or you have questions, please contact Ruth Hurst at 864-3601. Ruth Hurst

LFA COMMITTEE APPOINTMENT
Rick Clement has been appointed by the Executive Committee to serve a 1986-1987 term on the Nominating and Ballot Committee. Jim Neeley

LFA COMMITTEE VOLUNTEERS NEEDED
Volunteers are needed to fill vacancies on the following LFA appointed committees. Please contact Jim Neeley if you are interested in serving. 1) Committee on Staff Development. Vacant term runs through June 1988. Questions may be directed to Rich Ring, current Chair. 2) Committee on Budget and Planning. Vacant term runs through June 1987, but members are eligible to succeed themselves for additional, two-year terms. Questions may be directed to Kendall Simmons, current Chair. 3) Staff Committee-New Science Library. Vacant term runs to building completion date, 1990. Questions may be directed to Annie Williams, Chair. Jim Neeley

CAMPUS MAILERS NEEDED
If you have extra campus mailers, please send them to Ruth Miller in the Administrative Office, 502 Watson. I am out! Thanks very much. Ruth Miller

KULSA PARTY
KULSA will be sponsoring a picnic Monday, May 4, 1987, 11:30 a.m. - 1:00 p.m. at Potter's Lake for all Library Staff. KULSA will provide hotdogs/buns, lemonade and tea. Staff are encouraged to bring blankets, other food and frisbies. Students are welcome to attend. Ruth Hurst

ATTACHMENTS
Classified Conference Executive Board minutes of April 8, 1987 meeting, State promotion and transfer list, Tuition Assistance Application form and Summer Schedule of Library hours.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, April 17, 1987

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<td>Psychologist I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<tr>
<td>-23</td>
<td>Registered Nurse III</td>
<td>Warren Hurst (913) 281-3308 School For The Visually Handicapped</td>
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<td>R-22</td>
<td>Social Worker III</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<td>R-23</td>
<td>Equal Employment Opportunity Officer</td>
<td>Clyde Howard (913) 296-4766 Department of Social and Rehabilitation Services</td>
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<tr>
<td>R-15</td>
<td>Office Assistant IV</td>
<td>Cliff Bullock (913) 296-2364 Department of Administration Self Insurance Fund</td>
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<td>R-24</td>
<td>Pharmacist I</td>
<td>Medford H. Shively (913) 296-5341 Kansas Neurological Institute</td>
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<td>R-21</td>
<td>Psychologist I</td>
<td>George Carter (913) 296-7278 Kansas State Reception and Diagnostic Center</td>
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<td>.15</td>
<td>Secretary II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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Classified Conference Executive Board  
Minutes of April 8, 1987 meeting  

Ruth talked about the Administrative Conference first. She then gave the report for the Staff Development Committee. The committee has met and distributed the final quarter travel money. Diana gave the report for the Personnel Committee. We discussed recommendations for a representative from the library to serve on the state committee working on the Library Series Classifications Study. Ruth and Diana will be approaching the prospective recommendation.

Under new business, Janet brought up some concern for the feeling that classified positions are being lost in the libraries. She wondered about Joe's position in serials. Diana stated that the Personnel Committee would look into what is the current status of this position.

Ruth attended a Payroll Seminar that talked about the new W-4s. They will be called W-4As. Once again, a person can fill out the new W-4s (if they have not already) or the new W-4As. The new W-4As will be available shortly. Some discussions followed about the smoking situation and the microwave in the staff lounge. Ruth had an idea for a luncheon cookout to be held in May for all library personnel. Potter's Lake was a suggested spot to have it. Lance suggested that it be held on Stop Day. Ruth will be looking into the specifics.

The meeting was closed.

Submitted by,

Lars Leon  
Secretary
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 HOURS - THE UNIVERSITY OF KANSAS
JUNE 9 - AUGUST 23, 1987

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<td>ART &amp; ARCHITECTURE LIBRARY</td>
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<td>RESERVE</td>
<td>July 4 Closed</td>
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<td>MICROFORMS</td>
<td>Aug. 1-16 Non-Fri 8am - 5pm</td>
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<td>PERIODICALS READING ROOM</td>
<td>Sat &amp; Sun Closed</td>
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<td>EAST ASIAN LIBRARY</td>
<td>Mon-Fri 8am - 5pm</td>
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<tr>
<td>FINES OFFICE</td>
<td>Mon-Fri 8am - 5pm</td>
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<td>GOVERNMENT DOCUMENTS AND MAPS</td>
<td>Mon-Fri 8am - 5pm</td>
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<td>ENGINEERING LIBRARY</td>
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<td>INTERLIBRARY SERVICES</td>
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(HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED. PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.)
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

EMPLOYEE RECOGNITION CEREMONY

Several library staff will be honored with other University staff for their years of service to the University, at a Recognition Ceremony on Tuesday, April 28th, 1:30 p.m. in the Kansas Union Ballroom. Maria Alexander, Slavic Department, is among the Library staff scheduled to receive a service pin at the ceremony. All staff are invited to attend.

Sandy Gilliland

LIBRARY RECEPTION FOR VOLUNTEERS/STAFF

As a reminder, a reception to thank Library volunteers for their service, and to recognize Library staff for their service to the University and Library will be held immediately following the University's Employee Recognition Ceremony at 3:30 p.m. in Watson Library Conference Room A. All staff are invited to attend.

Sandy Gilliland

AFFIRMATIVE ACTION OFFICE ANNOUNCES WORKSHOPS

Attached is a memo from James "Skip" Turner, Associate Director of Affirmative Action, announcing several "mini-seminars" scheduled for this summer. Library staff interested in attending any of these seminars should call the Affirmative Action Office, 4-3686, to register. As a reminder, all search committee members should attend a "Search, Screening, and Selection" seminar.

Sandy Gilliland

NAME CHANGE

Diana Patterson (Cataloging) has changed her name to Diana Dyal.

Diana Dyal

LFA MEETING

There will be a general meeting of the Library Faculty Assembly at 10:00 on Wednesday, May 13, in the Watson Library Conference Rooms A & B. Agenda to be announced.

Jim Neeley

FOLLOW-UP ON RLG CONSPECTUS

On Wednesday, April 29th, at 10:30 a.m. there will be a demonstration of the RLIN On-Line Conspectus and a meeting of any bibliographers that are interested in continuing to discuss the possibility of KU participating in the RLG Conspectus. The meeting and demo will be in the Art & Architecture Library in Room 103.

Susan Craig

CATALOGING DEPARTMENT REORGANIZATION

The Authorities Unit in the Cataloging Department is now supervised by Mary Miller. Paulette DiFilippo will continue to work on name authorities problems in the unit and, in addition, will be participating in the planning of the retrospective conversion project when funding is received.

Lorraine Moore

THANKS TO ALL BIBLIOGRAPHERS

We, the undersigned, would like to thank all of the bibliographers for their restraint and discretion in the use of Rush and Precedence flags during the past 10 months. We think the end may soon be in sight!

Barb Gaeddert and Annie Williams
FYI April 23, 1987

KULSA PICNIC

KULSA will be sponsoring a picnic Monday, May 4, 1987, 11:30 a.m. - 1:00 p.m. at Potters Pavilion for all Library Staff. KULSA will provide hotdogs/buns, lemonade and tea. Staff are encouraged to bring other food, frisbies and blankets. Students are welcome to attend. Cancelled in case of rain.

Ruth Hurst

ATTACHMENTS

"Skip" Turner's memo, below, and State promotion and transfer list.

THE UNIVERSITY OF KANSAS
Office of Affirmative Action
308 Strong Hall, Lawrence, Kansas 66045
(913) 864-3686

MEMORANDUM

To: Jim Ranz

From: James A. Turner

The Office of Affirmative Action has planned four "mini-seminars" for faculty, staff and students during the summer months:

1) Search, Screening and Selection deals with the University's recruitment process for unclassified faculty and staff positions. A half-hour video tape will be presented with discussion following.

2) Human Relations explores the consequences of being different, or the feeling of being one of the few among the many. After viewing a half-hour video tape entitled "The Tale of '0'", participants will engage in a fun filled human relations activity.

3) Preventing Sexual Harassment focuses on examining a variety of scenarios dealing with this topic in the classroom and workplace with the viewing of a video. Discussion will then include helpful hints about how to avoid problems in this area.

4) Affirmative Action/Equal Opportunity Update examines implications of recent policy and court decisions regarding the treatment of persons at work and discuss how these affect you (and yours).

Please call Carla Anderson at 864-3686 to register for the limited enrollment at these sessions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2</td>
<td>Tuesday</td>
<td>10:00-11:00</td>
<td>Search, Screening &amp; Selection</td>
</tr>
<tr>
<td>June 10</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Human Relations</td>
</tr>
<tr>
<td>June 18</td>
<td>Thursday</td>
<td>10:00-11:00</td>
<td>Preventing Sexual Harassment</td>
</tr>
<tr>
<td>July 1</td>
<td>Wednesday</td>
<td>2:00-3:00</td>
<td>Search, Screening &amp; Selection</td>
</tr>
<tr>
<td>July 9</td>
<td>Thursday</td>
<td>2:00-3:00</td>
<td>Human Relations</td>
</tr>
<tr>
<td>July 14</td>
<td>Tuesday</td>
<td>2:00-3:00</td>
<td>Preventing Sexual Harassment</td>
</tr>
<tr>
<td>July 22</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Affirmative Action/Equal Opportunity Update</td>
</tr>
<tr>
<td>August 11</td>
<td>Tuesday</td>
<td>10:00-11:00</td>
<td>Search, Screening &amp; Selection</td>
</tr>
<tr>
<td>August 19</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Human Relations</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Preventing Sexual Harassment</td>
</tr>
</tbody>
</table>

All sessions will be held in Room 208, Strong Hall.

An Equal Opportunity/Affirmative Action Employer
Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, April 24, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-21</td>
<td>Psychologist I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td></td>
<td>Psychologist III</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Cindy Barchesky (913) 371-6700 (Ext. 279)</td>
</tr>
<tr>
<td></td>
<td>(50% Position)</td>
<td>Department of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-23</td>
<td>Registered Nurse III</td>
<td>Warren Hurst (913) 281-3308</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School For The Visually Handicapped</td>
</tr>
<tr>
<td>R-23</td>
<td>Administrative Officer II</td>
<td>JoAnn Moran (913) 296-1290</td>
</tr>
<tr>
<td></td>
<td>Equal Employment Opportunity Officer</td>
<td>Clyde Howard (913) 296-4766</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-20</td>
<td>Occupational Therapist I</td>
<td>Medford H. Shively (913) 296-5341</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas Neurological Institute</td>
</tr>
<tr>
<td>R-15</td>
<td>Photographer I</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-21</td>
<td>Registered Nurse II</td>
<td>Gloria Weir (913) 296-7695</td>
</tr>
<tr>
<td></td>
<td>(2:00 pm - 10:30 pm)</td>
<td>Kansas Correctional Vocational Training Center</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER (CONTINUED ON BACK)
TOPEKA (cont.)

R-21 Research Analyst II

Margaret Wilson (913) 296-4721
Department of Social and Rehabilitation Services
Information Resources

WICHITA

R-13 Printer II

Frankie Brown (316) 689-3065
Wichita State University

WINFIELD

R-31 Dentist
R-21 Dietitian II
R-21 Institutional/Vocational Educator II
R-24 Pharmacist I
R-20 Physical Therapist I
Physician (Unclassified)
R-23 Qualified Mental Retardation Professional
R-21 Respiratory Therapy Team Leader
R-21 Speech Pathologist I

Farrel Oard (316) 221-1200
Winfield State Hospital & Training Center
TIMECARD DEADLINE

All classified, unclassified and student timecards will be due in the Library Office on Thursday, May 14, 1987, 9:00 a.m.

Ruth Hurst

STUDENT EVALUATIONS

All student evaluations will be due in the Library Office by Friday, May 8, 1987. If you have any questions or need more forms, please contact Ruth Hurst at 864-3601.

Ruth Hurst

SUMMER WORK STUDY

All summer work study authorization cards are due in the Library Office by Friday, May 22, 1987. Students must obtain a summer work study authorization card from the Office of Student Financial Aid. The University's Summer Work Study Program will begin on May 18, 1987 and end June 17, resume July 1 and end on August 17, 1987. More detailed information on the reappointment of student assistants for FY88 will be sent soon.

Ruth Hurst

CHECK MAILING ENVELOPES

Any student or staff person who will not be here to pick up their June 1 paycheck may leave a self addressed, stamped envelope in the Library Office.

Ruth Hurst

REMINDER TO LIBRARY FACULTY

Reminder to Library Faculty to return their merit salary distribution ballots to Gordon Anderson by noon Friday, May 1st.

Gordon Anderson

CDC EXECUTIVE COMMITTEE MEETING

The CDC Executive Committee will meet on Monday May 4, at 1:30 in Conference Room A. Items on the agenda include: FY87 and FY88 budgets; Serials Cancellations and Transfers; Budget Re-structuring; NCIP.

Rich Ring

LFA COMMITTEE APPOINTMENTS

The LFA Executive Committee is pleased to announce the following appointments, effective immediately: to LFA Committee on Budget and Planning: Rick Clement; to Staff Committee-New Science Library: Janice Franklin; to LFA Committee on Staff Development: Suzanne Tronier. Thanks to all who volunteered.

Jim Neeley

CALL FOR NOMINATIONS-LIBRARY FACULTY ASSEMBLY

Nominations for the following positions on the Executive Committee and the Library Committee on Promotion and Tenure are now being accepted:

Executive Committee: Sandra Brandt becomes chair
Vice Chair/Chair Elect (Jim Neeley ineligible) 1987-88
Secretary (Donna Koepp & LeAnn Weller ineligible) 1987-88
Librarian I representative 1987/88
Librarian II representative 1987/88
Librarian III representative 1987/88
Unclassified Other representative 1987/88
LCPT:  One (1) Librarian I to serve 1987/89 (Rebecca Stuhr-Rommereim ineligible)
One (1) Librarian II to serve 1987/89
One (1) Librarian III to serve 1987/89 (Lorraine Moore & Gene Carvalho ineligible)

Continuing members:
Barb Gaeddart (LII) 1986/88
Sherry Williams (LIII) 1986/88
Nancy Burich (LIII) 1986/88
Marilyn Clark (LIII) 1986/88

Nominations, including self-nominations should be made in writing to Rhonda Neugebauer, Cataloging (Nominating and Ballot Committee) by Wednesday, May 6th. Please check with your nominee before submitting a nomination. The ballots for the election will be sent to LFA members by May 18 and will be due on Friday May 29. Thank you.

