TIMECARD DEADLINE

All Classified, Unclassified and student time cards will be due in the Library Office by 9:00 a.m. Thursday, July 16, 1987.

Ruth Hurst

LIBRARY ASSISTANT EXAMINATIONS OFFERED DURING JULY

Civil Service examinations for the Library Assistant classifications are now being offered this month by the Department of Personnel Services, Carruth-O'Leary Hall. Library student employees who are interested in gaining part-time or full-time civil service employment anywhere within the University must first take one or more examinations. The Library Assistant examinations are offered on the following dates: July 2, July 8, and July 24. To register, call the Personnel Office, 864-4942. Attached is a copy of the testing calendar for the month of July. Please call Sandy Gilliland or Ruth Hurst if you have any questions.

Sandy Gilliland

STUDENT EMPLOYMENT INFORMATION

Any department that receives a copy of the "Student Employer Information Sheet" from the Student Employment Center, should forward them to Ruth Hurst in the Library Office. If you have any questions, feel free to call me at 864-3601.

Ruth Hurst

CLASSIFIED CONFERENCE GENERAL MEETING

Reminder: There will be a Classified Conference general meeting Wednesday, July 8, 1987, 1:30 p.m. in Conference Rooms A & B. The agenda will include a brief talk by several classified staff that attended ALA, updates on the library series reclass, smoking policy, committee reports, and food and drink. Nominations will be taken for committees. All Classified staff are encouraged to attend. Mark your calendars and get involved.

Ruth Hurst

PERSONNEL SEMINARS ANNOUNCED

The Department of Personnel Services has announced several seminars scheduled for the summer months. Please refer to the attached Staff Training and Development calendar (note that these seminars will be held in the Hambleton Hall Auditorium). Additional seminars scheduled for the summer, held in room 102 Carruth-O'Leary Hall are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Seminar Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 8</td>
<td>Seminar for Permanent Employees</td>
<td>8 a.m. to noon</td>
</tr>
<tr>
<td>Monday, July 27</td>
<td>New Employee Orientation</td>
<td>10 a.m. to noon</td>
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<tr>
<td>Wednesday, August 19</td>
<td>Performance Evaluation</td>
<td>9 a.m. to noon</td>
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<tr>
<td>Monday, August 24</td>
<td>New Employee Orientation</td>
<td>10 a.m. to noon</td>
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<tr>
<td>Monday, September 28</td>
<td>New Employee Orientation</td>
<td>10 a.m. to noon</td>
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</tbody>
</table>

Also, an afternoon session of the Key People Program, "You Never Get a Second Chance to Make a First Impression", is scheduled at the Kansas Union Jayhawk Room on September 9th, from 1:00-5:00.

To register for any of those seminars, call the Personnel Office, 4-4946. All staff, classified or unclassified, are eligible to attend.

Sandy Gilliland

INDEPENDENCE DAY HOLIDAY

The State of Kansas has designated Friday, July 3rd as the official Independence Day holiday for State employees. Many public service operations within Watson Library are scheduled to be open for regular business. Several branch libraries will also maintain
FYI - July 2, 1987

public service operations on Friday. Therefore, classified staff who are required to work on July 3rd will earn compensatory time at the rate of $1\frac{1}{2}$ hours for each hour worked (not to exceed 12 hours comp. time). Please refer to the Library Hours Schedule for a complete listing of branch and departmental hours during this holiday weekend.

Sandy Gilliland

FICHE CATALOG CLASS

There will be a class on Wednesday, July 8th, at 1:30 p.m. in the Cataloging Dept. conference room for any staff member (unclassified, classified, student, or volunteer) who wants to learn how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please contact Annie Williams or Barb Gaeddert or Al Mauler in the Cataloging Dept. (4-3038) if you or any of your students want to attend.

Annie Williams

FOURTH ANNUAL LIBRARY SUMMER PARTY

Everyone (yes, unclassified, classified, student and volunteer as well as retirees and former employees who live in Lawrence) should receive very soon an invitation, with map, to the picnic on July 18th. If you did not receive an invitation, call Barbara Lea or Sandy Gilliland (4-3601).

Annie Williams

ATTACHMENTS

Staff Training & Development calendar, Civil Service Testing calendar and State Promotion and Transfer list.
We gratefully commend the people at the Geological Surveys for making their Hambleton Hall Auditorium available for training activities this summer.

The Auditorium is located in the Geological Surveys complex at 19th and Iowa. The Auditorium is identified as Room 327. It is located on the 3rd level at the southwest corner of the Surveys. Parking is available in the lots 215 or 211. All parking on Campus West requires a yellow permit. Guest parking for the survey is otherwise limited. You may want to arrange for a temporary permit from Parking services in Hoch for those days you plan to attend training.

The dates and times for programs offered at Hambleton Hall Auditorium this summer are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, July 7</td>
<td>Introduction to Supervision</td>
<td>Day 1 8 a.m. to Noon</td>
</tr>
<tr>
<td>Thursday, July 9</td>
<td>Introduction to Supervision</td>
<td>Day 2 8 a.m. to Noon</td>
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<tr>
<td>Tuesday, July 21</td>
<td>Advanced Supervision</td>
<td>Day 1 8 a.m. to Noon</td>
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<tr>
<td>Thursday, July 23</td>
<td>Advanced Supervision</td>
<td>Day 2 8 a.m. to Noon</td>
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<tr>
<td>Tuesday, August 4</td>
<td>Communication</td>
<td>Day 1 8 a.m. to Noon</td>
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<tr>
<td>Thursday, August 13</td>
<td>Communication</td>
<td>Day 2 8 a.m. to Noon</td>
</tr>
<tr>
<td>Tuesday, August 25</td>
<td>Conflict Management</td>
<td>Day 1 8 a.m. to Noon</td>
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<tr>
<td>Thursday, August 27</td>
<td>Conflict Management</td>
<td>Day 2 8 a.m. to Noon</td>
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<tr>
<td>Wednesday, July 22</td>
<td>Key People</td>
<td>8 a.m. to Noon</td>
</tr>
<tr>
<td>Tuesday, August 11</td>
<td>Key People</td>
<td>8 a.m. to Noon</td>
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</tbody>
</table>

REGISTRATION: Please call our office, 864-4946, to schedule attendance at any of these workshops. Feel free to give us a call if you have any questions or would like more information about these programs or any activity of the Training Unit.
# Testing - July 1987

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
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<tr>
<td>KO I, II</td>
<td>Library Assistant I, II</td>
<td><em><strong>HOLIDAY</strong></em></td>
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<td>Secretary I, II</td>
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*WrittEn Exams Offered: Office Assistant II, III; Cook I, II;
Food Service Supervisor I, 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 **Thursday, July 2, 1987**

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td></td>
<td><strong>BELLEVILLE</strong></td>
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<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent/2 Positions)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<td></td>
<td><strong>NORTON</strong></td>
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<tr>
<td>R-10</td>
<td>Licensed Mental Health Technician I</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
</tr>
<tr>
<td>R-12</td>
<td>Licensed Mental Health Technician II</td>
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<td>R-9</td>
<td>Psychiatric Aide</td>
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<td><strong>TOPEKA</strong></td>
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<tr>
<td>R-23</td>
<td>Agricultural Marketing Specialist I</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
</tr>
<tr>
<td>R-15</td>
<td>Bookkeeper</td>
<td>Kay Ellis (913) 296-3906 Department of Education</td>
</tr>
<tr>
<td>R-26</td>
<td>Civil Engineer II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-8</td>
<td>Cook I (10:30 am to 7:00 pm)</td>
<td>Gloria Weir (913) 296-7295 Kansas Correctional Vocational Training Center</td>
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<td><strong>WINFIELD</strong></td>
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<tr>
<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<tr>
<td>R-21 (Audiologist)</td>
<td>Speech Pathologist I</td>
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<td>R-21 (Dietitian)</td>
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<tr>
<td>R-21 (Institutional/Vocational Educator II</td>
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<tr>
<td>R-20</td>
<td>Occupational Therapist I</td>
<td></td>
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<tr>
<td>R-20 (Physical Therapist I</td>
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<tr>
<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
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<td>R-21 (Speech Pathologist I</td>
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<tr>
<td>R-23 (Speech Pathologist II</td>
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CLASSIFIED VACANCY

The Kansas Collection has announced the availability of a full-time Library Assistant I position to replace Mike McReynolds. Responsibilities of this position include: 1) assist with the organization and description of manuscript materials; 2) processing, recordkeeping and cataloging of departmental serial holdings; 3) perform Reference Desk service and other public service duties for the department; and 4) card filing, special projects, and supervision of student assistants. Minimum (required) Qualifications: Three 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 2 years. Preferred Selection Criteria: Coursework or experience in manuscript processing; ability to create and maintain accurate and current library records; ability to organize work effectively, to work independently, and to meet deadlines; demonstrated ability to work effectively with patrons and staff; previous work with serials maintenance; effective oral and written communication skills. A background in Kansas or regional history and with the arrangement and description of manuscripts is desired.

The Library Assistant I classification is funded at pay range 14 of the State Civil Service pay scale, at a FY88 annual salary rate of $14,898. Library staff interested in being considered for this position should contact Ruth Hurst by 5:00 p.m. Wednesday, July 22nd. A copy of the position description is available from Ruth Hurst in the Library Office.

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

TIMECARD DEADLINE-REMINDER

All Classified, Unclassified, and student time cards will be due in the Library Office by 9:00 a.m., Thursday, July 16, 1987. Ruth Hurst

CLASSIFIED CONFERENCE COMMITTEE NOMINATIONS

Any Classified person wishing to be nominated for the following committees should contact Ruth Hurst by 5:00 p.m. Friday, July 10, 1987. Ballots will be mailed Monday, July 13 and must be returned by Friday, July 17. The committees are Senate Library Committee, Budget & Planning, Staff Development, Grievance Committee and the Personnel Committee. If you have any questions, please contact Ruth Hurst at 864-3601. Ruth Hurst

NEW LAW LIBRARY APPOINTMENT ANNOUNCED

Sara Hibbeler began work at the School of Law Library as the Public Services Librarian on June 18. Sara has her BA in History from Kansas State University and her MA in Library Science from the University of Missouri. She has been with the firm of Shook, Hardy and Bacon in Kansas City, Missouri for 4 years. Mary Burchill

ATTACHMENTS

British Library Reading Rooms announcement, KANSAGRAM, State Promotion and Transfer list, and Northeast Kansas Library System Workshop announcement.
THE BRITISH LIBRARY
READING ROOMS
CLOSED WEEKS for 1987

Some Reading Rooms will be closed for one week for our annual cleaning and shelf-checking; the inclusive dates are given below.

2 – 7 NOVEMBER
Reader Admissions Office, Main Reading Room, North Library, North Library Gallery, Newspaper Library, Map Library, Music Library, Official Publications & Social Sciences Reading Room

26 – 31 OCTOBER
Oriental Reading Room (Store Street)

9 – 14 NOVEMBER
Western Manuscripts Students’ Room

NO CLOSED WEEK
Library Association Library, India Office Library and Records, Science Reference and Information Service, National Sound Archive

THE BRITISH LIBRARY
GREAT RUSSELL STREET, LONDON WC1B 3DG
TELEPHONE 01-636 1544
Employee Suggestion Awards

Governor Hayden recently presented $1624.50 in cash awards to three state employees whose suggestions for efficiency in state government saved several thousand dollars for the state.

Diane Bame of SRS received $500.00 for her plan to save computer space and time when processing payroll for SRS. Her plan permitted the state to avoid additional upgrading of its computer capacity but allowed the SRS institutions to get on the new payroll system. There was no dollar amount placed on how much the state saved by her plan although it was termed "substantial."

Mark Frey, also of SRS, was awarded $374.50 for his suggestion that residents of a youth home in Dodge City be sent for home visits with their families by car rather than by train. This year the state will save $3745.80 from this suggestion, so he was awarded 10 percent of that amount.

John H. Headrich of W.S.U. received $750.00 for his suggestion that a small parking fee be included with the price of the ticket for special events at W.S.U. This should ease the long lines and delays created when people approach the campus for special-event parking. His award is 10 percent of the estimated $7500.00 that will be saved this year.

During the 1987 fiscal year over $6412.50 has been awarded to 14 employees for their cost-saving suggestions. Their supervisors have received an additional $641.25 or 10 percent of what was given to employees honored for their suggestions. Cash awards can be given for as much as 10 percent of the first year's estimated savings, up to a maximum of $5000.00.

All suggestions must first be submitted to the Division of Personnel Services for processing. Both the problem and the solution suggested should provide as much detail as needed for clear understanding. This will help each suggestion receive full consideration. It is then sent to the appropriate state agency to assess its value and applicability. The name of the employee is not shared with the agency conducting the assessment to help assure an objective evaluation. Awards are then granted by the Employee Award Board.

For more information contact John Collins, the Division of Personnel Services, Landon State Office Building (telephone 296-4084).

New Laws Passed

During the 1987 Legislative Session several laws were passed of interest to state employees. Of primary importance, H.B. 2574 provides a two percent pay increase for all classified employees, effective December 18, 1987. A comparable increase has also been authorized for unclassified employees of the Executive Branch.

H.B. 2354 contains changes in specific benefits provided under the Kansas Public Employee Retirement System (KPERS). Many of the changes affect only employees of schools or local units of government. One change with widespread impact is that both school and non-school employer contribution rates for fiscal year 1988 were combined into a single rate of 3.04 percent. This is a decrease from the current certified employer contribution rates for FY 1988 of 4.1 percent for KPERS school and 3.9 percent for KPERS nonschool. Although the contribution decreases, it is important to understand that this will not change retirement benefits for KPERS members.

Changes in Workers' Compensation involve two separate areas. H.B. 2186 provides for...
KANSAGRAM 2

...New Laws

increases in workers' compensation, as well as other changes. H.B. 2573 provides that any employee who suffers an injury shall be entitled to prompt vocational, medical and physical rehabilitation as may be reasonably necessary to restore to the employee the ability to perform work and earn comparable wages. This places a much heavier emphasis on rehabilitation rather than simply restoring to the employee substantial and gainful employment.

Finally, several new state agencies and commissions were created. The Lottery Commission was established as a separate state agency. The Kansas Department of Wildlife and Parks was created from the former Fish and Game Commission and the Park and Resource Authority through an executive reorganization order. The Kansas Coal Commission and the Kansas Racing Commission were also established.

For more specific information on these and other changes, contact your agency personnel office. The Division of Personnel Services prepared a legislative summary which has been distributed to all agencies with more detailed information.

Employee Group Health Coverage

Do you know?

As a State employee, you may enroll under special codes for health insurance coverage if:

- You and your spouse are employed by the State;
- You are both eligible for group health insurance;
- You and your spouse have dependents and enroll under family coverage.

These special codes are: J-K when both spouses work full-time; L-M when one spouse works part-time; and N-P when one employee is disabled by end-stage renal disease and Medicare eligible.

By enrolling under these codes, the State pays the appropriate single premium for you and your spouse, and one employee pays the difference between the two single premiums and the family premium.

The following example shows the difference in the amount of family premium paid by employees for one month when one spouse is employed by the State and when both spouses are employed by the State. The Blue Cross and Blue Shield single and family medical and dental premium rate is used.

Remember - These codes are available for family coverage because you and your spouse are employed by the State. You are no longer eligible to enroll under these codes if:

- Terminate State employment;
- Are no longer eligible for health insurance because of a reduction in hours;
- Are on leave without pay for more than 30 calendar days;

Or:

- Your dependents are no longer eligible for coverage.

When any of these events occur, go to your benefits or personnel officer and complete a change form as soon as possible to assure that you are enrolled under the appropriate code and are paying the correct health insurance premium rate.

Family Coverage Cost Comparison

<table>
<thead>
<tr>
<th>Source of funds</th>
<th>ONE spouse Employed by State</th>
<th>BOTH spouses Employed by State</th>
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</thead>
<tbody>
<tr>
<td>State</td>
<td>$ 92.55</td>
<td>$ 185.10</td>
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<tr>
<td>Employee</td>
<td>158.12</td>
<td>65.57</td>
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<tr>
<td>TOTAL</td>
<td>$ 250.67</td>
<td>$ 250.67</td>
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</tbody>
</table>

Your comments and suggestions for future KANSAGRAM issues will be appreciated. Please send to:

KANSAGRAM
Division of Personnel Serv.
Landon State Office Building
Room 951-S
Topeka, KS 66612
Parental Leave Regulation Update

On April 21, 1987, the leave without pay regulation (K.A.R. 1-9-6) was temporarily revised to allow for parental leave. This change is scheduled to become permanent on May 1, 1988. Because of this revision a permanent employee may be granted leave without pay for a reasonable period of time, if it is compatible with the fulfillment of the agency's duties. These changes do not require that the leave without pay requests be granted in every instance. The agency head has the final discretion to grant or not grant parental leave for the birth of the employee's child, the adoption of a child by the employee, the initial placement of a foster child in the home of the employee, the care of a family member who has a serious health condition, or other good and sufficient reasons.

This changes the old leave without pay regulation by clarifying that agencies can grant leave without pay when family needs, other than childbearing, make it reasonable to do so. Previously, agencies have denied leave requests for employees adopting children or male employees requesting leave without pay because of the birth of a child. Now the parental responsibilities of both women and men, as well as other family responsibilities, are recognized. This change indicates that the State understands these needs and will make an effort to accommodate them.

Summertime Activities

Now that summer is almost here, many people will begin a work out routine while others will continue their programs throughout the year. On hot, humid Kansas days, exercise during cooler parts of the day such as early morning or early evening after the sun has gone down.

Among the factors you should consider in developing your workout schedule are personal preference, job and family responsibilities, availability of exercise facilities and weather. It is important to schedule your workouts for a time when there is little chance that you will have to cancel or interrupt them because of the demands on your time.

Exercise less than normal for a week until you become adapted to the heat. You should not exercise strenuously during extremely hot, humid weather or within two hours after eating. Heat and digestion both make heavy demands on the circulatory system, and in combination with exercise can be an over-taxing double load.

Drink plenty of liquids, particularly water. You do not need extra salt because you get enough salt in your diet. Also, a well conditioned body learns to conserve salt so that most of the sweat is water.

Watch out for signs of heat stroke - feeling dizzy, weak, light-headed or excessively tired; sweating stops; or body temperature becomes dangerously high. Avoid rubberized or plastic suits, sweat shirts and sweat pants. Such clothing will not actually help you lose weight any faster by making you sweat more. The weight you lose by sweating will be quickly replaced as soon as you begin drinking fluids again. This type of clothing interferes with the evaporation of perspiration and can cause dangerously high body temperatures, possibly resulting in heat stroke.