Included in this issue of FYI is a list of LFA members. Please remember that we are nominating for FY88; some person's status will change between now and the new fiscal year.

Rhonda Neugebauer

EMERGENCY PROCEDURES DURING TORNADO WARNINGS
(It's that time of year again.) Attached to this week's FYI is a copy of the emergency procedures to follow if a tornado warning is issued. Please review these and be clear about a safe plan of action to follow in a take-cover alert. If you're unclear about these procedures, or about a safe plan for your department, please contact me (4-3601).

Mary Hawkins

ATTACHMENTS

Emergency Procedures: Tornados, LFA Membership list, KULSA Picnic notice, and State promotion and transfer list.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, May 1, 1987

<table>
<thead>
<tr>
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</tr>
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<td>R-21</td>
<td>Psychologist I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td>R-28</td>
<td>Psychologist III</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (50% Position)</td>
<td>Cindy Barchesky (913) 371-6700 (Ext. 279)</td>
</tr>
<tr>
<td>R-1</td>
<td>Civil Engineer II</td>
<td>Lola Tritt (316) 672-5911 (Ext. 119)</td>
</tr>
<tr>
<td>R-26</td>
<td></td>
<td>Kansas Fish and Game Commission</td>
</tr>
<tr>
<td>R-10</td>
<td>Engineering Technician I (Temporary)</td>
<td>Margaret Wilson (913) 296-4721</td>
</tr>
<tr>
<td>R-23</td>
<td>Equal Employment Opportunity Officer</td>
<td>Clyde Howard (913) 296-4766</td>
</tr>
<tr>
<td>R-14</td>
<td>Maintenance Plumber</td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>R-22</td>
<td>Social Worker III</td>
<td>Linda Kraus (913) 296-3936</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
WINFIELD

R-21  Audiologist
R-31  Dentist
R-21  Dietitian II
R-21  Institutional/Vocational Educator II
R-20  Physical Therapist I
       Physician (Unclassified)
R-23  Qualified Mental Retardation Professional
R-21  Respiratory Therapy Team Leader
R-21  Speech Pathologist I

Farrel Oard (316) 221-1200
Winfield State Hospital & Training Center
# LFA MEMBERSHIP
**APRIL 25, 1987**

## Librarian I
- Aimée Algier
- Gordon Anderson
- Rick Clement
- Judith Emde
- Janice Franklin
- Lin Fredericksen*
- Priscilla Howe
- Rachel Miller
- Shelley Miller
- Kathryn Ottok
- Becky Schulte
- Rebecca Stuhr-Rommereim
- Suzanne Tronier
- Saralinda Rhodes

## Librarian II
- Roger Anderson
- Sandra Brandt
- Paulette Difilippo
- Barb Gaedert
- Gayle Gillespie
- Sally Haines
- Susan Hitchens
- Burns Knopp
- Ken Lohrantz
- Rosemary McDonough
- Rob Melton
- Kent Miller
- Jim Neely
- Kathleen Neely
- Rich Ring
- Mary Roach
- Marianne Siegmund
- LeAnn Weller
- Annie Williams
- Sherry Williams
- Margaret Wilson

## Librarian III
- Nancy Burich
- Gene Carvalho
- Marilyn Clark
- Susan Craig
- Earl Gates
- Jim Heyar
- Ann Hyde
- George Jerkovich
- Ellen Johnson
- Barbara Jones
- Ned Kehde
- Sandy Mason
- Bill Mitchell
- Lorraine Moore
- John Nugent
- Eleanor Symons

## Unclassified Other
- Maria Alexander
- Marilyn Brady*
- Vickie Bozarth
- Nicolette Bromberg
- Deborah Blandridge*
- Jan Darling*
- Sandy Gilliland
- Nancy Jaeger
- John Mark Lambertson*
- Karen Lee
- John Miller
- Rhonda Neugebauer
- Roy Olsson*
- Suzanne Perry
  - [Map librarians]*
  - [Program assistant]*

## Deans
- Mary Hawkins
- Clint Howard
- Jim Rags
KULSA will provide hotdogs/buns, lemonade and tea.
You are encouraged to bring other foods, frisbees and blankets.
Students are welcome to attend.
Cancelled in case of rain.
EMERGENCY PROCEDURES: TORNADO WARNINGS

If a tornado is sighted moving toward the Lawrence area, a tornado warning will be issued. Tornado take-cover alerts are sounded by long-wailing (three-minute) sirens located on top of Watson Library and Joseph R. Pearson Residence Hall. From October through February, this system is tested at noon on the first and third Mondays of each month. From March through September, the system is tested at noon each Monday. If there are thunderstorms in the immediate area, the system will not be tested. If you hear the tornado siren at any time other than in a normal test, move immediately to a protected area. If the sirens fail to sound in an emergency, the take-cover alert will be sounded by cruising police cars: sounding their sirens.

A radio is available in Watson Library's Circulation Department, and will be monitored for weather news whenever a severe storm warning or tornado watch is in effect. Between 8am and 5pm Monday through Friday, radio weather news will also be monitored in Watson's Administrative Office. If a take-cover alert is issued on the radio, take-cover instructions will be given on Watson Library's public address system. Because power failures are likely during severe weather, each library department should have ready access to an operable flashlight and should know its exact location. Any library department lacking a flashlight should request one from the Administrative Office. Flashlights should be checked regularly to assure that they're in working order.

GENERAL PROCEDURES IN A TAKE-COVER ALERT:

If a tornado warning is issued, move immediately to a protected area. The safest locations include basements, the lowest level of buildings, hallways, rooms without windows and exposed glass, or rooms with substantial ceiling support. If a protected area is not available, move away from any outside walls with windows, and face away from any windows. Assist other library occupants in moving to safety if you can do so without risk to your own safety. Be alert to those with special needs for assistance due to physical disability, for example. You are not responsible for individuals who ignore the take-cover warning and refuse to move to safety.

PROCEDURES FOR WATSON LIBRARY DEPARTMENTS:

Move immediately to level 1 of the bookstacks. Circulation staff will use the public address system to inform all building occupants to move to level 1 of the stacks via the stairs. Stack and public elevators should not be used. If you are unable to reach level 1 of the bookstacks, take shelter away from windows in the interior of the building at the lowest possible level.

ALL-CLEAR ANNOUNCEMENT:

Remain in a protected area until you receive an all-clear announcement, and do not leave a protected area because you hear another siren. Sirens are not used to signal an all-clear. The local radio stations will issue all-clear announcements. In Watson Library, the all-clear announcement will be conveyed by Circulation staff through the public address system (or by direct notice to building occupants in case of a power failure).

Aside from tornado warnings, severe thunderstorms accompanied by high winds or hail may warrant similar safety measures, even if no warning siren has sounded. Therefore, be alert to possible dangers from severe storms in general, and move away from windows exposed to the impact of high winds into a protected area or hallway if necessary.
TIMECARD DEADLINE
All classified, unclassified and student timecards will be due in the Library Office on Thursday, May 14, 1987, 9:00 a.m.

STUDENT EVALUATIONS-LAST REMINDER
Please submit all student evaluations by Friday, May 8, 1987. If you have any questions or need more forms, please contact Ruth Hurst at 864-3601.

CHECK MAILING ENVELOPES
Any student or staff person who will not be here to pick up their June 1 paycheck may leave a self addressed, stamped envelope in the Library Office.

SUMMER WORK STUDY REMINDER
Students who are to be on work study after May 17, 1987 should pick up a work study authorization card from the Office of Student Financial Aid. These authorization cards are due in the Library Office by Friday, May 22, 1987.

REAPPOINTMENT OF STUDENTS FOR FY88
A detailed letter on the reappointment of student assistants for FY88 was sent to all supervisors of students. All students must be reappointed to the payroll as of June 18, 1987 if they will be working on or after that date. Reappointment papers should be submitted to Ruth Hurst in the Library Office by Friday, June 12. If you have questions, need additional forms, or did not receive the letter, please call me at 864-3601.

LFA GENERAL MEETING
As announced in the FYI of April 23, there will be a meeting of the Library Faculty Assembly at 10:00 on Wednesday, May 13, in the Watson Library Conference Rooms. The agenda will include reports from various committees, including the Peer Review Task Force, and the following items of new business: 1) a resolution on internships at the University of Kansas Libraries; 2) proposed revisions to the LFA Code re. the Committee on Salaries; 3) establishment of a LFA task force on new staff orientation. Documents concerning these items will be distributed by Thursday, May 7.

NCIP (NORTH AMERICAN COLLECTIONS INVENTORY PROJECT) CONTINUED:
Would all bibliographers who are interested in participating in KU's version of NCIP please contact Susan Craig by Wednesday, May 13? The current agenda is: to have a general meeting of all bibliographers who want to use the RLG Conspectus to update the Collection Development Policy; to form a task force; to set a time-table; and to begin some in-house training. Bibliographers who want to participate, even if they are unable to commit to doing it very soon, should contact Susan. Those who want to work on the project this summer will probably form the initial task-force and then serve as resource people for those who are interested in starting later. (4-3020) Susan Craig
BURNED BOOKS

We have made arrangements with the Hertzberg Bindery to fumigate and rebind books which went through the fraternity house fire last week. Any branch libraries which are holding volumes in this condition should send them to Bindery Prep by Wednesday, 13 May for inclusion in the 18 May shipment.

SPECIAL PROMOTION AND TRANSFER LIST

Attached to this issue of FYI is a special listing of promotional and transfer opportunities within the State for the Kansas Lottery agency. Summaries of positions are available in the Library Office, and may be obtained by calling Ruth Miller, 4-3601.

CALL FOR PROPOSALS

The College and University Libraries Section of the Kansas Library Association, a Chapter of the Association of College and Research Libraries, is issuing a call for proposals for their annual Conference, to be held October 7-9, 1987 at the Holiday Inn in Lawrence. Proposals should include the following: name, address, and telephone number(s) of the proposer(s); format (paper, panel, preconference, workshop, summit meeting, etc.); working title; and objectives. Send proposals to Ann Birney, R.R. 1, Box 55, Alma, KS 66401. The deadline for submission of proposals is June 12, 1987. Notification will be in early August. For more information, call Ann Birney or Dwayne Schrag at 913-532-6516 (562-6516 KANS-AN) or Birney at home, 765-2370.

MOUNTAIN PLAINS MUSIC LIBRARY ASSOCIATION CONFERENCE, MAY 27-29, AT KU

All library staff are cordially invited to attend the Mountain Plains Music Library Association meeting at the University of Kansas, Lawrence, on May 28 and 29, 1987. The Mountain-Plains chapter of the MLA, which encompasses Kansas, Oklahoma, Colorado, Nebraska, New Mexico, Arizona, Utah, North Dakota, and South Dakota, will meet this spring in Lawrence. An excellent program is being planned. A variety of papers will be given. A tour of the Reuter Organ Factory will be included. There will be a concert by KU students, flute and organ, at the St. Lawrence Center, and a jazz presentation live.

It is hoped that many who normally cannot travel long distances to attend these meetings, which are being held in Kansas for the first time in many years, will come for part or all of the sessions. Please help us welcome them.

A copy of CONVENTIONAL TITLE, the chapter's newsletter, containing a tentative program is available from Ruth Miller in the Library Office, 4-3601, or from me, 4-3496.

You and your spouse are invited to come to my house on Wednesday evening, May 27. Let me know if you will come.

ESU SCHOOL OF LIBRARY & INFORMATION MANAGEMENT SPECIAL CONTINUING ED. COURSES

Emporia State University's School of Library and Information Management have announced the availability of several special continuing education courses to be offered during the 1987 summer session. Copies of information describing the courses is available from Sandy Gilliland in the Library Office, 4-3601. For additional information, contact the SLIM office, (316) 343-1200, ext. 5203.

ATTACHMENTS

Staff Committee, New Science Library Minutes of 1/20/87 and 2/19/87 meetings plus 1st & 2nd drafts of development of the on-line machine-readable cataloging database, and State promotion and transfer list.
Staff Committee--New Science Library
Minutes of the 1/20/87 Meeting
Present: S. Couch, E. Denton, S. Hawkins, R. Hurst, R.
Melton, J. Ranz, K. Sewell, C. Sibley, A. Williams, S.
Williams, N. Burich

It is still expected that bids for the building will be let
this Spring and that groundbreaking will occur thereafter.

The lighting lab has been completed in the old bank building
at 8th. and Massachusetts. It contains the lighting pattern
for one module (27 feet square). However, we need to add
furniture that will cast shadows to evaluate fully lighting
levels. Ranz encouraged committee members to visit the lab
but advised us to wait until furniture can be added.

There is no news on the Math Library.

The Hoch-Bailey-Strong Committee has recommended that the top
priority be the addition of large science lecture hall(s);
Phase II of the NSL was listed second. Ranz wrote a letter
to accompany the report in which he registered his
disagreement with its priorities.

Next the committee discussed bibliographic records for
materials that will go to the NSL. Ranz asked for comments
to his first-draft statement of cataloging goals and the
order to accomplish them (see attached memo dated Jan. 20).
After discussion, the committee voted unanimously to endorse
Ranz's statement. (see enclosed document of Jan. 20).
However, it registered concern about other types of
materials not included in the document.
DEVELOPMENT OF THE ON-LINE MACHINE-READABLE CATALOGUING DATABASE, WITH Particular Reference To the Opening of the NSL in 1990

Long-Term Goal: Convert all Library public cataloguing records to machine-readable form.