Wear a minimum of light, loose-fitting clothing to permit freedom of movement and comfort. Light-colored clothing that reflects the sun's rays is cooler in the summer.

Exercise can be fun and healthful. But, as the weather steams up, use caution and common sense.
Immigration Reform and Control Act

The new Immigration Reform and Control Act became effective on November 6, 1986, and will affect virtually every employer, including the State of Kansas. Full compliance with this law must be met by June 1, 1987 or employers will face civil and criminal penalties or sanctions. Under this Act, it is unlawful to:

- Hire an individual, knowing the individual is an unauthorized alien;
- Hire an individual without verifying their legal employment status;
- Continue to employ an individual (after hiring in accordance with the new verification procedures) knowing that the individual is or has become an unauthorized alien;
- Contract, subcontract or exchange the labor of an individual knowing that the individual is an unauthorized alien; or
- Discriminate against an individual with respect to hiring or discharging because of the individual's national origin or in the case of a citizen or "intending" citizen because of the individual's citizenship status.

For the State of Kansas, this means that all types of employees, including classified, unclassified, intermittent, temporary, faculty, students, executive appointments, consultants, etc. will have to be verified. The only employees for whom verification will not be required will be those hired prior to enactment of the law.

The verification process will require every person hired to submit specific documented proof of their employment eligibility status on or before the first day of employment. For example, a hiree can submit a combination of an original social security card or U.S. birth certificate bearing a seal and a driver's license or state identification card containing identification and employment authorization.

For complete information on any questions you might have concerning the Immigration Reform and Control Act, contact your agency personnel officer.

Fitness Club Discounts

The State employee health promotion and wellness program, Heath Promotion PLUS, is now pleased to announce that many fitness clubs offer discounts for state employees.

In order to qualify for these discounts, state employees must provide proof of employment, i.e. your identification card or check stub. Your employee wellness committee will be distributing specific discount information to employees. Since the State of Kansas cannot endorse or recommend any particular program or product, each person must be sure to follow these two steps.

1. Choose a program or product that fits your personal requirements.
2. Do a thorough and personal investigation before signing any contract for product or services.

For information on participating fitness clubs, call the Health Promotion PLUS Program at (913) 296-1227.

Tobacco-Free Employees Recognized

Kansans who have given up tobacco for at least three months and are still tobacco free are eligible for certificates of recognition from Governor Hayden and the American Cancer Society. The certificate commends the recipient for "taking a direct step toward healthfulness, personal wellness and longer life."

The use of tobacco products is directly related to cancer, the second leading cause of death in the U.S.. In Kansas, an estimated 4,800 will die from cancer and 9,600 new cases of cancer will be diagnosed this year.

To receive a certificate for yourself, a family member or friend call the Health Promotion PLUS program at (913) 296-1226.
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, July 10, 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>Social Worker II</td>
<td>Bill Johnstone (316) 275-0271 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-24</td>
<td>Property Appraiser I</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-21</td>
<td>Building Construction Inspector</td>
<td>Lynn George (913) 864-4942 The University of Kansas</td>
</tr>
<tr>
<td>R-12</td>
<td>Power Plant Operator I</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent/Law Enforcement)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Law Enforcement)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-14</td>
<td>Building Systems Operator, Trainee (Governor's Trainee Program)</td>
<td>Helen Ramsay (913) 296-3116 Department of Administration Buildings and Grounds</td>
</tr>
</tbody>
</table>
TOPEKA (cont.)

R-21 Community Program Consultant I
   (Employment/50% Travel)
   (100% Federally Funded)
   Mr. Ardie Davis (913) 296-4986
   Department on Aging

R-22 Environmental Technician IV
   JoAnn Moran (913) 296-1290
   Department of Health and Environment

R-11 Office Assistant II
   (2 Positions/Typing)
   Donna Krier (913) 296-3077
   Department of Revenue

R-11 Office Assistant II
   Larry Sherraden (913) 296-3911
   Dept. of Social and Rehabilitation Services
   Rehabilitation Services

R-13 Office Assistant III
   Teresa Parsons (913) 233-7560 (Ext. 192)
   Adjutant General

WICHITA

R-18 Informational Writer I
R-21 Landscape Architect I
   Frankie Brown (316) 689-3065
   The Wichita State University

WINFIELD

R-31 Active Treatment Program Director
R-21 (Audiologist) Speech Pathologist I
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-23 Registered Nurse III
   (Special Investigative Team)
R-21 Speech Pathologist I
R-23 Speech Pathologist II
   Farrel Oard (316) 221-1200
   Winfield State Hospital and Training Center
Northeast Kansas Library System

A workshop for public service personnel from libraries of all sizes.
4 hours CE credit

Especially designed for:
1) Library staff who work directly with the public on a day-to-day basis
2) Those who hire and supervise public service staff/volunteers

Presentor: Bonnie Campbell, Staff Development Officer, Topeka Public Library

Communicating Across the Desk: The Dynamics of Staff/Patron Interactions

July 28, 1987

Lawrence Public Library

AGENDA

8:30-9:00  Registration & Coffee
9:00-10:15  Skillful Public Service: Philosophy, Policy & Practice
BREAK
10:30-11:30  Building the Public Service Team: Perspectives on Supervision
LUNCH on your own
12:30-2:00  Bag Ladies and Bosses' Brothers: "Troublesome" Patron Challenges
BREAK
2:00-3:00  Minimizing Frustrations: Surviving in the Trenches

RESERVATIONS MUST BE MADE BY JULY 20, 1987. WORKSHOP IS LIMITED TO 40.

Mail or telephone reservations to:
Lois Adriance, 1436 Lawrence Ave., Lawrence, KS 66044. (913) 842-2966

NAME OF LIBRARY

NUMBER ATTENDING FROM YOUR LIBRARY

Person Making Reservations  Date
CLASSIFIED VACANCY REMINDER

As a reminder, applications are now being accepted in the Library Office for a full-time Library Assistant I position in the Kansas Collection (to replace Mike McReynolds). Last week's FYI contained a list of duties and qualifications. Interested persons should apply by July 22nd.

Sandy Gilliland

CLASSIFIED COMMITTEE BALLOTS

Classified conference committee ballots were mailed to classified members Monday, July 13, 1987. All ballots are due back to Ruth Hurst by Friday, July 17, 5:00 p.m.

Ruth Hurst

REMINDER FOR LFA MEMBERS

Please remember that there is still time to turn in your ballots for the election concerning the revision of LFA Code of Governance, Sec. 2.2.6 (Committee on Salaries). The deadline is July 31. The ballots should be mailed to Rhonda Neugebauer, Cataloging Dept., Watson Library. So far, forty people have voted. Thank you for your support.

Rhonda Neugebauer

CULS CONFERENCE IN LAWRENCE

The College and University Library Section of KLA will hold its fall 1987 conference October 8 and 9 in Lawrence at the Holidome. Ann Birney of Kansas State University is the facilitator of this event and plans to send out conference announcements soon.

Sandra Brandt

NAME CHANGE

Due to my recent marriage, my name has changed from Jennifer Vogel to Jennifer Mellenbruch.

Jennifer Mellenbruch

FOURTH ANNUAL LIBRARY SUMMER PARTY

Don't miss out on the fun and food to be enjoyed by all who attend the fourth annual Library summer party, to be held at Sandy Gilliland's farm. Everyone should have received an invitation with a map. As a reminder, the party is this Saturday, July 18th. Badminton, volleyball, croquet, and munching begins at 5:00 p.m. Dinner will be served at 6:30. If you did not receive an invitation, contact Barbara Lee, Sandy Gilliland (4-3601), or Annie Williams (4-3038).

Annie Williams

CAMPUS MAILERS

I would like to request that anytime you have extra mailers that you send them to Ruth Miller in the Administrative Office. I'm always in need of them, especially the small, (regular) size. Thanks very much.

Ruth Miller

ATTACHMENTS

UKASE ADVISORY GROUP: Report of Meeting Held July 2, 1987

Present: Kent Miller, Kathleen Neeley, Rachel Miller, Margaret Wilson, Janet Revenew, Lois Bauer, Linda Evans
Absent: Gaele Gillespie, Luceil Hamlin

Agenda for Session with Branch and Serials Staff: This meeting, which Kent Miller is planning for late July, will provide 1) up-to-date information on recent changes in the system, and 2) new guidelines and instructions for claiming and for making changes in records. All people who work with serials will have an opportunity to air problems and ask questions. Kent will circulate a memo to solicit agenda items.

UKASE Accounting Module: Kent announced that the design phase of this project will begin this fall so that a project plan will be ready as soon as programmer time is available. Some initial work was done last year by the Technical Services Subcommittee of the NEUKASE Committee, but further detailed planning is still needed. One critical feature desired is the linking of payments with issue records.

Bibliographic Record Upgrade Project: Margaret Wilson described the work that Paulette Difilippo is doing to upgrade 1xx and 7xx headings to authority file standards. Paulette is proceeding through an alphabetical report of these headings at the rate of one letter per week. Whenever she upgrades a 110, she adds to the bibliographic record a 229 field with a first indicator value of "FT". This new field, which consists of the former 110 plus the title, will only display on the bibliographic record but will print on all forms used in the claiming process, making it possible for Serials Department staff to continue to access the pay file without having to change the headings under which paycards are filed. Paulette will request a printout of every record changed. This printout will be reviewed in Serials and then distributed by location so that the branches can deal with the implications of the headings changes for binding, card catalogs, and shelf labels. Public catalog cards will be pulled in Watson and the branches notified; the shelf list record will not be changed. Paulette is also upgrading 580 notes that were garbled in the conversion.

Margaret noted that other record upgrade projects remaining include a review of the 790s (a field containing a variety of unidentifiable headings) and of the 590s and 591s (notes regarding cat seps and analytics, which were reversed in the conversion). About 25% of the records in the UKASE database will be replaced by OCLC MARC records. Kent pointed out that the increasing number of OCLC records in UKASE make a linked serials accounting system all the more desirable, because the headings on OCLC records will be under authority control and therefore subject to change automatically away from forms used in the payfile.

Discrete Records for Bound and Unbound Holdings: Kent reported that in a recent meeting the staff who work with binding agreed that records for bound and unbound holdings should not be collapsed. However, it is generally recognized that staff in branches with small, compact collections may wish to gradually verify holdings and collapse the records.

System Modification and Documentation: A large number of changes have been made to the system. New pages for the UKASE manual, corresponding to some of these, were distributed in June. The documentation for additional changes will be completed and distributed soon.

Future Agenda Items for UKASE Advisory Group Discussion: A variety of potential subjects for future meetings were discussed. The next meeting will take place Thursday, July 30, at 2 pm.

Submitted by Rachel Miller
INTRODUCTION OF NEW LIBRARIANS

Jim Neeley introduced Saralinda Rhodes, the new Reference Librarian/North American History Bibliographer.

Neeley, in the absence of Donna Koepp, announced that Vicky Bozarth is the new Maps Program Assistant in a half-time position.

NEW BUSINESS

Gene Carvalho moved to adopt the Resolution on Internships at the University of Kansas Libraries. It was seconded by Barbara Jones. Discussion by the Assembly followed. Jim Neeley said the resolution was not an administrative document and not binding on anyone. The resolution was designed to be inspirational and encouraging to the individual.

Dean Ranz expressed concern over the serious lack of funding to support the idea and the difficulty in co-ordinating it. He noted that the resolution could be misleading if given to a newly-arrived librarian. Several Assembly members expressed strong support for the resolution. Rob Melton called the question. Rich Ring seconded it. The resolution passed by a majority voice vote. Neeley stated the document would go into the newly created LFA Handbook.

It was moved by Sandra Brandt that the proposed revisions to the LFA code concerning expanding the Committee on Salaries to the Committee on Salaries and Benefits be approved and go to the LFA for a mail ballot. It was seconded by Ellen Johnson. Discussion ensued. LeAnn Weller called the question. Barbara Jones seconded it. The motion passed unanimously by voice vote.

LeAnn Weller moved that the LFA Executive Committee appoint a Task Force on Staff Orientation. Marilyn Clark seconded the motion. Discussion followed. Ellen Johnson called the question. LeAnn Weller seconded it. The motion passed unanimously.

LeAnn Weller moved to adjourn. Meeting was adjourned.

Submitted by Sandra Brandt
The year began quickly with an "extraordinary" meeting for the LFA on July 16 to respond to a UCPT subcommittee proposal for an alternate version of the university promotion and tenure form to be used by library faculty. At the meeting the LFA decided to advise against the proposal, and on July 18 Jim Neeley and Mary Roach, immediate past chair of LCPT, delivered a written reply to the UCPT subcommittee. In a July 21 response to this letter the UCPT subcommittee accepted the LFA's recommendations in their entirety. Library faculty will continue to use both the UCPT form and the two additional pages specifically devoted to professional performance.

Next, we established a Peer Review Task Force to review issues raised in a July 25 letter to Jim Neeley from the FY1986 Peer Review Committee which recommended that "the LFA Executive Committee seriously consider abolishing the Peer Review Committee." Rob Melton (Chair), Susan Hitchens and Donna Koepp agreed to serve on the Task Force. The February 25 general meeting of the LFA primarily concerned these issues and the proposed Task Force's plans for responding to them. Following the recommendations of that meeting the Executive Committee charged the Task Force with recommending changes to the present peer review process in time to be adopted in the 1987/88 evaluation cycle. The Executive Committee continues to monitor the Task Force's progress.

On March 18, 1987, Jim Neeley and Sandra Brandt, on behalf of the LFA, sent to Chancellor Budig a letter conveying our concern over the reduced purchasing power of the library materials budget and the effects this will have on our ability to provide the materials library users need. No reply has yet been received to this letter.

Several Executive Committee meetings in the Fall concerned the apparently growing trend of extreme difficulty in finding sufficient volunteers to serve on LFA committees and, particularly, to serve as Chairperson of LFA. We were able to draw no definite conclusions from these discussions.
We did, however, speculate that one way to counter this trend would be to focus more on the possibilities for constructive accomplishment open to us and less on bureaucratic routine and reaction to passing events. It seemed to us that we were in a rut and needed to break out. Accordingly, we selected several areas in which to apply our initiative.

The most challenging was the internships proposal. An internship was seen as a temporary assignment in a library department other than one's own for the purpose of increasing library effectiveness and librarian personal growth. In consultation with department heads and library administrators, and in recognition of the limited resources available to support such a program, we developed a set of guidelines for internships at the University of Kansas. The general LFA meeting of May 13 passed a Resolution endorsing the Guidelines and requesting that library administrators and department heads support the Guidelines to the extent possible. In a letter to Jim Neeley dated June 16, Dean Ranz replied "... I am sympathetic with the intentions of the Resolution and will in the future, as I have tried in the past, facilitate arrangements of this nature."

This resolution was not, nor was it intended to be, official library policy. It was meant to inspire internships, not require them. Its preservation suggested the need for a "LFA Handbook" wherein the LFA Code, present and future resolutions, the committee histories done several years ago, and similar materials could be placed. This year's Executive Committee barely began such a notebook. Future Committees will have to continue the effort.

Next, we proposed that the responsibility of the Committee on Salaries be extended to include benefits. At present there is no LFA committee charged with seeking ways to improve unclassified benefits and making them better known to staff. The May 13 LFA meeting endorsed this proposal. Appropriate revisions to Section 2.2.6 of the Code incorporating this change was submitted to a mail ballot in June with a July 31 deadline for return.

Finally, we recommended to next year's Executive Committee that a Task Force on Staff Orientation be established "to develop a program of orientation activities and printed information for new unclassified employees." The May 13 LFA meeting also approved this proposal and the specific charge prepared for it.

The last official act of the Executive Committee took place on May 18 in a meeting with the deans, concerning the FY1988 merit salary allocation. Specifically, the Committee recommended that the Library accept Academic Affairs' offer to permit adding a portion of FY1988 shrinkage to the merit salary fund, even if this were at the expense of other library funds (e.g., acquisitions). Due to the very short time allowed for preparing the FY1988 budget, it was not possible to refer this decision to the LFA membership.

Respectfully,

Jim Neeley, Chair

July 9, 1987
The meeting was called to order by Jim Neeley, Chair. A quorum was met with 31 members present.

APPROVAL OF MINUTES
Neeley dispensed with reading of minutes from the last meeting since they were distributed to all members with the agenda prior to the meeting. Minutes were approved by the Assembly.

REPORTS OF COMMITTEES
LFA Executive Committee report was given by Chair Jim Neeley. A letter concerning the library budget problem was sent to Chancellor Budig. No response has been received. Neeley reported the committee has been working on the three agenda items before the Assembly: a Resolution on Internships, a proposed amendment to the LFA code on the Committee on Salaries and the appointment of a Task Force on Staff Orientation.

The Nominating Committee report was made by Susan Hitchens. The ballot for representatives for next year has been drawn up. A full slate was accomplished. Neeley complimented the committee on their work.

The LCPT Committee report was given by Lorraine Moore, Co-chair. She reported that UCPT had accepted all the committee's recommendations for promotion and tenure.

The Staff Development Committee is chaired by Rich Ring. Ring reported the last of the travel money had been distributed and briefly explained the method of distribution.

The Budget and Planning Committee report was given by Marilyn Clark. Clark stated B and P has focused on a planning effort concerned with library priorities. It completed a series of hearings with library staff. An appended statement to the budget report was given Dean Ranz in the fall. The completed report will be published in the FYI.

Gordon Anderson chairs the Salary Committee. He reported the new entry level base salary for library faculty is $18,000. The merit salary distribution ballot results were announced. The 3-4-5-6 ratio, equal dollar plan was favored.

Rob Melton, chair of the Peer Review Task Force, gave an update on the progress of that group. They have read the PRC history prepared by Mary Hawkins, reviewed suggestions made at the last LFA General Meeting, reviewed the library literature on the topic and read the materials collected. They talked with Dean Ranz about the peer review process and as a group discussed the literature. Each has made personal contacts with librarians at other universities to see what is being done. In addition, they met with the current PRC and talked with other KU departments about how they handle the review process. For its next step, each of the 3 members will be attending a conference in the near future and will talk with colleagues on the subject. They plan to talk with library faculty individually soon and signup sheets were routed. All information will be gathered together with a report due by the end of September. The report will be discussed at the General Meeting in October, 1987.
Classified Conference General Meeting
Minutes of July 8, 1987 meeting

Sherry Hawkins opened the meeting with a report on her recent trip to ALA in San Francisco. Ruth Hurst then reported that the Library Series Reclassification Study has been postponed until January 1988. There was no new information on the new smoking policy to be implemented by the University in FY88. Some discussion on the food and drink issue followed. It was decided that the classified conference should do nothing at this time.