Immediate Goals:
1) Prepare on-line machine-readable records for the more heavily used materials to be housed in the NSL and for as many of the lesser used materials as possible.
2) Prepare on-line machine-readable records for the more heavily used materials throughout the Library system.
3) Achieve maximum return on resources invested. Availability of bibliographic information and consequent cost of cataloguing must be taken into account in selection of materials for record conversion.
4) Move with reasonable despatch toward incorporation of records for all LC materials into the machine-readable database; this would result, of course, in all materials in Dewey being represented in the card catalogue.

Order of Accomplishment
1) Continuation of the editing of the Library's OCLC tapes back to their inception in 1976;
2) Processing of the NSs, THs, and Zs located in the Art and Architecture Library;
3) Reclassification into LC of all live Dewey serials that will be located in the NSL;
4) Conversion of records for all LC materials acquired before our adoption of OCLC, i.e., materials acquired between 1970 and 1976; exact copy appears to be available for about two/thirds of this material, contributed copy for another one/sixth; several years might be required to work off a residue of expensive-to-catalogue materials.

Note: Every effort must be made to accomplish the above work prior to the opening of the NSL in 1990.

5) Conversion of records for Dewey monographs in all fields; the need to address missing and misleading information in the card catalogue for many science monographs will have to be considered along with the need to convert more heavily used Dewey monographs in certain other fields.

Note: Realistically, no significant progress toward completion of this large, expensive, and important task is possible without substantial University assistance.

Possible Next Step: A profile of the various Dewey monograph collections should probably be made. This profile would address such matters as the size and use of the various collections, accuracy and completeness of present card records, proportion of materials for which LC or acceptable OCLC machine-readable records are available, etc.
Dear Dean Ranz:

The Staff Committee -- New Science Library unanimously endorses the immediate goals and order of accomplishment of your memo of January 19, 1987, entitled "Development of the On-line Machine-Readable Cataloguing Database, with Particular Reference to the Opening of the N3L in 1990".

However, we are concerned that other types of materials not included in your memo but housed in Microforms, Government Documents, the Kansas Collection, and Special Collections be included in this online database.

Sincerely,

Annie Williams, Chair
Nancy Burich
Sarah Couch
Barb Denton
Sherry Hawkins
Ruth Hurst
Rob Melton
Kermit Sewell
Carmella Sibley
Sherry Williams
Staff Committee--New Science Library
Minutes of the February 19, 1987 Meeting
Present: S. Couch, B. Denton, R. Hurst, R. Melton, J. Ranz,
K. Sewell, C. Sibley, A. Williams, S. Williams, N. Burich
Absent: S. Hawkins

The first topic discussed was the lighting lab. Various committee members had visited the lab on 2/9 (during the
day), 2/10 (at night), and 2/11 (at night). Also present at
different times were representatives from PGAV (architects),
K.U. Facilities Planning, the State Architect's Office, and
Dr. Steve Hamburg (K.U. Department of Environmental Studies/
Systems and Ecology). Primary concerns voiced by committee
members included the intensity of the lighting, its quality
(glare), the use of a computer to regulate lighting
throughout the building, construction elements of the lights
themselves, and the use of electronic vs. mechanical
ballasts. Study of these concerns continues. Ranz noted the
exceptional contribution of Hamburg, who has contributed
ideas as well as expertise.

The next discussion concerned the catalog for the NSL. Ranz
said that he had had a long meeting on this topic with
Kathleen Neely and Janice Franklin. As a result, he had
produced a second edition of his memo concerning cataloging
goals and their order of accomplishment (see attached). This
new memo responded to several concerns of the Science Library
staff. In light of this new memo, the committee decided to
resume discussion of this topic. Discussion continues.

Ranz reported that, with the exception of a few journals
which they receive as a result of memberships, the Math
collections will be included in the NSL.
University of Kansas Library

DEVELOPMENT OF THE ON-LINE MACHINE-READABLE CATALOGUING DATABASE, WITH PARTICULAR REFERENCE TO THE OPENING OF THE NSL IN 1990

Long-Term Goal: Convert all Library public cataloguing records to machine-readable form.

Immediate Goals:

1) Prepare on-line machine-readable records for the more heavily used materials to be housed in the NSL and for as many of the lesser used materials as possible.

2) Prepare on-line machine-readable records for the more heavily used materials throughout the Library system.

3) Achieve maximum return on resources invested. Availability of bibliographic information and consequent cost of cataloguing must be taken into account in selection of materials for record conversion.

4) Move with reasonable despatch toward incorporation of records for all LC materials into the machine-readable database; this would result, of course, in all materials in Dewey being represented in the card catalogue.

* * *

Order of Accomplishment

1) Continue editing the Library's OCLC tapes back to their inception in 1976.

2) Process NAs, THs, and Zs located in the Art and Architecture Library.

3) Reclassify into LC all live Dewey serials that will be located in the NSL, and prepare on-line machine-readable records.

4) Prepare on-line machine-readable records for all dead Dewey serial titles in the 500s and 600s, but do not reclassify into LC.

5) Identify all Dewey 500 and 600 monographs presently located in Watson for which the Science Library has catalogue records.

6) Convert records for LC materials classes Q through T acquired before our adoption of OCLC, i.e., materials acquired between 1970 and 1976.
7) Convert records for LC materials classes A-P and U-Z acquired before our adoption of OCLC, i. e., materials acquired between 1970 and 1976.

8) Convert records for remaining Dewey monographs in all fields. The need to address missing and misleading information in the card catalogue for many science monographs will have to be considered along with the need to convert more heavily used Dewey monographs in certain other fields.

With the removal from Watson of dead Dewey serials and the monographs for which the Science Library already has records, the residue of Dewey 500s and 600s will be much smaller and, hopefully, easier to address. Priority and special attention should be given to these materials to determine possible next steps calculated to provide a maximum of control in return for reasonable expenditures.

Note: Realistically, no significant progress toward completion of the above large, expensive, and important task is possible without substantial University assistance.
PROMOTION AND TRANSFER LIST

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, May 8, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-26</td>
<td>Social Worker V</td>
<td>Thomas Kuhn (913) 877-3301</td>
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<td>Norton State Hospital</td>
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<tr>
<td>R-26</td>
<td>Civil Engineer II</td>
<td>Lola Tritt (316) 672-5911 (Ext. 119)</td>
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<td>Kansas Fish and Game Commission</td>
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<tr>
<td>R-11</td>
<td>Keyboard Operator I (50% Position)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>R-22</td>
<td>Programmer II</td>
<td>Department of Revenue</td>
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<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Judy Sump (913) 296-3344</td>
</tr>
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<td></td>
<td>Registered Nurse II (2 Positions - Hours Vary)</td>
<td>Gloria Weir (913) 296-7295</td>
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<td>Correctional Vocational Training Center</td>
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<tr>
<td>R-24</td>
<td>Social Worker IV (Child Protection)</td>
<td>Shannon Manzanares (913) 296-4645</td>
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<td>Department of Social and Rehabilitation Services</td>
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<td>Youth Services</td>
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<tr>
<td>R-29</td>
<td>Accountant V</td>
<td>John Collins (913) 296-1765</td>
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<tr>
<td>R-28</td>
<td>Auditor IV</td>
<td>The Kansas Lottery</td>
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<td>R-19</td>
<td>Executive Secretary (Steno)</td>
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<td>R-13</td>
<td>Secretary I (Steno)</td>
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<tr>
<td>R-15</td>
<td>Secretary II (Steno) - 2 positions</td>
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<tr>
<td>R-21</td>
<td>Special Investigator III (Law Enforcement) - 4 positions</td>
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<tr>
<td>R-29</td>
<td>Systems Analysis and Programming Manager</td>
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</tbody>
</table>

For information on the above lottery positions please see the position summaries and minimum qualifications listed on the back.

EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
WICHITA

R-15  Food Service Supervisor II

WINFIELD

R-21  (Audiologist) Speech Pathologist I
R-31  Dentist
R-21  Dietitian II
R-21  Institutional/Vocational Educator II
R-20  Physical Therapist I
R-21  Physician (Unclassified)
R-23  Qualified Mental Retardation Professional
R-21  Respiratory Therapy Team Leader
R-21  Speech Pathologist I
R-23  Speech Pathologist II

Steve Dechant (316) 262-8461
Wichita Work Release Center

Farrel Oard (316) 221-1200
Winfield State Hospital & Training Center

KANSAS LOTTERY OPPORTUNITIES

NOTE: Prospective applicants should be aware, "that the Kansas Lottery Act prohibits employees and their family members (spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent or stepparent) and persons residing in the same household with an employee, from purchasing or sharing in the purchase of a lottery ticket; and that thorough background investigations and possible fingerprinting of lottery employees will be required for security purposes."

ACCOUNTANT V
SR-29

Position Summary: This position serves as the Fiscal Services Manager and is responsible for administering the budget and fiscal operations of the state lottery. This includes directing all phases of the agency's accounting procedures and controls including accounts payable, accounts receivable; ticket and fund accounting; budget development and control; revenue forecasting; and financial reporting.

Minimum Qualifications: Graduation from an accredited four year college or university, with 2 or more semester hours in accounting or business administration; and five (5) years of experience in professional accounting and fiscal operations, including three (3) years of responsible supervisory or administrative experience. Professional experience of the type described in the "definition of work" for the class may be substituted for the education requirement on a year for year basis. Such substituted experience cannot be used to meet the other experience requirements of the class.
**UNCLASSIFIED VACANCY**

ASSISTANT GOVERNMENT DOCUMENTS LIBRARIAN. A full-time, 12-month, tenure-track appointment available as soon as possible following application deadline. Reports to the Government Documents and Map Librarian, and assists in the administration of the Government Documents and Map Library. The collection includes international documents, with strong holdings in United Nations publications and British documents.

**DUTIES:** Provide government documents and map reference service; share collection development for U.S., British, and international documents; supervise document acquisitions and binding; assist in public service and promotion activities; maintain the British and international documents collection; assist in the conversion of manual international and British check-in to an automated system; assist with planning for the inclusion of government documents and maps on the planned online catalog; assist in planning for the relocation of the Documents and Map Library to another main-campus facility as early as 1989.

**Required Qualifications:** ALA/MLS. Experience or training in reference work and organization of U.S. documents. Strong interpersonal, organizational, and communication skills. **Strongly Prefer:** Experience or training in British or international documents. Familiarity with current issues and trends relevant to the U.S. government documents depository system. Familiarity with current computer applications relevant to documents. Prefer: Experience or recent library school training in AACR2, MARC tagging and LC Classification. **Salary:** $18,000-$24,000 dependent upon qualifications. Excellent benefits. Applications must be postmarked by July 10, 1987. To apply, submit letter of application, resume, transcripts, and three letters of reference to Sandy Gilliland, 502 Watson. Minorities are encouraged to apply.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

Sandy Gilliland

**IMMIGRATION REFORM AND CONTROL ACT OF 1986—(AND, AN INFORMATIONAL SEMINAR)**

Implementation of the Immigration Reform and Control Act of 1986 will begin May 18, 1987. This law imposes significant obligations upon employers to verify that all new employees hired after November 6, 1986 are authorized under U.S. Immigration Laws to accept employment. Employers are required to keep records documenting that an employee’s status has been verified at the time of hire. This verification involves examining documentation establishing both the individual’s identity and authorization to work. All new employees (student classified and unclassified) must provide one of the following documents at the time of hire: 1) U.S. passport; 2) Certificate of U.S. citizenship or naturalization; 3) Unexpired foreign passport with attached employment authorization; or 4) Alien registration card with a photograph establishing permanent residence. If these documents are not available, the individual must provide two separate documents—one for identification and one for work authorization: 1) Identification—a Driver’s license or state-issued identification card with a photograph; AND 2) Work authorization—U.S. birth certificate or social security card (unless employment restricted; unexpired INS employment authorization; or, student work permit issued by Foreign Student Services.

This requirement will be implemented for all new hires at KU effective May 18, and for all future appointments not already made and processed. **AFTER MAY 18, 1987, FORM I-9 MUST BE COMPLETED WITHIN THREE BUSINESS DAYS OF WHEN EMPLOYMENT ACTUALLY COMMENCES.**
Photocopies of documents submitted to verify authorization to work are to be attached to the Form I-9 and submitted as part of the regular appointment process.

Library staff responsible for hiring student employees will be required to verify the work eligibility of all students hired. Classified and unclassified staff work eligibility will be verified by the Library Office.

AN INFORMATIONAL SEMINAR DESCRIBING IN FURTHER DETAIL THE EFFECTS OF THIS LAW WILL BE HELD ON TWO SEPARATE OCCASIONS:
- 2:00 p.m. Wednesday, May 20, Conference Room A
- 10:00 a.m. Thursday, May 21, Conference Room A

Library staff with responsibility for hiring student employees are especially encouraged to attend. Contact Ruth Hurst or Sandy Gilliland if you have any questions.

FRONT DOOR OF LIBRARY
The left front door will be unlocked at 7:30 a.m. during the time the Library is scheduled to open at 8:00 a.m. There will be a sign on the door to discourage patrons.

HOWEY READING ROOM HOURS
Thursday, May 14, will close at 5:00 p.m. through Sunday. Sunday, May 31, closed to the public. Monday, June 1 through Monday, June 8, open at 9:00 a.m. to 4:00 p.m.
Tuesday, June 9, through summer session, open regular summer hours.

SCHEDULES FOR RECEIPT OF THE CSR AND THE MICROFICHE CATALOG
As tentatively scheduled, the next production run of the CSR fiche and the Microfiche Catalog would coincide—a problem for the Computer Center. Therefore, the next edition of the CSR has been moved up slightly, and should be distributed within the Library by May 27. The next edition of the Microfiche Catalog should be distributed to Library departments by June 3.

FUNDING ASSISTANCE TO THE LIBRARIES
In a letter dated April 30, 1987, Associate Vice Chancellor Brower Burchill clarified the categories of funds which have recently been made available to the Libraries. Excerpts from his letter explain as follows:

"As you know some of the Fee Release money has been allocated to the Libraries. Of the $175,000 available, $150,000 will be used for acquisitions ($135,000—Libraries' $15,000-Law Library). The remaining $25,000 will be supplemented by other money to purchase in FY88 equipment needed to access the on-line catalog and to begin the process of converting records for the Architecture and New Science Libraries.

I have also been asked by Vice Chancellor Brinkman to authorize you to begin the searches for the cataloging staff for record conversion. There will be available $100,000, and as I understand it, you will hire 1 librarian, 3 library assistants, and student hourly workers, plus their fringes."

Jim Ranz
COLLECTION DEVELOPMENT EXECUTIVE COMMITTEE MEETING

The CDC Executive Committee will meet on Monday 18 May at 1:30 in Conference Room A. The agenda will include the following: Budget re-structure; FY88 Acquisitions Budget; FY87 Fee release and approval plans. Rich Ring

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet on Thursday 21 May in Conference Room A at 10 a.m. Rich Ring

FACILITIES OPERATIONS TO SERVICE ELECTRICAL TRANSFORMER

Facilities Operations will be servicing an electrical transformer high voltage switch on 22 May 1987. The Spencer Research Library will be without electrical power from 8 a.m. to 1 p.m. on that day.

The Department of Special Collections, the Kansas Collection, the University Archives, the Map Library and the Government Documents Department will open at 1 p.m. on 22 May 1987. Alexandra Mason

MEMBERS OF LIBRARIES STAFF TURNED IN EXCELLENT PERFORMANCES

Three members of the Libraries staff turned in excellent performances in Lawrence Community Theater's world premiere production of Paul Lim's Lee and the Boys in the Back Room: Rich Crank, LAI in Science; Diego Taborda, student assistant in SPLAT; and Paul Jackson, student assistant in Cataloging. Well done! Rob Melton

ATTACHMENTS

American Musicological Society, Midwest Chapter, Spring Meeting report and State promotion and transfer list.
The Spring Meeting of the AMS, Midwest Chapter, was held in conjunction with the Butler University Romantic Music Festival XX: "Romantic Music of the Americas" (April 20-26, 1987). As a member of the AMS, I attended the three sessions of papers, including a plenary session, on Saturday and Sunday morning, and presented my paper, "Toward a Definition of Exoticism in Western Music," during the Sunday session. Of particular interest were two invited addresses on Saturday afternoon by H. Wiley Hitchcock ("Minimalist Music and Minimal Art") and Richard Crawford ("Nineteenth-Century American Music Historiography"). These were followed by two papers concerning Charles Ives' The Fourth of July and Edward MacDowell's Three Songs, op. 58. Papers in the other sessions explored several topics, including the Warsaw Autumn Festival and music in Poland from 1939 to 1956.

All of the lectures and performances that were part of the Romantic Music Festival were evening programs. The Friday night lecture, "Romantic Music in the United States," was given by J. Bunker Clark, KU Professor of Music History, whose remarks provided a highly interesting and informative introduction to the remarkable program of piano music of the Americas, shared by pianists Flavio Varani and Mary Louise Boehm, which immediately followed the lecture.

AMS members were guests of the Romantic Music Festival for dinner on Saturday evening at the home of Professor James Briscoe of Butler University. The program that evening comprised a second lecture by H. Wiley Hitchcock, "The Legacy of Romantic American Music for Today," and a program of ballet music of the Americas performed by the Butler University Ballet Company and the Butler University Symphony Orchestra.

The Midwest Chapter of the AMS has a large membership, and meetings are usually well attended. This was a particularly enjoyable conference, and I am grateful to the Staff Development Committee of the Libraries for the financial assistance I received to attend this meeting.

Martha Minor
May 8, 1987
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Room 951-South, Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278

May 11, 1987

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, May 15, 1987

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<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-9</td>
<td>Psychiatric Aide (Intermittent)</td>
<td>Thomas Kuhn (913) 877-3301</td>
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<td></td>
<td></td>
<td>Norton State Hospital</td>
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<tr>
<td>R-23</td>
<td>Institutional Business Administrator I</td>
<td>Warren Hurst (913) 782-2530 (Ext. 9)</td>
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<td>Kansas State School for the Deaf</td>
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<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td>Department of Revenue</td>
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<td>R-25</td>
<td>Registered Nurse IV (Assistant Director of Nursing)</td>
<td>C. F. Longshore (913) 755-3151</td>
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<td>Osawatomie State Hospital</td>
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<td>R-26</td>
<td>Civil Engineer II</td>
<td>Lola Tritt (316) 672-5911</td>
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<td>Kansas Fish and Game Commission</td>
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<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent)</td>
<td>Cliff Doel (913) 296-3077</td>
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<td></td>
<td>Department of Revenue</td>
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<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Freddie Thowe (913) 296-2326</td>
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<td>Animal Health Department</td>
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<tr>
<td>R-13</td>
<td>Keyboard Operator II (50% Position)</td>
<td>Tana Crawford (913) 296-3877</td>
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<td>Department of Social and</td>
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<td>Rehabilitation Services</td>
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<td>Information Resources Section</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-30  Lottery Communications Coordinator  

For information on the above lottery position please see the position summary and minimum qualifications listed on the following page.

R-13  Office Assistant III

R-23  Public Health Educator II

R-21  Social Worker II

Winfield

R-21  (Audiologist) Speech Pathologist I
R-31  Dentist
R-21  Dietitian II
R-21  Institutional/Vocational Educator II
R-27  Pharmacist I
R-20  Physical Therapist I
R-23  Qualified Mental Retardation Professional
R-21  Respiratory Therapy Team Leader
R-21  Speech Pathologist I
R-23  Speech Pathologist II

KANSAS LOTTERY

If you are interested in applying for the position and meet the qualifications, please submit a completed State of Kansas application to John Collins, Kansas Lottery, Room 154-W, Docking State Office Building, Topeka, Kansas, 66612, (913) 296-1765. Applications will be accepted through Friday, May 22, 1987.

NOTE: Prospective applicants should be aware, that the Kansas Lottery Act prohibits employees and their family members (spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent or stepparent) and persons residing in the same household with an employee, from purchasing or sharing in the purchase of a lottery ticket; and that thorough background investigations and possible fingerprinting of lottery employees will be required for security purposes.

LOTTERY COMMUNICATIONS COORDINATOR
SR-30

Position Summary: This position is responsible for planning, developing and implementing a statewide multimedia public information program for the state lottery. This includes developing promotional campaigns; supervising the release of information to the public, press or other media; speaking on behalf of the agency; and supervising and evaluating the work of the Public Information Officer.

Minimum Qualifications: Graduation from an accredited four (4) year college or university with emphasis in journalism, communications, marketing, advertising, business or public administration and one year of professional experience in public relations, mass communications, marketing or advertising; OR an equivalent combination of education and experience, substituting professional experience in planning, preparing and disseminating information to the public through the newspaper, publications, radio, television media or through public speaking, for the required education on a year for year basis.
CLASSIFIED VACANCY

The Serials Department has announced the availability of a full-time Library Assistant II position with responsibilities for: 1) supervision of staff and management of workflow through the Serials Receiving Unit; 2) managing the Online Serials System training program for library staff; 3) resolving check-in and record maintenance problems; 4) creating bibliographic and holdings records for serials, and 5) check-in of difficult serials. The State requires the following for Library Assistant II: 5 years of library work 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).

Preferred Selection Criteria include: STRONGLY PREFER demonstrated ability to set priorities, organize work and meet deadlines; ability to work independently; demonstrated ability to communicate effectively and to interact successfully with a variety of people. PREFER demonstrated ability to supervise successfully; ability to work with foreign language materials; ability to analyze, interpret and work successfully with detailed information; knowledge of MARC format for bibliographic records and MARC format for holdings; experience working with serial publications and both automated and manual serial records; demonstrated knowledge of and experience with UKASE system and OCLC records; knowledge of bibliographic sources and records as they relate to serials.

The Library Assistant is funded at salary range 18 on the State civil service pay scale. FY87 beginning salary rate is $17,904.

Library staff interested in applying for this position should contact Ruth Hurst by 5:00 p.m. Thursday, May 28th. The position description and application forms are available from Ruth.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

Sandy Gilliland

CHECK MAILING ENVELOPES

Any student or staff person who will not be here to pick up their June 1 paycheck may leave a self addressed, stamped envelope in the Library Office.

Ruth Hurst

SUMMER WORK STUDY DEADLINE

Summer work study authorization cards are due in the Library Office by Friday, May 22, 1987.

Ruth Hurst

COURIER SCHEDULE

Due to the Memorial Day Holiday, the Regents' Courier will not run on Monday May 25th. We will have pick-up and delivery on Tuesday May 26th instead. Also, due to personal time off for the Courier's driver, there will be no courier service on Thursday, May 28. We will have pick-up and delivery on Friday May 29th instead. Normal Monday and Thursday courier service will resume Monday June 1st.

Judy Brow

ALA MEETING IN SAN FRANCISCO

Are you going to ALA in San Francisco? If you are, please let us know. The Staff
Development Committee is compiling a list. In turn, we will let you know about any special events and vendor-sponsored activities that we hear about. Rich Ring

CORRECTION REGARDING NOTICE OF FACILITIES OPERATIONS IN LAST WEEK'S FYI

Last week's FYI announced that Facilities Operations would be servicing an electrical transformer high voltage switch on May 22, 1987. That has been cancelled and the Departments in Spencer Research Library will be open as usual on that date. Alexandra Mason

ATTACHMENTS

Attached to this issue of FYI is a time schedule for availability of CICS and ATMS for the summer semester. (below) Nancy Jaeger

The University of Kansas Computing Services

To: Administrative Computing Users
From: William J. Pesek Jr., Operations Production Manager
Date: May 12, 1987
Subject: Time Schedule for CICS Availability

The office of Information Systems is publishing the availability of CICS and ATMS for the summer semester of the 1987 school year. This schedule will run from June 9, 1987 through August 23, 1987. Exceptions to the schedule are listed below.

If you have any questions concerning this schedule, they can be directed to William J. Pesek Jr. Operations Production Manager at 4-4326.

Normal CICS Schedule
Monday - Thursday 8 A.M. to 10 P.M.
Friday 8 A.M. to 10 P.M.
Saturday 9 A.M. to 5 P.M.
Sunday Noon to 10 P.M.

Normal ATMS Schedule
Monday - Friday 8 A.M. to 10 P.M.
Saturday 9 A.M. to 5 P.M.
Sunday Noon to 10 P.M.

EXCEPTIONS TO THE NORMAL SCHEDULE
August 2 Noon to 5 P.M.
August 9 Noon to 5 P.M.
August 16 Noon to 5 P.M.
During the Fall semester the Budget and Planning Committee staged hearings with virtually all library department and section heads. They commented on needs and perceived priorities of their departments and of the library as a whole. In addition to the requests which required more money for equipment or staff, there were recurring concerns that the libraries' priorities and goals need to be communicated more clearly and on a regular basis.

What is first required is that our central goals and objectives be determined and written down. Without this, it is impossible to infer correctly and with confidence what is to be emphasized, be it preservation needs vs. speed of circulation, needs of various user groups, technical or public services or any of the multitude of other choices that must be made.

Then our policies must be written down, reviewed and integrated towards those common goals and objectives. The Libraries' Mission Statement should be revised to be more than a simple public relations statement. The objectives should be clearly ranked and articulated, and should be reviewed annually.

Annual reports, not simply statistical reports, should be required from both departments and the administration, measuring the degree of success or failure in meeting our objectives, and communicating this to the library staff and University administration. These reports could serve as a vital tool in making the case for funding needs, and should be used for determining the wisest use of our resources, be it in times of growth, reduction or status quo.

We strongly recommend that LFA and the Classified Conference work with the library administration to formulate the proper groups to articulate these central goals and objectives and policies, with public and technical services, the branches and Watson equally represented in each group. We strongly urge that these activities begin as quickly as possible. While the library can continue on its present course, we can develop an overall policy that will enable us to make better use of our resources.

Budget and Planning Committee, FY86/87: Kendall Simmons, Chair, Marilyn Clark, Sue Hewitt, Rosemary McDonough, Kermit Sewell, Rebecca Stuhr-Rommereim, Janice Franklin, secretary

Addendum to Budget and Planning Report:

We recommend that the method of determining membership on the Budget and Planning Committee be altered somewhat so as to assure representation from both public and technical services.
Staff Committee--New Science Library
Minutes of the 4/2/87 Meeting
Present: S. Couch, B. Denton, S. Hawkins, R. Hurst, R. Melton, J. Ranz, C. Sibley, A. Williams, S. Williams, N. Burich

The committee notes with sadness the death of fellow-member and colleague Kermit Sewell. His contributions to the work of the committee have been many and will be missed.

The first question before the committee was whether Sewell's position on the committee should be filled. Some people were concerned at the amount of preparation needed by a new member; others were concerned that a new member be on board should an important matter require a committee recommendation. These factors resulted in a split vote. This information will be conveyed to Jim Neeley, President of LFA.

Denton asked whether, in light of recent decisions, we should revise the block list which indicates locations of collections during Phase I of the NSL. Categories of materials which need to be discussed include: Mathematics, Architecture and Urban Design, Geography, and Theses and Dissertations. A. Williams will update the block list to facilitate further discussion of this topic.

Recently, the Libraries were instructed to prepare a New and Improved Program request identifying personnel for retrocon. Our reply included one librarian and four classified staff members to begin work 7/1/87. Ranz reported that to date money has not been identified for either staff or equipment.

Ranz discussed in detail the equipment budget for the NSL and the distinction being made between "fixed" and "moveable" equipment. These definitions and the limitations they place on the monies allocated to them may mean that $350-400,000 will be unavailable for Libraries use. Ranz continues to seek a more favorable allocation of these monies.

The Regents have approved the plans for Phase I of the building and these plans have been sent forward to the State Department of Architectural Services. Next they will be put out for bid. The plan is to award the bid by 7/1/87, the date when construction monies become available. Groundbreaking will occur thereafter.