Another agenda item that generated some discussion was the incident of the Serials LAII position being kept as student monthlies for FY88. The Personnel Committee will write a letter to the Dean conveying the feeling of the classified conference concerning situations in which classified positions have been lost. Another letter will be drafted to Clint requesting more information on this specific incident. The Personnel Committee will also look into the last ten years for information concerning classified positions.

The Staff Development Committee and the Budget and Planning Committee had nothing to report. Diana Dyal reported for the Personnel Committee that Classified personnel should have received copies of the new pay plan by now. Ruth pointed out that the cost of living increase takes effect December 18, 1987 and will not show up until the February 1, 1988 paycheck.

Don Dowdey reported that there is still an EEO 5 (Library Assistant I, II, Associates) vacancy on the Classified Senate. Anyone interested should talk with Don. He also stated that elections for general members will be in November.

Ruth requested nominations for the following committees, Personnel, Staff Development, Budget and Planning, Grievance and the Senate Library Committee by July 10. Ruth will distribute the ballots on July 13th and will be due back July 17th. The results will be compiled by July 20th and published in the July 23rd FYI.

New Business was called for. Lois Bauer asked about the new parking prices and situations. It was pointed out that a general meeting had already been held on campus concerning this issue. Some concern was raised over the new ice cream machine on the first floor. Ruth will look into this.

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, July 17, 1987

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<td>Social Worker III</td>
<td>Donald J. Madsen (913) 742-7186 Dept. of Social and Rehabilitation Services</td>
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<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<td>Phil Johnstone (316) 275-0271 Dept. of Social and Rehabilitation Services</td>
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<td>R-21</td>
<td>Social Worker II</td>
<td>Eva M. Letcher (913) 371-6700 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-11</td>
<td>Custodial Supervisor I</td>
<td>Joyce Durkin (913) 727-3235 Kansas State Penitentiary</td>
</tr>
<tr>
<td></td>
<td>Physician Specialist (Unclassified)</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
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<tr>
<td></td>
<td>Automotive Mechanic I</td>
<td>Vicki Harding (913) 296-3140 Department of Administration</td>
</tr>
</tbody>
</table>
TOPEKA (cont.)

R-18 Corrections Officer III
R-13 Office Assistant III
   (Bookkeeping)
R-21 Psychologist I
R-21 Social Worker II
R-18 Data Control Technician III
R-19 Fire Fighter (Unclassified)
R-17 Resource Protection Office
   (Armed Security/Shift Work)
   (Unclassified)
R-13 Keyboard Operator II
R-20 Laundry Manager III
R-18 Library Assistant II
   (Must Meet Selective
   Certification Requirements)
R-16 Refrigeration and Air Conditioning
   Service Technician
R-15 Secretary II
   (Steno)

WINFIELD

R-31 Active Treatment Program Director
R-21 (Audiologist) Speech Pathologist I
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

George Carter (913) 296-7278
State Reception and Diagnostic Center

Andy Sharf (913) 296-3515
Div. of Information Systems and Communication

Bonita Pardue (913) 233-7560 (Ext. 123)
Teresa Parsons (913) 233-7560 (Ext. 192)
Adjutant General's Department

JoAnn Moran (913) 296-1290
Department of Health and Environment

Don Pesmark (913) 296-4321
Topeka State Hospital

Kay Jones (913) 296-2974
Kansas Historical Society

Don Pesmark (913) 296-4321
Topeka State Hospital

Jean Duncan (913) 296-3411
Real Estate Commission

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
CLASSIFIED VACANCIES

Applications are being accepted for two Library Assistant I positions in the Authorities Unit of the Cataloging Department with responsibilities defined as follows:

Position #2800C0059: 1) Verification and processing of personal and corporate name headings; 2) Proofreading of personal name authority records; 3) Input and modification of online authority and bibliographic records; 4) supervision and training; 5) filing into Library catalogs. Minimum Qualifications: 3 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of 2 years. Preferred Selection Criteria: Reading knowledge of one or more major European languages; accurate typing skills; demonstrated initiative; demonstrated ability to work with detailed information; supervisory ability; ability to organize work effectively and to work independently; knowledge of and experience with AACR2, OCLC, KU Online Records Management System, and KU Libraries' filing rules.

Position #2800C0056: 1) Evaluation and processing of topical subject headings; 2) Proofreading of topical subject authority records; 3) input and modification of online authority and bibliographic records; 4) filing into library catalogs; 5) supervising and training of students; 6) statistical reporting. Minimum Qualifications: 3 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of 2 years. Preferred Selection Criteria: Reading knowledge of one or more major European languages; accurate typing skills; demonstrated initiative; demonstrated ability to prioritize work and function independently; knowledge of and experience with LCSH, AACR2, KU Online Records Management System, and KU Libraries' filing rules; previous supervisory experience.

The Library Assistant I classification is funded at salary range 14 on the State Civil Service salary scale with a beginning monthly salary of $1,229. Library staff interested in applying for either or both of these positions should contact Ruth Hurst, Library Office, 4-3601, by 5:00 p.m., August 5th. A copy of the position descriptions are on file in the Library Office for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Marilyn Brady, Program Assistant in the Kansas Collection, has announced her resignation. Marilyn has accepted a teaching position with Appalachian State University. Her resignation is effective July 24th.

PERIODICALS STUDENT MONTHLY VACANCY

The Periodicals Reading Room has announced a student monthly vacancy beginning Aug. 1, 1987. A job notice is posted on the job board next to Circulation. Any interested applicants should contact Sarah Couch in Periodicals by Monday, July 27, 1987, 5:00 p.m.

TUITION ASSISTANCE DEADLINE

Applications for the University's Tuition Assistance Program are due in the Office of the Executive Vice Chancellor by 5:00 p.m. Friday, July 31. If awarded, the Tuition Assistance Program will pay for the tuition and supply costs of one course. Full-time
FYI - July 23, 1987

staff who have been employed on a full-time basis for at least one year are eligible to apply. Additional information and application forms are available from the Library Office (Sandy Gilliland, Ruth Hurst, Ruth Miller), or from the Executive Vice Chancellor's Office.

Sandy Gilliland

SWITCHOVER OF TELEPHONE SYSTEMS

The University will cutover to a new AT&T System 85 Private Branch Exchange (PBX) switch this Friday, July 24, starting at 5:30 p.m., as explained in the attached memo from Richard Mann, the University Director for Information Resources. If everything goes according to schedule, all telephones should be on the new PBX switch by 9:00 p.m. that same evening. In case of an emergency during the time of the actual switchover (July 24, from 7:00-9:00 p.m.), if the University telephones are not working, go to a pay telephone and dial 911. No coins are needed for an emergency call to the Lawrence Police Department. Pay telephones should be operational and available for use throughout the cutover since they are not on the University's phone system.

Please pay particular attention to the checklist to assist with the switchover this week end, and for the Dialing Instructions for all off-campus calls after the completion of the cutover. All telephone problems should be reported to Ruth Miller (4-3601) in the Administrative Office, for forwarding to the appropriate University Office.

Nancy Jaeger

PHOTOCOPIER COMMITTEE REPORT

The Photocopier Committee (Sarah Couch, Janice Franklin, Nancy Jaeger, and Sherry Williams) has submitted its report to Dean Ranz following a lengthy review of public service photocopier needs. Copies of this report were sent to all department heads for circulation.

The Committee will, however, continue to function in order to assist with the placement of new equipment, and to help insure a smooth transition in replacing old equipment with new.

The Committee will hold a meeting Thursday, July 30, at 1:30 in Watson Conference Room A to meet with representatives from each public service department affected.

Sherry Williams

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet on Tuesday, 28 July, at 9:30 a.m. in Conference Room A. The main items on the agenda will be the FY88 Acquisitions Budget and the Serials cancellation project.

Rich Ring

STAFF DEVELOPMENT COMMITTEE TO SPONSOR "BROWN-BAG LUNCH"

The Staff Development Committee will sponsor a brown-bag lunch on Tuesday, 28 July, from 11:30 - 1:00 in Conference Room A for anyone interested in the recent ALA conference in San Francisco. Staff who attended ALA are invited to share their observations and experiences with their colleagues.

Rich Ring

LIBRARY SCIENCE COURSES OFFERED IN KANSAS CITY

The University of Missouri-Columbia plans to offer two library science courses during the Fall semester and the UMKC General Library, 51st and Rockhill Road, Kansas City, MO. Courses to be offered are: Library Science 312, Principles of Cataloging and Classification; Library Science 324, Literature of Science and Technology. Classes will meet from 6:30-9:30 p.m. For additional information, contact Sandy Gilliland in the Library Office (4-3601), or Ms. Ann Leinn Gibson, UM Extension Center, 2820 S. Highway 291, Independence, MO 64057, (816) 373-5500. Sandy Gilliland

CLASSIFIED CONFERENCE COMMITTEE RESULTS

Following are the results for the Classified Conference Committees for FY88:

Senate Library Committee: Sherry Hawkins
FYI -- July 23, 1987

Budget & Planning: Kendall Simmons, Lars Leon
Staff Development: Lois Bauer
Grievance Committee: Linda Evans, Sherry Butter, Jan Altenbernd, Verna Froese and Inge Starr
Ruth Hurst

FOURTH ANNUAL LIBRARY SUMMER PARTY

The Summer Party was another success with an abundance of good food, drink, and a special musical presentation by Aimee Algier and friends. The party committee would like to say thanks to everyone who attended, and to those who helped set up and clean up. A special thanks to Kerry Bower and LeAnn Weller for washing dishes and clearing tables, to Jennie Dienes' son for swatting a million flies (who also has a special talent for catching a 5-pound bass using a carrot for bait!), to Kendall Simmons for use of her croquet set, and to Barb Gaeddert and LeAnn for use of their tables. And, finally, a very special "thank-you" to Ruth Hurst's husband, Charles, who tended to my ill horse for most of the evening. (The horse has recovered!).