Ranz shared the "Architectural Program for the Renovation of Hoch Auditorium" which has been prepared for review only. This plan calls for Phase II of the NSL to be constructed within Hoch. Ranz stressed that the document was only a request for planning money and that details of the plan would need the approval of several committees (including both the Regents and the Legislature) before they were finalized. By beginning to discuss Phase II now, we are on-track time-wise to begin with Phase II as soon as Phase I is completed. It is to our advantage to get these plans on the University's agenda now.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, May 22, 1987

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<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-21</td>
<td>Arts Program Coordinator I</td>
<td>Elmer Denning (316) 662-6611 Kansas State Fair</td>
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<td>(Special Events Coordinator)</td>
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<tr>
<td>R-27</td>
<td>Technical Support Programmer II</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<td></td>
<td>(DEC VAX Computer System)</td>
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<tr>
<td>R-18</td>
<td>Income Maintenance Worker I</td>
<td>Mary Mitchner (316) 624-5666 Dept. of Social and Rehabilitation Services Liberal Office</td>
</tr>
<tr>
<td></td>
<td>(Step A on salary range)</td>
<td></td>
</tr>
<tr>
<td>R-28</td>
<td>Psychologist III</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
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<td>Community Program Consultant II</td>
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<td></td>
<td>George Carter (913) 296-7278 State Reception and Diagnostic Center</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER (CONTINUED ON BACK)
For information on the above lottery position please see the position summary and minimum qualifications listed on the following page.

**LOTTERY COMMUNICATIONS COORDINATOR**

**SR-30**

**Position Summary:** This position is responsible for planning, developing and implementing a state-wide multimedia public information program for the state lottery. This includes developing promotional campaigns; supervising the release of information to the public, press or other media; speaking on behalf of the agency; and supervising and evaluating the work of the Public Information Officer.

**Minimum Qualifications:** Graduation from an accredited four (4) year college or university with emphasis in journalism, communications, marketing, advertising, business or public administration and one year of professional experience in public relations, mass communications, marketing or advertising; OR an equivalent combination of education and experience, substituting professional experience in planning, preparing and disseminating information to the public through the newspaper, publications, radio, television media or through public speaking, for the required education on a year for year basis.

**KANSAS LOTTERY**

If you are interested in applying for the position and meet the qualifications, please submit a completed State of Kansas application to John Collins, Kansas Lottery, Room 154-W, Docking State Office Building, Topeka, Kansas, 66612, (913) 296-1765. Applications will be accepted through Friday, May 22, 1987.

NOTE: Prospective applicants should be aware, "that the Kansas Lottery Act prohibits employees and their family members (spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent or stepparent) and persons residing in the same household with an employee, from purchasing or sharing in the purchase of a lottery ticket; and that thorough background investigations and possible fingerprinting of lottery employees will be required for security purposes".

**WINFIELD**

**R-21**

(Audiologist) Speech Pathologist I

**R-31**

Dentist

**R-21**

Dietitian II

**R-21**

Institutional/Vocational Educator II

**R-27**

Pharmacist I

**R-20**

Physical Therapist I

Physician (Unclassified)

**R-23**

Qualified Mental Retardation Professional

**R-21**

Respiratory Therapy Team Leader

**R-21**

Speech Pathologist I

**R-23**

Speech Pathologist II

**Farrel Oard (316) 221-1200**

Winfield State Hospital & Training Center

---

**KANSAS LOTTERY**

**TOPEKA**

**R-18**

Data Control Technician III

**R-13**

Keyboard Operator II

(3:30 p.m. to 12:00 a.m.)

**R-30**

Lottery Communications Coordinator

**R-29**

Nursing Education Specialist

**R-11**

Office Assistant II

**R-27**

Pharmacist II

**R-23**

Public Health Educator II

**R-28**

Social Service Administrator IV

**Andy Scharf (913) 296-3515**

Div. of Information Systems & Communication

**Cliff Del (913) 296-3077**

Department of Revenue

**John Collins (913) 296-1765**

The Kansas Lottery

**Dr. Lois Rich Scibetta (913) 296-3668**

Board of Nursing

**Carla Rowley (913) 296-3886**

Dept. of Social and Rehabilitation Services

**Don Pesmark (913) 296-4321**

Topeka State Hospital

**JoAnn Moran (913) 296-1290**

Department of Health and Environment

**James Trast (913) 296-4648**

Dept. of Social and Rehabilitation Services

Juvenile Offenders Program

**WINFIELD**

**R-29**

Nursing Education Specialist

**R-27**

Pharmacist II

**R-23**

Public Health Educator II

**R-28**

Social Service Administrator IV

**Andy Scharf (913) 296-3515**

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Dept. of Social and Rehabilitation Services

Juvenile Offenders Program
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

CLASSIFIED RECRUITMENT CANCELLED

Recruitment for the Library Assistant II position in the Serials Department has been cancelled. We apologize for any inconvenience this may have caused.

Sandy Gilliland

COURIER SCHEDULE

Due to personal time off for the Regents' Center Courier's driver, there will be no courier service on Thursday, May 28th, as stated in the last two FYI's. However, there will be a pick-up/delivery on Friday May 29th instead. Normal Monday and Thursday courier service will resume Monday, June 1st.

Judy Brow

COPIER UPDATE

The Copier Committee will hold an open meeting on Monday, June 1 at 9:00 a.m. in Watson Conference Room A. The purpose of the meeting is to solicit input regarding the committee's recommendations on copying equipment. The committee plans to distribute a document to department heads prior to the meeting.

Sarah Couch

REMEMINDER TO LFA MEMBERS

May 29th is the deadline for returning ballots in the LFA election. They may be mailed to Rhonda Neugebauer, Cataloging Dept., Watson. Thank you.

Rhonda Neugebauer

TRAVEL CLUB

The University recently announced a discount plan offered by Days Inns of America, Inc., that is open to K.U. faculty and administrators. Applications for membership are available from Ruth Miller in the Library Office (while supply lasts) or Jerry Williams in the Travel Audit office, 40 Carruth-O'Leary Hall (4-3151). The club offers discounts on room accommodations and car rental, and provides other special benefits to members that apply to both business and leisure travel.

Nancy Jaeger

DEBATE CAMP LIBRARY TOURS

Debate Camp counselors will be taking campers on tours of libraries (Watson, Science, Engineering, and Documents) from 1-4 p.m. on June 15 and June 29. Information from library staff at service desks (including any handouts, policy information, availability to answer questions) will be appreciated at the time of the tours.

Mary Hawkins

CONGRATULATIONS!

Congratulations to Kent Miller on his recent promotion to the rank of Lt. Colonel in the U.S. Air Force Reserves. Colonel Miller is Commanding Officer of his unit, the 78th Aerial Port Squadron at the Richards Gebaur Air Force Base. Mary Lou Warren also serves in this unit.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

STUDENT REAPPOINTMENTS DUE

All student reappointments for FY88 are due in the Library Office by Friday, June 12, 1987. If a student is not working this summer but returning in the fall, they should be placed on inactive status. If a student is not returning, a termination card should be submitted. If you have any questions, feel free to contact me at 864-3601.

Ruth Hurst

TIMECARD DEADLINE

All Classified, Unclassified and student timecards are due in the Library Office on Monday, June 15, 1987, 9:00 a.m.

Ruth Hurst

FORM I-9 UPDATE

Attached to this FYI is a replacement copy of the Form I-9. This form replaces the earlier version of the I-9 and should be used when submitting new appointments. Note that if an employee's present name differs from their birth name, because of marriage or other reasons, they must put their birth name in the appropriate space of section 1. As always, feel free to contact Ruth Hurst or Sandy Gilliland with questions at 864-3601.

Ruth Hurst

STATE CIVIL SERVICE EXAMINATION SCHEDULE ANNOUNCED

Attached is a listing of Civil Service examinations offered during the month of June on the Lawrence Campus. Library student employees are especially encouraged to review this information and contact Sandy Gilliland or Ruth Hurst, 4-3601, or the Department of Personnel Services, 4-4942, if interested in permanent State Civil Service employment. Students interested in Library Assistant classifications should watch for future announcements of the availability of these examinations. A request to open the examinations for Library Assistant classes will be forwarded shortly to the State Division of Personnel. Contact Sandy or Ruth if you have any questions.

Sandy Gilliland

FICHE CATALOG CLASS

There will be a class during the week of June 15 in the Cataloging Dept. conference room 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 want to attend.

Annie Williams

LIBRARIANS ON VACATION

LeAnn Weller will be attending ALA, SLA and on vacation from June 5 to July 3.

Kathleen Neeley will be on vacation from June 8 to June 19.

Janice Franklin will be on vacation from June 15 to July 3.

Jim Neeley will be on vacation from June 8 to June 19. During that time questions about Reference Department or the reference collection should be addressed to Rebecca Stuhr-Rommereim.

Kathleen Neeley and Jim Neeley
KULSA SUMMER PARTY

It's time to start thinking about and planning for the Kulsa summer party. Do you have lots of ideas? Do you want to help with the planning? Call Sandy Gilliland (4-3601) or Annie Williams (4-3038). We'll have our first planning meeting the week of June 15th.

ANNOUNCEMENT

Imhof-Clark, Christopher Justin, 1987-

Christopher Justin Imhof-Clark / co-authored by Carolyn
Imhof-Hoffelder and Victor Clark. -- Lawrence, KS : Lawrence
Memorial Hospital, 1987 May 22; 8:41 a.m.
8 lb.; brown hair; 19½"
(Our children; 4th in a series)

New series title, Imhof-Clark, begins with this issue; previous issues titled under Hoffelder.


ATTACHMENTS

Travel report by Marilyn Brady, Civil Service Testing Calendar, State Promotion and Transfer list, and Form I-9.
Travel Report, Marilyn Brady:

On April 2, 3, and 4, I attended the convention of the Organization of American Historian in Philadelphia. This year marked the eightieth anniversary of the OAH, one of the largest and most prestigious national historical societies, and the convention attracted many leading American historians.

Many of the sessions I attended dealt with women's history, my own particular area of specialization. I was impressed with the number and quality of session dealing specifically with this topic. These sessions helped me establish a context for my own research and confirmed my impression that leading scholars in the field are paying new attention to ideas expressed by women in the past, as I did in my own dissertation.

In addition, I attended a session entitled "The New Information Technology: Tools for Teaching and Research in History." Librarians from Earlham College, in Richmond, Indiana, and Trinity College in San Antonio, Texas, described innovative programs for teaching undergraduates how to use libraries for historical research. Both schools rely heavily on the interaction of classroom faculty and reference staff in their programs. Another speaker from Earlham described the ways in which computer technology is changing historical research, mentioning computerized catalogs and bibliographic tools, and future possibilities for the transmission of documents. Scholars from schools which already had extensive computer use spoke favorably about their experiences, while others in the audience expressed apprehension.

I certainly appreciate the assistance I received to attend the OAH convention. The experience enhanced my professional growth both as an historian and as a librarian.

Marilyn Dell Brady

Kansas Collection
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<th>MONDAY</th>
<th>TUESDAY</th>
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*WRITTEN EX OFFERED: Office Assistant II, III; Accountant I, II; Food Service Supervisor II.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, May 29, 1987

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<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-20</td>
<td>Physical Plant Supervisor I</td>
<td>Warren Hurst (913) 281-3308 Ext. 308 School for the Visually Handicapped</td>
</tr>
<tr>
<td>R-27</td>
<td>Technical Support Supervisor II [DEC VAX Computer System]</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
</tr>
<tr>
<td>R-28</td>
<td>Psychologist III</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
</tr>
<tr>
<td>R-17</td>
<td>Automotive Mechanic II</td>
<td>Dale Weiler (913) 232-5751 Kansas Highway Patrol</td>
</tr>
<tr>
<td>R-23</td>
<td>Community Program Consultant II</td>
<td>Steve Schifflbein (913) 296-3911 Dept. of Social and Rehabilitation Services Rehabilitation Services</td>
</tr>
<tr>
<td>R-10</td>
<td>Cook II</td>
<td>George Carter (913) 296-7278 State Reception and Diagnostic Center</td>
</tr>
<tr>
<td>R-23</td>
<td>Personnel Management Specialist II</td>
<td>Linda Kinney (913) 296-3581 Division of Personnel Services Agency Services and Planned Assistance</td>
</tr>
<tr>
<td>R-21</td>
<td>[Audiologist] Speech Pathologist I</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>Dietitian II</td>
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</tbody>
</table>
-21 Institutional/Vocational Educator II
-27 Pharmacist I
-20 Physical Therapist I
Physician [unclassified]
-23 Qualified Mental Retardation Professional
-21 Respiratory Therapy Team Leader
-21 Speech Pathologist I
-23 Speech Pathologist II
EMPLOYMENT ELIGIBILITY VERIFICATION (Form 1-9)

1] EMPLOYEE INFORMATION AND VERIFICATION: (To be completed and signed by employee.)

Name: (Print or Type) Last First Middle Birth Name

Address: Street Name and Number City State ZIP Code

Date of Birth (Month/Day Year) Social Security Number

I attest, under penalty of perjury, that I am (check a box):

☐ 1. A citizen or national of the United States.
☐ 2. An alien lawfully admitted for permanent residence (Alien Number A ________________ ).
☐ 3. An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A ________________ .

or Admission Number ________________ . expiration of employment authorization, if any ________________ ).

I attest, under penalty of perjury, the documents that I have presented as evidence of identity and employment eligibility are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this certificate.

Signature Date (Month/Day Year)

PREPARE TRANSLATOR CERTIFICATION (To be completed if prepared by person other than the employee). I attest, under penalty of perjury, that the above was prepared by me at the request of the named individual and is based on all information of which I have any knowledge.

Signature Name (Print or Type) Address (Street Name and Number) City State ZIP Code

2] EMPLOYER REVIEW AND VERIFICATION: (To be completed and signed by employer.)

Instructions:
Examine one document from List A and check the appropriate box. OR examine one document from List B and one from List C and check the appropriate boxes.

Provide the Document Identification Number and Expiration Date for the document checked.

List A

Documents that Establish Identity and Employment Eligibility

☐ 1. United States Passport
☐ 2. Certificate of United States Citizenship
☐ 3. Certificate of Naturalization
☐ 4. Unexpired foreign passport with attached Employment Authorization
☐ 5. Alien Registration Card with photograph

Document Identification
# __________

Expiration Date (if any)

List B

Documents that Establish Identity and Employment Eligibility

☐ 1. A State-issued driver's license or a State-issued I.D. card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes.

(Specify State) __________

☐ 2. U.S. Military Card
☐ 3. Other (Specify document and issuing authority)

Document Identification
# __________

Expiration Date (if any)

List C

Documents that Establish Employment Eligibility

☐ 1. Original Social Security Number Card (other than a card stating it is not valid for employment)
☐ 2. A birth certificate issued by State, county, or municipal authority bearing a seal or other certification
☐ 3. Unexpired INS Employment Authorization Specify form # __________

Document Identification
# __________

Expiration Date (if any)

CERTIFICATION: I attest, under penalty of perjury, that I have examined the documents presented by the above individual, that they appear to be genuine and to relate to the individual named, and that the individual, to the best of my knowledge, is eligible to work in the United States.

Signature
Name (Print or Type) Title
Employer Name Address Date

Form 1-9 (06 07 87) U.S. Department of Justice
Employment Eligibility Verification

NOTICE: Authority for collecting the information on this form is in Title 8, United States Code, Section 1324A, which requires employers to verify employment eligibility of individuals on a form approved by the Attorney General. This form will be used to verify the individual’s eligibility for employment in the United States. Failure to present this form for inspection to officers of the Immigration and Naturalization Service or Department of Labor within the time period specified by regulation, or improper completion or retention of this form, may be a violation of the above law and may result in a civil money penalty.

Section 1. Instructions to Employee/Preparer for completing this form

Instructions for the employee.
All employees, upon being hired, must complete Section I of this form. Any person hired after November 6, 1986 must complete this form. (For the purpose of completion of this form the term “hired” applies to those employed, recruited or referred for a fee.)

All employees must print or type their complete name, address, date of birth, and Social Security Number. The block which correctly indicates the employee’s immigration status must be checked. If the second block is checked, the employee’s Alien Registration Number must be provided. If the third block is checked, the employee’s Alien Registration Number or Admission Number must be provided, as well as the date of expiration of that status, if it expires.

All employees whose present names differ from birth names, because of marriage or other reasons, must print or type their birth names in the appropriate space of Section I. Also, employees whose names change after employment verification should report these changes to their employer.

All employees must sign and date the form.

Instructions for the preparer of the form, if not the employee.
If a person assists the employee with completing this form, the preparer must certify the form by signing it and printing or typing his or her complete name and address.

Section 2. Instructions to Employer for completing this form

(For the purpose of completion of this form, the term “employer” applies to employers and those who recruit or refer for a fee.)

Employers must complete this section by examining evidence of identity and employment eligibility, and:
• checking the appropriate box in List A or boxes in both Lists B and C;
• recording the document identification number and expiration date (if any);
• recording the type of form if not specifically identified in the list;
• signing the certification section.

NOTE: Employers are responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Copies of documentation presented by an individual for the purpose of establishing identity and employment eligibility may be copied and retained for the purpose of complying with the requirements of this form and no other purpose. Any copies of documentation made for this purpose should be maintained with this form.

Name changes of employees which occur after preparation of this form should be recorded on the form by lining through the old name, printing the new name and the reason (such as marriage), and dating and initialing the changes. Employers should not attempt to delete or erase the old name in any fashion.

RETENTION OF RECORDS.
The completed form must be retained by the employer for:
• three years after the date of hiring; or
• one year after the date the employment is terminated, whichever is later.

Employers may photocopy or reprint this form as necessary.
REAPPOINTMENTS DUE--LAST REMINDER

All student reappointments for FY88 are due in the Library Office by Friday, June 12, 1987. If a student is not working this summer but returning in the fall, they should be placed on inactive status. If a student is not returning, a termination card should be submitted. If you have any questions, feel free to contact me at 864-3601.

Ruth Hurst

TIMECARD DEADLINE

All Classified, Unclassified and student timecards are due in the Library Office on Monday, June 15, 1987 at 9:00 a.m.

Ruth Hurst

TRAVEL REIMBURSEMENT DEADLINE REMINDER

In-State, State funded travel reimbursement for privately owned vehicles MUST BE submitted to Ruth Miller by June 27 to insure that the paperwork is completed by the fiscal year close-out deadline date. ALSO--reservations for state cars for June should be called in to Ruth NO LATER THAN JUNE 18, so that payments or encumbrances can be processed before the deadline date. If you anticipate the use of a state car between June 18 and June 30, please call Ruth by JUNE 18. If you see that you will be cancelling a reservation, call Ruth IMMEDIATELY (4-3601).

Ruth Miller

CLASSIFIED SENATE ANNOUNCES UNIVERSITY BOARD OPENINGS

The Classified Senate has been notified by the University that several University Boards will have classified employee openings in the near future. The positions available are: Affirmative Action Board--one 3-year term; Judicial Board--two three-year terms; Parking Board--one-year, one two-year, and one three-year term; Court of Parking Appeals--two one-year terms. Most of these boards meet no more than once or twice a semester, but it is important that classified employees be represented on them. Anyone who is interested in serving, or who wants more information, should contact Don Dowdey, Classified Senate Executive Board member, in the Catalog Dept. (ext. 3038), by June 19.

Don Dowdey

READER/PRINTER TO SPENCER LIBRARY

A Minolta reader/printer which accommodates microfiche as well as 35mm and 16mm microfilm has been transferred from Watson to the Documents Department in Spencer Library. Cost to the public is 15¢ per copy for prints from fiche or film.

Donna Koepp

LIBRARY SCHOOL COURSES OFFERED

The Library School at the University of Missouri-Columbia is tentatively planning to offer two courses this fall on the UMKC campus. The courses are Principles of Cataloging and Classification, and History of Libraries. For information and enrollment applications contact Ann Leinn Gibson, UM Extension Center, 2820 S. Highway 291, Independence, MO 64057 (816) 373-5500.

Mike McReynolds

LFA MAY 1987 ELECTION RESULTS

The persons elected to positions within the LFA governance structure are listed below:

Vice Chairperson/Chairperson Elect: Staff is on vacation and cannot be contacted. Results will be announced upon return.
Secretary: Rachel Miller

Executive Committee:
Librarian I: Rebecca Stuhr-Rommereim
Librarian II: Susan Hitchens
Librarian III: Lorraine Moore
Unclassified Other: Nicolette Bromberg

Committee on Promotion and Tenure:
Librarian I: Shelley Miller
Librarian II: Rob Melton
Librarian III: Susan Craig

Grievance Committee:
Aimee Algier, Sandra Brandt, Gene Carvalho, Saralinda Rhodes and Susan Tronier

CREDITS
Michael Palij, retired Slavic librarian, and William C. Fletcher, chairman of the
Soviet and East European studies, had an article titled "Chornobyl: an Etymology"
in the Ukrainian Quarterly. New York.

ATTACHMENTS
Staff Committee, New Science Library minutes of 1/20/87 and 5/11/87 meetings, Classified
Conference Executive Board minutes of 5/28/87 and 6/4/87 meetings, LFA General Meeting
2/25/87 minutes and State promotion and transfers lists. For Kansas Lottery positions,
contact Ruth Miller for job descriptions if interested.
Staff Committee--New Science Library
Minutes of the 1/20/67 Meeting

In is still expected that bids for the building will be let in the Spring and that groundbreaking will occur thereafter.

The lighting lab has been completed in the old bank building on Massachusetts. It contains the lighting pattern for one module (27 feet square). However, we need to add furniture that will cast shadows to evaluate fully lighting levels. Ranz encouraged committee members to visit the lab but advised us to wait until furniture can be added.

There is no news on the Math Library.

The Hoch-Bailey-Strong Committee has issued its final report. It made the top priority the addition of large science lecture hall(s); Phase II of the NAL was listed second. Ranz wrote a letter to accompany the report in which he registered his disagreement with its priorities.

Next the committee discussed bibliographic records for materials that will go to the NSL. Ranz asked that we react to his first-draft statement of cataloging goals and the order to accomplish them (see attached memo). He was particularly interested in our views of system-wide implications and the usefulness of the records created. S. Williams asked about incorporating in the online catalog materials not covered in the document (i.e. those in Government Documents, the Kansas Collection, Special Collections, and Microforms). After discussion, the committee voted unanimously to endorse Ranz’s statement (see enclosed document). However, it registered its concern about the other types of materials not included in the document.
Present: Ruth Hurst, Lance Tomlin, Lois Bauer, Cynthia Shively, Sue Hewitt, Mary Miller, Verna Froese, Janet Revenew, Linda Evans
Absent: Lars Leon, Jennifer Vogel, Diana Dyal, Nancy Hawkins

Information is being gathered for the Library series survey under the assumption the reclassification is proceeding as originally planned.

KU's new smoking policy will be implemented sometime in early FY88- as soon as new signs are acquired and installed. This policy will be in line with the state’s new policy of designating smoking areas rather than non-smoking areas as in the past. Some implications are: private offices with floor-to-ceiling walls and proper ventilation may be designated smoking areas, all employees in a shared office must agree to allow smoking to designate the office for smoking, and restrooms will be no smoking areas. Fines can be levied or grievance procedures pursued in case of violations.

Dean Ranz is considering the results of the recent Food & Drink survey. He is concerned about any policy which might create a double standard between staff and patrons. The vending machines in Watson are apparently second only to the Union itself in sales. Union employees are now cleaning up in Watson twice daily.

Under the heading of new business a discussion started regarding the cancellation of the search for the LAII position in Serials. It was mentioned the announcement of the cancellation was made before the application deadline had passed. The intention is to leave the position vacant for FY88 and use the money to hire student monthlies to assist with inputting of serials record on the new system. The Personnel Committee will explore possible implications of this arrangement.

Committee Reports
Budget and Planning- Sue said their recent report in FYI wasn't as detailed as originally planned due to the need to first establish general priorities.
Personnel- Mary M. said Sandy is checking on whether staff will need to work Martin Luther King, Jr. Day next January as it is a state holiday and classes will not be held. Classified Senators will now be allowed time off to attend their meetings. The Committee also discussed rumors of possible delays in the implementation of the Library series reclassification.
Staff Development- Will meet after the start of the fiscal year.

It was decided to hold another Executive Board meeting June 4.

Classified Conference Executive Board
Minutes of the May 28, 1987 meeting
Absent: Linda Evans, Jennifer Vogel.

The date and time was set for the general meeting. It will be July 8 at 1:30. The agenda for the general meeting was set. Discussion followed on the status of the LAII position in Serials. Diana and the Personnel Committee will check into the facts behind the decisions.

Submitted by,
Lance Tomlin
Vice President
and Lars Leon
Secretary
Staff Committee--New Science Library
Minutes of the 5/11/87 Meeting
Present: S. Couch, B. Denton, J. Franklin, S. Hawkins, R.
Hurst, R. Melton, J. Ranz, C. Sibley, A. Williams, N. Burich
Absent: S. Williams

Williams opened the meeting by welcoming Janice Franklin, new
member of the committee.

Ranz announced that $100,000 will be available 7/1/87 to fund
the retrocon project. These monies will pay salaries and
fringes for one librarian, three assistants, and some student
hours. In addition, we now have $25,000 to purchase
equipment for the project. It is expected that the monies
for salaries will be renewed. The Libraries will request
additional funds since it is clear that everything which
needs to be done cannot be completed in three years.
Recruitment has begun for the funded positions.

Denton pointed out that in Geology, the locations of theses
and dissertations are split by date: new titles are in
Science and the old are in Watson. Though use of these
materials may be low, she felt it important for use that they
be shelved in the same library. The question arose whether
other subjects which the block list indicates will go to the
NSL are similarly divided. Denton and Hawkins will
investigate further before any recommendations are made
concerning a uniform policy for these materials.

Ranz said that a decision had been made concerning how much
of the Malott space the Libraries will retain when Phase I is
occupied. The Science Library now contains 24,000 square
feet; we will retain 14,600 square feet--the old Science
Library area with the two-story stack area and the "bridge"
between old and new areas. The remaining 10,400 square feet
have been stubbed-in for laboratory use and will be converted
to that purpose. Maps and Documents are scheduled to occupy
the vacated area in Malott. These departments currently
occupy 15,000 square feet in Spencer, or 400 square feet more
than will be available in Malott. Therefore, not everything
in both collections can go into Malott. It is probable that
the entire Map Library will go, but that Documents will be
split with the lesser used materials going into a closed
stack area in the basement of the NSL. Mary Hawkins, Donna
Koepp, and Kathleen Neeley are working on the details.

Both the graduate students and the head of the Geography
Department (Mr. Augelli) have expressed concern about the
location of their materials. Because of space limitations in
the NSL, it appears that the Geography collection will be
split during Phase I. Augelli says that there is no
consensus among geographers concerning a split of Geography,
but that the physical geography should go to the NSL. If
Maps cannot go into the NSL in Phase I, then Augelli feels
that the next best solution is to have them in Malott.
Melton raised a question concerning the Z's. When a choice of call number is given between a bibliography number (Z) and a subject number, he feels it is more beneficial to the patron to use the subject number. There was general agreement among committee members. Melton will prepare a recommendation to that effect for discussion at the next meeting.

Williams presented a revised block list which reflects the locations which the committee feels are appropriate when the NBL is occupied and materials are shifted. Most of these decisions were reached in 1984 after consultations with bibliographers and department heads; others reflect recent administrative decisions (i.e. Math and Architecture/Urban Design). However, these decisions on the revised block list must overlay the cataloging priorities needed to implement the recommended changes.