A few items were left at the party: two small clear plastic bowls (one with a lid); one brown stoneware bowl, an orange plastic spoon, and two silver serving spoons. These items may be claimed in the Library Office. Thanks again to everyone!

Sandy Gilliland, Annie Williams, Ruth Hurst

ATTACHMENTS

Telephone System Cutover memo, Staff Committee—New Science Library Minutes of 6/8/87 meeting, On-Line Catalog Committee minutes of 6/16/87 meeting, and State Promotion and Transfer List.
Staff Committee--New Science Library
Minutes of the 6/8/87 Meeting

Present: S. Couch, B. Denton, J. Franklin, S. Hawkins, R. Hurst, R. Melton, J. Ranz, A. Williams, S. Williams, N. Burich

Absent: C. Sibley

Ranz said that bids for Phase I are now expected about August 1. Groundbreaking is likely to be in the fall after classes begin. After Phase I, the number one priority for the University is a performing arts center. Thus, plans for the use of Hoch must be formulated. It would be expedient for the Libraries to see if the use of Hoch can be worked into plans for Phase II.

A. Williams asked for nominations for chair and secretary of the committee for the next fiscal year. It was decided that she will remain chair and N. Burich will continue as secretary.

Hawkins reported on the number of dissertations in Geography and Geology which are housed in Watson. The last twenty years of these materials are in Science, so there remain about 550 dissertations still in Watson. Denton will draft a proposal regarding the transfer of these titles to Science.

Melton resumed discussion of the dilemma of classifying bibliographies either by subject or in the Z's. Philosophically he (and the rest of the committee) thinks that it is a good idea to favor the subject approach, but he is reluctant to propose a policy change which requires more staff time to implement than is available. If such a policy were implemented only partially, confusion would arise. After some discussion, it was decided that the issue is broader than the committee's charge and that it should be discussed by all bibliographers. Melton will raise the question at the next Collection Development Council Executive Committee meeting.

The next meeting will be on July 21 at 1:30.
Susott reported that the task of testing the 3164 terminals and making sure that they will work as planned with the system, which had previously been a concern, had gone well and was almost complete. It had initially been thought that we would use a special ALA character cartridge with each terminal to provide diacritics. However, this cartridge has certain limitations in coverage. Polish, for instance, is not among the languages covered. The programmers will instead encode the diacritics as was done for the cataloging system. A preliminary investigation has shown that of the 90 or so letter/diacritic combinations available using this technique, about 60 is sufficient to cover most languages and almost all of the records in the data base.

On the matter of installation, Howard reported that at a recent ISAC meeting a fee of $17.50 per terminal/per month has been proposed by OIS. This amount consisted of a fee of $5.00 per terminal/per month for maintenance of the phone line and communications equipment, and a fee of $12.50 per terminal/per month to amortize purchase of needed communications equipment over a period of 48 months. It had been specifically stated that despite the 48 month amortization period, the $12.50 fee would not cease after that time because of the anticipated need to replace the communications equipment after about 48 months. Howard reported that a request has been made by Academic Affairs for funding to purchase the communications equipment and, hence to avoid the $12.50 portion of the fee. No answer has yet been received on this. Howard mentioned that he and Susott would be working together in the next two weeks to determine the date after which delay of funding would make it impossible to bring up the catalog on schedule.

Howard reported that Dave Nordlund, from OIS, has been asked to make a tour of all the sites in which terminals are to be placed so that he can begin planning actual installation. He will be asked to make this tour with J. Neeley, and to conduct at the same time a site inspection to be sure that the connections to the campus phone system were in fact installed in the correct numbers and locations, and that there are sufficient power sources for terminals and printers in the planned locations.

Howard reported that the positional order with IBM for the OPAC terminals and controller, mentioned at the last meeting, had been placed. The Topeka IBM representative has informed Susott that IBM will be able to deliver all the terminals on August 1, the date requested, and asked that any changes in the delivery schedule be given to him before July 1. It was noted that the 3164 terminals come with a three year warranty, and that IBM's terms are that this will begin on the day the terminals are delivered. Discussion followed of the desirability of phasing terminal installation in connection with test periods prior to day 1. Because of uncertainties necessarily remaining as to exactly when programming would be finished, and also about timing of installation, it is not yet certain that a test period would be possible, exactly when it might start, or how long it might last. The issue of testing was referred to the Public Services
Subcommittee and the programers for discussion and decision. The public services department heads (6-24-87) saw no need for a public test either. Staff testing can be done on TELEX terminals.

A discussion followed as to what kind and amount of staff training would be needed, though no conclusions or decisions were reached at this meeting. It was noted that this effort should include more than just training in the use of the system itself. It is thought that, particularly in the time after the system is brought up, public service staff will be asked a number of predictable questions involving matters such as data base size, whether the manual records will be converted, and how quickly, whether dial access is possible, etc. An effort will be made to anticipate as many such questions as possible, and inform staff about them.

In response to a question about printers, J. Miller noted that there has been some investigation of available models, but that everything seen thus far seems to have some fairly serious disadvantages. Consequently, there has as yet been no selection of a particular model for use with the OPAC.

The next meeting of the OPAC committee will be Tuesday, July 21st, at 1:30.
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

July 20, 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, July 24, 1987.

<table>
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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-22</td>
<td>Social Worker III</td>
<td>Arveda Anderson (913) 742-7186 Dept. of Social and Rehabilitation Services</td>
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<td></td>
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<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Warren Hurst (913) 281-3308 (Ext. 308) School for the Visually Handicapped</td>
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<td>R-27</td>
<td>Personnel Management Specialist III</td>
<td>Joyce Durkin (913) 727-3235 Kansas State Penitentiary</td>
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<tr>
<td>R-18</td>
<td>Revenue Field Representative II</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent/2 Positions/Law Enforcement)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<tr>
<td>R-18</td>
<td>Data Control Technician III (2 Positions)</td>
<td>Andy Scharf (913) 296-3515 Div. of Information Systems and Communications</td>
</tr>
</tbody>
</table>

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

R-22 Programmer II                      Tom Comfort (913) 296-2983
                                             Dept. of Social and Rehabilitation Services
R-25 Research Analyst IV                  JoAnn Moran (913) 296-1290
                                             Department of Health and Environment
R-13 Secretary I                          Don Pesmark (913) 296-4321
                                             Topeka State Hospital

WINFIELD

R-31 Active Treatment Program Director    Farrel Oard (316) 221-1200
                                           Winfield State Hospital and Training Center
R-21 (Audiologist) Speech Pathologist I
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
MEMORANDUM

TO: Faculty and Staff
FROM: Richard L. Mann

SUBJECT: Telephone System Cutover

The University will cutover its telephone system to the AT&T System 85 Private Branch Exchange (PBX) switch on Friday evening, July 24, 1987. The cutover will begin at approximately 5:30 p.m. and should be concluded prior to midnight. Your telephone will be out of service during all or part of this time period. At 5:30 p.m. all KANS-A-N access from University telephones will be terminated so the KANS-A-N lines may be reprogrammed to the new telephone switch. At 7:00 p.m. Southwestern Bell's central office will begin disconnecting all existing University telephone lines connected to it. Upon completion of this disconnection, AT&T will begin connecting all University lines to the new PBX Switch. These two functions should be completed by 9:00 p.m. that same evening.

Immediately after all University lines are connected to the new system, teams will go out to campus buildings to check for satisfactory telephone operation. Priority will be given to those buildings which are open on the weekend. These teams will work until midnight Friday night, all day Saturday and Sunday, if necessary to visit all buildings.

There are several things you can do to assist us in making the checking process go more smoothly.

a. Wherever possible leave inner office doors open so that the teams may have access to every possible telephone in your office areas. The teams will have keys to the main office doors.

b. Do not leave any telephone off-hook or unplugged as the switch will deactivate service to the telephone after a short period of time.

c. Do not exchange telephones or plug other equipment into the modular jacks as some systems may be damaged or will not operate.

d. If you have forwarded your calls to another telephone number, answering service or answering machine, you must reprogram this feature as the cutover will deactivate call forwarding.
e. After July 24, speed dial numbers currently programmed must be re-programmed by the user to correspond with the new access codes.

When you return to your office on Monday, July 27, please report any telephone problems through your department telephone contact who will either assist you in resolving your problem or forward a trouble report to the special help desk, extension 4-4039.

Dialing Instructions

Two major changes were made in the dialing scheme of the new system. The first is that all off campus calls will use 8 for the access number. No longer use 9 for local calls. The second major change is that 911 is to be used for KU emergency calls to police, fire, or ambulance.

A list of access codes are:

- Local calls, 8 + 7 digit number
- KANS-A-N, 8 + KANS-A-N 7 digit number (Note: Both KANS-A-N numbers will be automatically routed over KANS-A-N)
- Long distance (all) 8 + 1 + area code + number and long distance KU
- Police emergency, 911
- KU Operator, 0
- Radio page, 133
- KU Information Center, 4-3506
- KU campus calls, 4 + 4 digit extension number
- Watkins Hospital, 4-9500

The following codes are now available for single line telephone users:

HOLD - Press flash-hook button, the # sign button and 9. Party is on permanent Hold. To return to caller, press flash-hook button again.