The discussion next involved the second draft of Ranz’s memo concerning cataloging priorities. Ranz said that even though some staff feel that it would be more beneficial to get all materials which are cataloged in LC into the online database, others, especially those in public services and in the Science Library, feel that if materials in LC have acceptable records, it does not make sense to enter them into the database while there are still materials in DDC which have incomplete or no records. However, Ranz feels sure that numbers 1-4 on his list will be done (see FYI for My 7, 1987). Afterwards, we will know what time and resources remain. Then this fundamental question can be addressed more knowledgably.
Jim Neeley called the meeting to order and announced that this was the first general meeting since July 16, 1986.

Several new members were introduced. Sandy Mason introduced Rick Clement, the new Assistant in Special Collections, from the University of Chicago. Rick will be teaching History of the Book and running the press in the Spencer Research Library.

Lorraine Moore introduced two new members of the Cataloging Department. Shelley Miller was previously at KU on the Latin American Cataloging Project, but most recently from the Library of Congress where she was in Hispanic Acquisitions. She received her MLS from UCLA. Suzanne Tronier is the new German language cataloger, but because of her varied background she will be cataloging in many areas. She recently received her MLS from the University of Michigan.

Judith Emde was also introduced. Judith is the new Assistant Science Librarian.

OLD BUSINESS

At the last LFA meeting in July the University forms for tenure and review were discussed and reviewed. The group's decision was to accept the University's forms with modification to tailor it to library faculty. This decision was passed along to David Dary who relayed our approval to Academic Affairs and it was apparently accepted since there has been no further communication with them.

NEW BUSINESS

The first item of business was the presentation of informal LFA Committee reports. The LCPT Committee is being jointly chaired by Lorraine Moore and Rebecca Stuhr-Rommereim. The Committee members are Gene Carvalho, Marilyn Clark, Barb Gaeddert, Nancy Burich, Sherry Williams and Sandy Gilliland, ex officio. Since Sherry Williams was a candidate for promotion this fall, Rich Ring replaced Williams for that time. The Committee has considered four files for promotion and/or tenure, and those files have been forwarded.

The Budget and Planning Committee is chaired by Kendell Simmons. Committee members are Janice Franklin, Sue Hewitt, Marilyn Clark, Rosemary McDonough, Kermit Sewell, and Rebecca Stuhr-Rommereim. Simmons reported that Dean Ranz asked the Committee to consider the question: "Is the library going in the direction is should be going in?" So they are working on priorities, laying ground work that needs to be done before priorities can be set. Asking the questions that need to be answered first. Trying not to come up with suggestions, but just the questions. The Committee is not ready to present anything to anyone yet.

The Salary Committee is chaired by Gordon Anderson. Committee members are Aimee Algier and Rob Melton. The report was read by Algier, which stated that the committee has met several times to discuss salary levels being
offered on position openings and offers being made to new personnel hired. The new beginning level salary is now $18,000.

Nominating and Ballot Committee has not met yet, so there was no report.

The Staff Development Committee is chaired by Rich Ring. Ju-yen Teng and Roger Anderson are committee members. There was no report.

The Executive Committee is chaired by Jim Neeley. Members are Sandra Brandt, Aimee Algier, LeAnn Weller, Nicolette Bromberg, Gene Carvalho, and Donna Koepp. Meetings have been held to discuss three topics: 1) Promotion and Tenure forms, 2) Peer Review Committee crisis, 3) Professional stagnation vs mobility--generally staff development type issues. Number three was further explained by J. Neeley upon request by Susan Craig as a remedy to what people may see as a trend toward deadending in their jobs.

Next item of new business:

Peer Review Committee issue. Reference is made to the memo of November 19, 1986, which was attached to the letter from the 1985-86 PRC and a cover letter from the LFA Executive Committee on how we were going to respond to the PRC letter. There was no great opposition to our suggested way of handling the problem, so we will proceed with the Peer Review Task Force. The Task Force is made up of Rob Melton, Chair, Susan Hitchins and Donna Koepp.

The Task Force will meet through the summer and will report back to LFA Exec in early Fall. Because the report will not be ready until Fall, there will not be a PRC election this July. It will be postponed/rescheduled, etc. based on the results of the report.

The meeting at this point was turned over to Rob Melton, who reported that the Task Force had met formally once and informally on a couple of occasions. The TF hasn't wanted to go too far without getting a sense from the LFA of their feelings on the issue.

The TF members have read Mary Hawkins' report on the history of the PRC. There seems to be a history of a desire for peer involvement and review going back to 1971. None of the three TF members were at KU at that time. This will bring fresh eyes to the evaluation, but the TF also will go back to study the history to make sure the entire development is understood. Official status is somewhat anomalous. It is not an LFA committee. It never passed by a 2/3 majority, which is what LFA requires. LCPT may be the responsible body.

The TF members have examined Mary Hawkins' report and the massive files on the development of PRC over the years, and they will be talking to Dean Ranz and the Assistant Deans to get their input on how the PRC process has helped or hindered their work. The TF has requested money to be used for an online search of the literature on peer review process, plus there will be some manual searching of resources not included in the online data base.

The TF members intend to seek input from other institutions where librarians have faculty status, & where salary increases are awarded on the basis of merit. Five to twelve universities will be identified that may be similar. Their methods and relative success will be studied.
The TF will ask this year's PRC to look at the document from last year's Committee to see if they have additional recommendations or other views.

Department and school heads at KU will be polled on methods used for review process. (Peer participation is not mandated as nearly as Melton can determine. If anyone can come up with something that disputes that, they are asked to come forth with that information). That does not invalidate our desire to have it, but it is not mandated.

General staff input will be sought. TF members will interview each staff member who desires to give an interview. This will be one of the last steps in the process, so that TF members will be better prepared with more background on the subject. There will be no questionnaire. (That falls short of what the TF wants to do). Each TF member will take 1/3 of the staff to interview to get their input, supervisors as well as non-supervisors.

The library administration will be consulted and kept informed on a regular basis throughout.

By late summer the TF will sift through all the information gathered. If something radically different is proposed, there will be time for discussion and a referendum and implementation of whatever is decided.

The remainder of the meeting was turned over to a discussion and input by the Assembly.

The meeting was adjourned at 3:03pm.

Donna P. Koepp, Secretary
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Room 951-South, Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278

June 1, 1987

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, June 5, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
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<tbody>
<tr>
<td>R-20</td>
<td>Physical Plant Supervisor I (Head of Maintenance Department) (Vacant July 1, 1987)</td>
<td>Denis Shumate (913) 738-5735 Youth Center at Beloit</td>
</tr>
<tr>
<td>R-18</td>
<td>Social Worker I (Step B)</td>
<td>Scott Hogue (316) 275-0271 Dept. of Social and Rehabilitation Services Garden City Area Office</td>
</tr>
<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent)</td>
<td>Cliff Doel (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Barbara Duval (913) 727-3553 Kansas Correctional Institution at Lansing</td>
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<tr>
<td>R-17</td>
<td>Automotive Mechanic II</td>
<td>Dale Weiler (913) 232-5751 Kansas Highway Patrol</td>
</tr>
<tr>
<td>R-23</td>
<td>Corrections Counselor II</td>
<td>Gloria Weir (913) 296-7695 Kansas Correctional Vocational Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>Personnel Management Specialist II, Trainee (Governor's Trainee Program)</td>
<td>Kathryn Amayo Metcalf (913) 296-4278 Division of Personnel Services Recruitment and Employment Information</td>
</tr>
<tr>
<td>R-26</td>
<td>Research Analyst IV</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-21  Social Worker II

Linda Kraus (913) 296-3936
Youth Center at Topeka

WICHITA

R-21  Procurement Officer I

Frankie Brown (316) 689-3065
The Wichita State University

WINFIELD

R-21  (Audiologist) Speech Pathologist I
Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
R-21  Dietitian II
R-21  Institutional/Vocational Educator II
R-27  Pharmacist I
R-20  Physical Therapist I
R-23  Qualified Mental Retardation Professional
R-21  Respiratory Therapy Team Leader
R-21  Speech Pathologist I
R-23  Speech Pathologist II
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, June 12, 1987

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<tr>
<td>15</td>
<td>BELOIT Power Plant Operator II</td>
<td>Denis Shumate (913) 738-5735 Youth Center at Beloit</td>
</tr>
<tr>
<td>18</td>
<td>GARDEN CITY Social Worker I (Step B)</td>
<td>Scott Hogue (316) 275-0271 Dept. of Social and Rehabilitation Services Garden City Area Office</td>
</tr>
<tr>
<td>11</td>
<td>INDEPENDENCE Office Assistant II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>21</td>
<td>OLATHE Dietitian II</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
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<td></td>
<td>TOPEKA Chief, Office of Economic Policy (Annual Salary $39,400) (Unclassified)</td>
<td>Janette Freeman (913) 296-3391 Kansas Corporation Commission</td>
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<td></td>
<td>29 Senior Utility Rate Auditor (Unclassified)</td>
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<tr>
<td></td>
<td>27 Senior Utility Regulatory Auditor (Unclassified)</td>
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<td>8</td>
<td>21 Custodial Supervisor I Speech Pathologist I (Audiologist)</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
TOPEKA (cont.)

R-23 Personnel Management Specialist II  
(Position Summary Listed Below)  
Vicki Harding (913) 296-3140  
Department of Administration  
Division of Personnel Services  
Human Resource Development Unit

Position Summary: The Personnel Management Specialist II position in the Human Resource Development Unit will perform the following special duties: develops and delivers training programs for employees and agency trainers in areas of orientation of employees, supervision, management and other general organizational areas; assists in training-of-trainers activities; assists agencies in using training modules; and reviews agency training activities using established guidelines.

R-26 Research Analyst IV  
Ginny McCord (913) 296-4171  
Board of Agriculture

WICHITA

R-23 Personnel Management Specialist II  
John Alquest (316) 651-5300  
Dept. of Social and Rehabilitation Services  
Wichita Area Office

R-21 Procurement Officer I  
Frankie Brown (316) 689-3065  
The Wichita State University

WINFIELD

R-21 (Audiologist) Speech Pathologist I  
Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center
R-19 Dietitian I
R-21 Institutional/Vocational Educator II
R-20 Physical Therapist I
R-23 Qualified Mental Retardation Professional
R-21 Respiratory Therapy Team Leader
R-21 Speech Pathologist I
R-23 Speech Pathologist II

KANSAS LOTTERY OPPORTUNITIES

Applications will be accepted until FRIDAY, JUNE 12, 1987

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<td>Accountant II</td>
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<td>R-24</td>
<td>Accountant III</td>
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<td>R-15</td>
<td>Bookkeeper</td>
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<tr>
<td>R-15</td>
<td>Computer Operator II</td>
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<tr>
<td>R-18</td>
<td>Computer Operator III</td>
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<tr>
<td>R-25</td>
<td>Computer Systems Analyst II</td>
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<tr>
<td>R-27</td>
<td>Computer Systems Analyst III</td>
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<tr>
<td>R-13</td>
<td>Office Assistant III (Bookkeeping)</td>
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<tr>
<td>R-18</td>
<td>Office Specialist</td>
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<tr>
<td>R-22</td>
<td>Programmer II</td>
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<tr>
<td>R-25</td>
<td>Programmer III</td>
</tr>
<tr>
<td>R-21</td>
<td>Research Analyst II</td>
</tr>
<tr>
<td>R-28</td>
<td>Technical Support Supervisor</td>
</tr>
</tbody>
</table>

CONTACT PERSON

John Collins (913) 296-1765  
The Kansas Lottery

EQUAL OPPORTUNITY EMPLOYER
PERSONNEL

Catherine Randall has announced her resignation effective August 1st to accept a position as a lead teacher at the Dr. Lamb Early Intervention preschool at the School for the Visually Impaired in Kansas City. Cathy has been employed by the Libraries since October, 1983, and is currently a Library Assistant I in the Authorities Unit of the Cataloging Department.

Mike Reynolds has announced his resignation effective June 30th. Mike has been employed as a Library Assistant I in the Kansas Collection since September, 1983. He has accepted a position in the library of the Shook, Hardy and Bacon Law Firm in Kansas City.

Sandy Gilliland

PERIODICALS STUDENT MONTHLY

The Periodicals Reading Room has announced a student monthly vacancy. A job notice is posted on the job board next to Circulation. Any interested applicants should contact Sarah Couch or Janet Revenew in Periodicals by Wednesday, June 24, 1987, 4:00 p.m.

Ruth Hurst

MAXIMUM REPORTABLE HOURS

Information concerning the maximum number of reportable hours per pay period for student hourly employees for FY88 and other student appointment information was sent out to all persons having a copy of the student manual. If you did not receive a copy or need additional copies, please contact Ruth Hurst at 864-3601.

Ruth Hurst

GENERAL CLASSIFIED CONFERENCE MEETING

There will be a General Classified Conference Meeting on Wednesday, July 8, 1987 at 1:30 p.m. in Conference Rooms A & B. All Classified staff members are welcome to attend. An agenda will follow in future FYI's. Mark your calendars now and plan to get involved.

Ruth Hurst

PEERS REVIEW PEER REVIEW

Any librarian who goes through the peer review procedure who hasn't yet interviewed with a member of the Peer Review Task Force and who would like to do so should call Susan Hitchens or Donna Koepp for an appointment before July 1st.

Donna Koepp

OUT-DATED CSR MICROFICHE

Superseded CSR microfiche should be directed to Judy Brow in ILS. Because of the costs of production, no extra sets of the CSR are being produced for distribution outside the Libraries. It is our intention to use these out-dated copies for distribution to other Libraries.

Kent Miller

FICHE CATALOG CLASS

We have given one class this term and will be happy to give another if it is needed. Please contact Annie Williams in the Cataloging Dept. (4-3038) if you or any of your students want to attend.

Annie Williams
1987 LFA VICE CHAIRPERSON/CHAIRPERSON-ELECT ANNOUNCED

Gordon Anderson was elected and has agreed to serve as the Vice Chairperson/Chairperson-Elect for the LFA Committee.