TRANSFER - Press flash-hook button. Caller is on consultation HOLD. Dial the other party. When party answers, announce caller and hang up. If line is busy or no answer, press flash-hook button again and you are reconnected to original caller.

Multi-button phone users should notice little change from their present procedures. Training sessions for digital telephone and single line telephone users are being provided throughout the week of July 20. Contact 4-4666 for information. If you are a single line telephone user, you will also receive a sticker to be placed on your telephone as well as a blue information card. These will help you utilize your new telephone effectively. If you have not received these materials, please contact your department or Telecommunications Office, 4-4666.

With any conversion of this magnitude there are bound to be some problems. With over 5,000 lines and 6,400 telephones being switched we expect to have some problems. Please do not hesitate to contact us if you have any difficulty. Once we complete our conversion and adjustment process, we believe that you will find the new telephone system to be a major improvement over our previous service. We appreciate your understanding and patience during the conversion process.
UNCLASSIFIED VACANCY

CATALOGING LIBRARIAN, a 12-month, full-time, tenure-track appointment available October 1st. Duties: Performs original and copy cataloging and Library of Congress classification of monographic materials in the social sciences, history or literature; participates in the professional activities of the Cataloging Department. Department staff totals 37 FTE including 13 professional librarians. A fully automated records management system and integrated authority control system are utilized. Required Qualifications: ALA-accredited MLS; strong reading knowledge of French; cataloging experience with AACR2 or recent library school training in cataloging; ability to work effectively with a large staff. Preferred Qualifications: Degree or strong coursework in the social sciences, history, or language and literature; reading knowledge of one other Western European classical or modern language; successful cataloging experience in a research library including use of Library of Congress Subject Headings and Library of Congress classification; understanding of cataloging applications of library automation. Salary: $18,000-$22,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson. Applications must be postmarked by 9/11/87.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

COURIER SCHEDULE

Due to vacation plans for the driver, the Regents' Courier will make deliveries and pick-ups on Tuesdays only, for the first 3 weeks in August (Aug. 4, 11, 18). The regular schedule (Monday and Thursday deliveries/pickups) will resume Aug. 24th. The next interruption of normal service will be for Labor day, when the Regents Courier will visit Tuesday, Sept. 8th instead of Monday Sept. 6th (Labor Day). Judy Brow

REGENTS CENTER NOTICE

From August 3rd until Aug. 24th, the Regent Center Library will have mail deliveries only on Tuesdays. Please call with notices of meetings or other information involving deadlines. Nancy Burich

REVISED LENDING CODE TO BE IMPLEMENTED AUGUST 1

Certain library fines and charges will go up on August 1 as a result of revisions in the Lending Code. Higher fines are being imposed to discourage late return of materials on short-term loan—particularly the late return of reserve materials and its resulting hardship for many students. For items on two-hour loan (largely reserve materials), the current overdue fine of 20¢ per hour will increase to 50¢ per hour. For items on one-day and three-day loan, the overdue fine will increase from 20¢ per hour to 25¢ per hour. The overdue fine of $1.00 per day for items on one-week loan and for recalled items is unchanged. The $5.00 overdue fine for items on long-term loan (four-week and four-month loans) is also unchanged. However, higher charges are being imposed for borrowed items which the Library declares lost. Under normal circumstances, an overdue item is declared lost 60 days after the due date, and the borrower is assessed lost item charges, which will include the replacement cost of the
item plus $15.00. If the lost item is found and returned within 6 months after the due date, the replacement charge is cancelled, and a charge of $10.00 is assessed the borrower. If the lost item is found and returned more than 6 months after the due date, the replacement charge is cancelled, and a charge of $15.00 is assessed the borrower. Copies of the revised Lending Code are available from circulation desks throughout the library system.

Mary Hawkins/Kendall Simmons

FALL SEMESTER LIBRARY HOURS

Attached is the schedule of library hours for the fall semester (August 24, 1987 through January 12, 1988). Fall classes will begin on Monday, August 24, and the last day of fall semester finals will be Friday, December 18. Although most University calendars currently list the first day of spring classes as Thursday, January 14, KU's Information Center advises that spring classes will instead begin on Wednesday, January 13, due to the designation of January 18 as a state holiday (Martin Luther King Day). Please call me (4-3601) if you have questions or corrections related to the schedule.

Mary Hawkins

CLOSED STACK STUDY

I have appointed a committee to consider the desirability of a closed stack area within Watson Library and to prepare a written report of findings and recommendations. Members of the committee are Jim Neeley (chair), Susan Craig, Bayliss Harsh, and Rachel Miller. The committee held its first meeting on July 24 and will be inviting library staff input as its work proceeds. The committee will hope to finish its work by the end of the fall semester, although no specific deadline has been set.

Mary Hawkins

PURCHASES NOW BEING MADE ON LIBRARY SCIENCE FUND

Books and journals are now being purchased on the Library Science Fund by Marilyn Clark. If any staff member would like to make specific suggestions or discuss the kinds of materials we are buying on that fund, please contact Marilyn Clark. Thanks.

Marilyn Clark

WHHEEE!!!

The staff of the Science Library wishes to announce that we have completed our series of major projects begun last fall. We have completely added our Dewey collection to the circ system, transferred over 22,000 volumes of low-use Dewey books to Watson stacks, reclassified 204 journal titles (14,000 volumes) from Dewey to LC, and shifted our entire stacks. This will allow better control of our reduced Dewey collection and provide growth space until 1990, when we hope to move into the new Science Library.

Our thanks to Engineering for helping add Deweys to the circ system, to Steve and Tom for moving out 56 crates per week, to Watson Circulation for lending book trucks and making room for our transfers, to the library administration for providing extra work-study hours, and especially to the student assistants who provided the manpower.

Science Library Staff

INTERIM SCHEDULE CHANGE

From July 31 to August 16, the Science Library will remain open until 10 p.m. Monday through Friday. This is a change to the posted schedule.

Barb Denton
EMPORIA STATE UNIVERSITY CONTINUING EDUCATION COURSES IN LIBRARIANSHIP

Copies of brochures describing course offerings by Emporia State University in the Kansas City area this Fall semester are available from the Library Office, 4-3601. Library Science courses offered are: Philosophical Foundations of Information Transfer, and Library and Information Systems Analysis. Both courses are offered during the evening hours at the K.U. Regents Center in Shawnee Mission, Kansas. In addition to these Library Science courses, there are several other courses offered in the following areas: Early Childhood Education, Educational Administration, Counselor Education, Biology, and Office Education.

Sandy Gilliland

ATTACHMENTS
State Promotion and Transfer List and Fall 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, July 31, 1987

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<tbody>
<tr>
<td>R-20</td>
<td>Registered Nurse I (50% Position)</td>
<td>Denis Shumate (913) 738-5735 Youth Center at Beloit</td>
</tr>
<tr>
<td>-14</td>
<td>Medical Records Technician</td>
<td>Ron Collins (316) 227-2121 Kansas Soldiers Home</td>
</tr>
<tr>
<td>-21</td>
<td>Social Worker II</td>
<td>Joyce Durkin (913) 727-3235 Kansas State Penitentiary</td>
</tr>
<tr>
<td>R-18</td>
<td>Social Worker I</td>
<td>Kimberley Smith (316) 792-5324 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-18</td>
<td>Social Worker I (Step B on Salary Range)</td>
<td>Phil Johnstone (316) 275-0271 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Lola Tritt (316) 672-5911 Kansas Department of Wildlife and Parks Wildlife Operations Office</td>
</tr>
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</table>

EQUAL OPPORTUNITY EMPLOYER (CONTINUED ON BACK)
TOPEKA

R-10 Civil Rights Intake Worker (50% Position)  
Bill Minner (913) 296-3206  
Kansas Commission on Civil Rights

R-27 Technical Support Programmer II  
Duane Huzienga (913) 296-1825  
Div. of Information Systems and Communication

WICHITA

R-20 Civil Rights Investigator I  
Jim Woods (316) 681-2911  
Kansas Commission on Civil Rights

WINFIELD

R-31 Active Treatment Program Director  
Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center

R-21 (Audiologist) Speech Pathologist I  

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

David Benjamin has been appointed as a Library Assistant I in the Kansas Collection effective August 18th. David has been a student assistant in that unit for approximately three years. He replaces Mike McReynolds.

Sandy Gilliland

TIMECARD DEADLINE

All Classified, Unclassified and student timecards will be due in the Library Office Monday, Aug. 17, 1987, 9:00 a.m.

Ruth Hurst

ACADEMIC LIBRARY MANAGEMENT INTERN PROGRAM, 1988-89

The Council on Library Resources has announced an Academic Library Management Intern Program, designed to provide librarians with an opportunity to work closely with the director and senior staff of a research library for an academic year. CLR invites applications from individuals who have "high professional aspirations and who have successfully demonstrated pertinent skills". Most successful applicants come to the program with five or more years of experience, usually including some administrative responsibility. Interns will be chosen by a selection committee which will consider a number of factors including the candidate's professional library experience, administrative skills, education, personal references, and the content of a statement requested of each applicant. Finalists will be invited to Washington for personal interviews. Deadline for applications is November 2, 1987. CLR will cover the salary and benefits for nine months (max. $30,000) for each intern, thus reducing the burden on the home library. Informational brochures may be obtained from the Library Office, 4-3601. For an application form and answers to specific questions, write: Academic Library Management Intern Program; Council on Library Resources; 1785 Massachusetts Avenue, N.W.; Washington, DC 20036. (Tel. 202-483-7474).