CAST OFF PARTY

On Friday, June 19th, when Geri Slater has her cast removed, the Cataloging Dept. will celebrate at Dos Hombres (815 New Hampshire) from 4:30-6:30. This is also the anniversary of the tornado that hit southwest Lawrence in 1981. And, to be really relevant, this is the week of the Queen’s official birthday. Come help us celebrate. Dutch treat, as usual.

SUPPLEMENTARY YOURS

"CC", the illustrious former editor of FYI Renovation Supplement and now successful children's bookstore co-owner in Falmouth, Mass., will be presented with a special update of Renovation Supplement when she is visited later this month. If you have had personal renovations since CC departed -- your job, your house, your family, your politics, your body, your gender, etc. -- or messages of any kind -- give them to Rob Melton by this Friday afternoon.

KULSA FRIENDS

You were so kind to send the handsome plant while I was in the hospital. It really cheered things up. Thanks so much!

VOLUNTEERS FOR BLOOD DONATIONS SOUGHT BY THE AMERICAN RED CROSS

A representative from the American Red Cross, Lawrence Blood Center, will hold two open meetings on Thursday, June 25th at 1:30 p.m. and Wednesday, July 1st at 9:00 a.m. to discuss the shortage of blood in the Lawrence area and to answer questions regarding procedures for donating blood. The representative, Ms. Louise Caola, will have several brochures for viewing, and will give a short 15-minute presentation. Library staff interested in donating blood may wish to attend one of these informational meetings and/or view the information attached to this issue of FYI. Both open meetings will be held in Watson Library's Conference Room A.

ATTACHMENTS

Red Cross and State Promotion and Transfer list.
Through the HPER/American Red Cross internship program, one Kansas University student serves campus organizations each semester as a public education resource concerning American Red Cross Blood Services, specifically the Lawrence Blood Center at 329 Missouri. This letter serves as introduction for the 1987 Summer Intern, Louise Caola.

Large numbers of area residents will soon leave for the summer. Those who remain are the primary resource for much needed blood and blood products. Since most campus organizations are inactive during these months, summer employees of Kansas University are an important link between restored health and many Lawrence Memorial Hospital patients.

Please support Louise in the weeks to come as she contacts you to schedule a brief presentation with your staff. Your support of the Lawrence Blood Center will mean a safe, consistent summer blood supply.

Sincerely,

Judy Lonneke, Director
Donor Resources Development
BECOME A SPECIAL PERSON. A LIFE-GIVER.

Many people need you, individuals with accidental injuries, or who need operations or cancer therapy. In short, people who need blood transfusions.

Recipients of blood or blood products do not pay for the blood itself, only a processing fee. And they are not required to replace what they receive. Anyone who needs blood gets it. It is up to us to make sure the blood is there when needed. We call that "community responsibility" - those who enjoy good health sharing with those who do not.

We are fortunate to have the Lawrence Red Cross Blood Center at 329 Missouri. A visit to the Red Cross Center is a simple and painless process requiring only one hour of your time. The actual donation takes only 6 - 8 minutes. The rest is registration, a mini physical to ensure that you are healthy enough to donate, and a visit to the canteen for refreshments and relaxation.

We are asking you to do something lifegiving, something necessary. If you are 17 or older, weigh at least 110 pounds, and are in good health, please join the program.

Donors are especially needed on Monday and Friday. On Monday we must replenish the hospital's blood supply, and on Friday we must provide enough for the weekend. Please, if at all possible, commit yourself to helping on these crucial days.

The center's donor hours are 9 a.m. - 1 p.m. on Monday and Friday and 2 p.m. - 6 p.m. on Tuesday, Wednesday and Thursday.

If you have any questions about the donor process or eligibility requirements, (i.e. medication) call the Red Cross Center at 749-3017.

- Whole blood must be used within 35 days, while red cells have a shelf-life of 42 days. Other blood components have a shorter life; platelets, a clotting factor, must be transfused within five days.

- Blood components such as platelets, cryoprecipitates and fresh frozen plasma must be processed within 4-5 hours of collection; therefore, only blood collected at the Wichita center or within 30-45 minutes of the metro area may be utilized for these components.

- Because of component therapy, each donation of blood can help up to four different patients. An average of 95% of the blood collected in the two-state Wichita Region is separated into components.

- More donations from people with blood types O-positive and O-negative are needed because those individuals belong to the largest blood group in the population and, hence, are the largest group of users.

- Blood donors must be 17 or older, weigh at least 110 pounds, be in general good health and not in one of the AIDS at-risk groups.

- It is safe to donate blood. Sterile, disposable needles are used only once and immediately discarded. You cannot get AIDS by donating blood.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, June 19, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARDEN CITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-18</td>
<td>Social Worker I</td>
<td>Scott Hogue (316) 275-0271</td>
</tr>
<tr>
<td></td>
<td>(Step B)</td>
<td>Dept. of Social and Rehabilitation Services</td>
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<tr>
<td></td>
<td></td>
<td>Garden City Area Office</td>
</tr>
<tr>
<td>Olathe</td>
<td>Dietitian II</td>
<td>Warren Hurst (913) 782-2530</td>
</tr>
<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I</td>
<td>Cliff Doel (913) 296-3077</td>
</tr>
<tr>
<td></td>
<td>(Law Enforcement)</td>
<td>Department of Revenue</td>
</tr>
<tr>
<td>South Haven</td>
<td></td>
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</tr>
<tr>
<td>R-29</td>
<td>Senior Utility Rate Auditor</td>
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</tr>
<tr>
<td></td>
<td>(Unclassified)</td>
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<tr>
<td>R-27</td>
<td>Senior Utility Regulatory Auditor</td>
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</tr>
<tr>
<td></td>
<td>(Unclassified)</td>
<td></td>
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<tr>
<td>Topeka</td>
<td>Chief, Office of Economic Policy</td>
<td>Janette Freeman (913) 296-3391</td>
</tr>
<tr>
<td></td>
<td>(Annual Salary $39,400)</td>
<td>Kansas Corporation Commission</td>
</tr>
<tr>
<td></td>
<td>(Unclassified)</td>
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<tr>
<td>R-20</td>
<td>Civil Rights Investigator I</td>
<td>Robert G. Lay (913) 296-3206</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas Commission on Civil Rights</td>
</tr>
<tr>
<td>R-10</td>
<td>Cook II</td>
<td>Gloria Weir (913) 296-7295</td>
</tr>
<tr>
<td>R-21</td>
<td>Registered Nurse II</td>
<td></td>
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<tr>
<td></td>
<td>(Relief Position)</td>
<td>Kansas Correctional Vocational Training Center</td>
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<tr>
<td>R-21</td>
<td>Registered Nurse II</td>
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<td></td>
<td>(2:00 pm to 10:30 pm Shift)</td>
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<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Cliff Doel (913) 296-3077</td>
</tr>
<tr>
<td></td>
<td>(Word Processing/50% Position)</td>
<td>Department of Revenue</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-23 Personnel Management Specialist II Vicki Harding (913) 296-3140
(Job Classification Analyst Department of Administration
Position Summary Listed Below) Division of Personnel Services
Compensation and Classification Unit

Position Summary: The Personnel Management Specialist II position is a profession­
inal position responsible for analyzing the kinds and levels of work found in a
variety of state classified jobs. The incumbent, working independently and as a
task force member, will observe work performed in a variety of state agencies,
will analyze job descriptions and organization charts, and will be part of a team
that decides how work will be described and classified. The work involves­
conducting and participating in surveys of salaries and employee benefits, making
both verbal and written reports of the data, and helping to resolve issues of
equity related to compensation and classification.

WINFIELD

R-31 Active Treatment Program Director Farrel Oard (316) 221-1200
R-21 (Audiologist) Speech Pathologist I Winfield State Hospital and Training Center
R-21 Dietitian II
R-21 Institutional/Vocational Educator II
R-20 Occupational Therapist I
R-20 Physical Therapist I
R-23 Qualified Mental Retardation Professional
R-21 Speech Pathologist I
R-23 Speech Pathologist II
PERSONNEL

Geoff Husic and Colleen Valente have been appointed as Cataloging Librarians effective June 18th and July 13th, respectively. Geoff received his B.A. degree in Russian and German from Middlebury College. He has earned two Master’s degrees: an M.A. in Slavic Languages and Literatures from K.U., and an M.S. in Library and Information Science from the University of Illinois.

Colleen received her B.A. degree in German and Humanities from Florida State University. She, too, has earned two Master’s degrees: an M.A. in German from Florida State University, and the M.L.S. from the University of Iowa. Colleen is currently a Ph.D. candidate in German, at the University of Iowa.

Sandy Gilliland

LIBRARIAN AND OTHER UNCLASSIFIED STAFF VACATION LEAVE

As a reminder, librarians and other unclassified staff do not earn vacation leave during the pay period beginning May 18 through June 17 if they have been on the payroll the entire fiscal year. Vacation leave is accrued at the rate of 2 days per pay period, with a maximum accumulation of 22 days during a fiscal year. Therefore, vacation leave is accrued for 11 months of the fiscal year. Librarians and other unclassified staff who have been appointed less than the entire fiscal year earn vacation leave during each pay period, again with the maximum accumulation of 22 days per fiscal year.

Sandy Gilliland

FICHE CATALOG CLASS

We have given one class this term and will be happy to give another if it is needed. Please contact Annie Williams in the Cataloging Dept. (4-3038) if you or any of your students want to attend.

Annie Williams

OFFICE SUPPLY ROOM HOURS

The Office Supply Room is open for distribution of supplies to Library departments on Wednesday mornings from 8:30 - 9:30. Supplies cannot be distributed at any other time except for cases of extreme emergency. These "emergencies" have recently become daily occurrences. Better planning would save us all time and aggravation. Your cooperation is appreciated.

Sherry Butter

SPELLING CORRECTION

In last week's edition of the FYI, Mike McReynolds name was mispelled. My apologies, Mike.

Ruth Miller

QUESTION AND ANSWER SESSION SCHEDULED BY AMERICAN RED CROSS

As a reminder, Louise Caola, from the Lawrence Blood Center, will present two question and answer sessions: one this afternoon at 1:30 p.m., and the second scheduled at 9:00 a.m. Wednesday, July 1st. The Lawrence Blood Center is in desperate need of blood donors. If you have questions about donating blood, or would just like to hear what Louise has to say, please attend a session. (Conference Room A, Watson)

S. Gilliland

ATTACHMENT

Travel report by Shelley Miller.
Roger Anderson and the
Library Staff Development Committee:

Thank you for the token of support you recently granted me for conference attendance. Here is my short report on the conference I went to last week. It was great! (very heavy on content.)

From June 18-21 I attended "The Book in the Americas: A Conference on the Role of Books and Printing in the Development of Colonial Latin American Culture and Society" in Providence, Rhode Island, at Brown University. The conference was sponsored by the Center for New World Comparative Studies and the John Carter Brown Library.

Topics discussed at the conference included education, literacy and the urge to read, authorship as a vocation, the technology of book production, the establishment of agencies for publishing and distributing books, the impact or influence of books and reading on society, politics and culture, and the inter-relationship of the production and distribution of books with such institutions as the nation-state and the church.

Between Thursday night and Sunday afternoon we heard twenty speakers and ten commentators. Among the attenders I knew about fifteen from the Seminar on the Acquisition of Latin American Library Materials (SALALM). Eighty-five other professor-types and researchers attended too. Speakers came from as far away as Japan and Mexico.

One of the conference receptions was held in the John Carter Brown Library, where we were able to see a special exhibit documenting the history of printing and publishing in Latin America during the colonial period. (wow! Beautiful and informative exhibit! I'll buy the catalog, due to be published in October, and everyone is welcome to look at it. Spencer Library holds several publications related to some we saw at JCB.)

I have the conference schedule at my desk if anyone is interested in the details of who spoke and what they spoke about. I roomed with Susan Shaw who is due to start work here in July, and Ellen Brow sends regards to all.

Thanks again.

Shelley Miller
Shelley Miller
**PROMOTION AND TRANSFER LIST**

**SPECIAL**

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Room 851-South, Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1231
913-296-4278

April 27, 1987

**KANSAS LOTTERY OPPORTUNITIES**

The KANSAS LOTTERY is the new state agency created to administer and operate the state lottery. Lottery employees will have the opportunity to work in a newly established agency and help implement the Kansas lottery.

The following positions are currently open for application from state employees who qualify for promotion or transfer. If you are interested in applying for a position and meet the qualifications, please submit a completed State of Kansas application to John Collins, Kansas Lottery, Room 154-W, Docking State Office Building, Topeka, Kansas, 66612, (913) 296-1765. Position summaries and minimum qualifications are listed on the back.

**NOTE:** Prospective applicants should be aware, "that the Kansas Lottery Act prohibits employees and their family members (spouse, child, stepchild, brother, stepbrother, sister, stepsister, parent or stepparent) and persons residing in the same household with an employee, from purchasing or sharing in the purchase of a lottery ticket; and that thorough background investigations and possible finger printing of lottery employees will be required for security purposes".

**GROUP I** - Applications will be accepted through Monday, May 4, 1987.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TOPEKA</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
</tr>
<tr>
<td>R-27</td>
<td>Personnel Management Specialist III</td>
</tr>
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<td>R-27</td>
<td>State Contracting Officer III</td>
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**GROUP II** - Applications will be accepted through Friday, May 8, 1987.

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<tbody>
<tr>
<td></td>
<td>TOPEKA</td>
</tr>
<tr>
<td>R-29</td>
<td>Accountant V</td>
</tr>
<tr>
<td>R-28</td>
<td>Auditor IV</td>
</tr>
<tr>
<td>R-19</td>
<td>Executive Secretary (Steno)</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I (Steno)</td>
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<tr>
<td>R-15</td>
<td>Secretary II (Steno) - 2 positions</td>
</tr>
<tr>
<td>R-21</td>
<td>Special Investigator III (Law Enforcement) - 4 positions</td>
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<tr>
<td>R-29</td>
<td>Systems Analysis and Programming Manager</td>
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</tbody>
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**EQUAL EMPLOYMENT OPPORTUNITY**
(Continued On Back)