Sandy Gilliland

UNIVERSITY POLICY ON ALCOHOL-RELATED PROBLEMS

Attached is a copy of the University's new Policy on Alcohol-Related Problems recently distributed to faculty and staff. All library employees are encouraged to familiarize themselves with the provisions of the policy. Library supervisors and department heads should be aware of the administrative procedures outlined in the Policy and contact the Library's personnel officer prior to approaching any staff member suspected of having an alcohol-related problem.

Sandy Gilliland

VOLUNTEERS WELCOME

The Reference Department is planning an expanded schedule of Watson Library tours at the beginning of the Fall Semester, running from August 17 through September 4 at least. If other Library staff, classified or unclassified, are interested in giving one or more such tours, we would welcome your participation. Staff from any Library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. Volunteers will receive training in the form of taking one or two custom tours themselves (about 1½ hours each) conducted by experienced Reference Department staff. The tours you would be giving take
FYI August 6, 1987

only about 45 minutes each. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. Other arrangements may be possible, too. If you are interested in participating, please contact Jim Neeley, Saralinda Rhodes, or Paulette DeFilippo by Wednesday, August 12. Thank you.

Jim Neeley

ATTACHMENTS

Policy on Alcohol-Related Problems, KANSACRAM, State Promotion and Transfer list.
TO: Members of the Faculty and Staff
FROM: Delbert M. Shankel  
Acting Executive Vice Chancellor

SUBJECT: Policy on Alcohol-Related Problems

I attach for your information and use a policy that has been developed to help members of the University community deal in a humane and productive way with work performance problems that are related to the use of alcohol. The policy was developed by an ad hoc committee of faculty, staff and students appointed some time ago by the Executive Vice Chancellor. It subsequently was reviewed by the Senate Executive Committee and has been approved by the Chancellor. It takes effect immediately.

This policy is designed specifically to aid in addressing alcohol problems among faculty and other unclassified staff members. However, it closely parallels the procedures recommended by the Office of Personnel Services for dealing with similar problems among classified employees. In the event that you have questions about appropriate procedures for employees in the classified area, please feel free to contact David Lewin, director of that office, at 864-4946.

The health care plans available to University employees provide coverage for treatment of alcohol-related problems. Specific information can be obtained from your insurance policy or from the insurer.

We hope that this policy will be of significant benefit to any of our colleagues who need such assistance.

Attachment
POLICY ON ALCOHOL-RELATED PROBLEMS
University of Kansas, Lawrence
July, 1987

The University of Kansas recognizes that problems related to the use of alcohol may be resolved through cooperative effort between the employer and the affected employee. The University may properly intervene only when impairment affects job performance. The University has a right to expect that employees will perform their jobs appropriately and the University has a responsibility to the citizens of the state, to other employees, and to students to insist that job performance standards be met.

The policy for handling alcohol problems among unclassified staff (including faculty, academic staff, and professional staff) set forth here is intended to enhance cooperative effort and to protect both the individual and the University's substantial interest in the welfare of the University community.

1) This policy addresses alcohol-related problems (including alcoholism) only in relation to job performance. Alcohol problems are defined as those in which a staff member's use of any alcoholic beverage has become part of a pattern of deteriorating job performance.

2) Implementing this policy will not require, or result in, any special regulation, privileges, or exemption from the standard administrative practices applicable to job performance requirements.

3) Recognizing that professional assistance can often return the affected individual to full productivity, the University holds that it is the employee's right and responsibility to seek professional assistance for an alcohol problem.

4) The goal of this policy is to assist individuals in seeking professional help so that they may return to full productivity. All staff members, especially department chairpersons and supervisors, should work to engender a University-wide enlightened attitude and a realistic recognition of the nature of alcohol problems, one which will encourage employees to take advantage of available treatments whenever needed.

5) Responsibility for implementing this policy rests with all departmental chairpersons and supervisory personnel. Care must be taken to follow procedures assuring that no staff member with an alcohol problem will have his or her job security or promotional opportunities jeopardized by his/her request for diagnosis and treatment.

6) It may be helpful for a chairperson or supervisor to consult with a professional in alcoholism treatment WITHOUT IDENTIFYING THE CONCERNED EMPLOYEE BEFORE attempting intervention with the employee.
7) Before attempting intervention, the chairperson or supervisor should discuss, with his/her supervisor and the University General Counsel, the rules and requirements concerning protection of rights of the person believed to be suffering from alcoholism.

8) Departmental chairpersons and supervisors, even those who have professional qualifications to judge that a staff member's work has been affected by an alcohol problem, should not attempt diagnosis. When job performance is deteriorating and there is reason to suspect that the source may be the employee's use of alcohol, the chairperson or supervisor will meet informally with the individual, make an appropriate referral to a professional agency, and encourage the staff member to seek help for the problem. In this discussion, a date will be set by which improvement in job performance will be assessed. (A list of professional agencies will be available to chairpersons and supervisors. The staff member may choose among those recommended or may seek other appropriate assistance.)

9) What concerns the University is that the staff member address the job performance problems presented at the informal meeting. It is the responsibility of the staff member to comply with referral for diagnosis and to cooperate with prescribed treatment. The staff member should be assured that the referral agency will treat all discussions with strict confidentiality. (Most agencies will, with the consent of their client, report to a supervisor that an employee has followed up on a referral as a means of giving evidence that a positive step has been taken to deal with the job problem.)

10) Between the meeting and the date agreed upon in section 8, the chairperson or supervisor will continue to monitor job performance but will in all other respects leave the initiative for further discussions to the staff member.

11) If the staff member's job performance has improved to acceptable by the date prescribed in section 8, no further official action is required.

12) It is expected that through this policy a staff member with a possible drinking problem, even in its early stages, will be encouraged to seek diagnosis and treatment. The staff member should be assured that seeking help will not interfere with job status, promotional opportunities or other privileges.

13) If a staff member's job performance remains below accepted standards and he/she has refused to accept diagnosis and treatment, or failed to respond to treatment, the departmental chairperson or supervisor should suggest that he/she use one of the options available to any employee dealing with an illness that interferes with job performance:
a) For those persons with accrued sick leave, being placed on sick leave. This would allow the staff member to enter an inpatient alcohol treatment center and adopt an alcohol treatment program. Under this option, a written plan should be developed between the staff member and the University and properly executed by the chairperson or supervisor and the appropriate Vice Chancellor or University Director with the approval of University General Counsel. The plan will spell out specifically the terms of the staff member's return to his/her duties at the end of treatment (e.g., how the University is to be informed of the progress made in treatment and the appropriateness of a return to duty, whether there will be a probationary period, how job performance is to be assessed).

b) Being placed on leave without pay for a period of up to three months, in accordance with University and Board of Regents policy. At the end of the three months, the case will be reviewed by the chairperson or supervisor, and other appropriate personnel in the advisory chain, who may consult with the University General Counsel. If there is clear evidence that the individual is able to return to work, he/she shall be reinstated and job performance carefully monitored for an ensuing three-month probationary period.

c) For those otherwise eligible, taking early retirement. This option is, of course, a drastic solution for both the individual and the University, one likely to be suggested or taken only when the situation is approaching that described in step 14.

d) Resignation.

14) If the staff member can make no progress in improving his/her ability to perform the duties of the job, the University may seek dismissal in accordance with the Faculty Code of Conduct, the Personnel Policies and Procedures for Unclassified Academic Staff, or the Personnel Policies and Procedures for Unclassified Professional Staff, as appropriate.

15) Information revealed by the staff member while receiving professional services will remain confidential and separate from University employee records. All record-keeping and access procedures will meet the federal regulations governing confidentiality of patient records as published in 42 CFR 2.1 et seq. (1975) and state law protecting treatment records, K.S.A. 65-4050.
HEALTH BENEFITS DILEMMA

The current contract which provides health insurance to state employees expires on December 31, 1987. The Health Care Commission has begun preparation for bidding and negotiating a new contract.

In 1986, almost $9 million more dollars were paid out in benefits for state employee health insurance than the State and its employees paid for this coverage. The projected deficit for 1987 is similar. In order to maintain the current level of benefits for the upcoming year, the state or participants in the State Health Plan will have to pay more money for state employee health insurance.

In 1980 the State's contribution was $37.11 for state employee health insurance. By 1987, this amount increased to $86.89, excluding dental coverage. The employee's cost for family coverage excluding dental increased by $86.48 over the same time period. As a result, changes in health insurance benefits and how to pay for them are now being considered by the Health Care Commission.

The Health Care Commission is considering several ways to respond to this dilemma. These options will affect both single and family health insurance. These include:

- increasing the state employee's share of the cost for high expense items, such as hospital admissions;
- giving state employees the choice of a high option plan for which employees pay an additional sum each month for employee coverage or a low option plan with less coverage but at no cost to the employee;
- requiring employees who smoke to pay more for their health insurance (since their health care costs on average significantly more than does health care for nonsmokers);
- providing health screening and classes on how to remain healthy in order to reduce state employee health care costs; and
- providing exercise facilities.

In the next few days the Department of Administration will be conducting a telephone survey of randomly selected state employees and retirees concerning options for state health insurance. A copy of the survey is included on page 2 of the Kansagram. Since the survey will only include the minimum number needed for a scientific sample, you may not be included in the study. However, we would welcome your completing the survey and sending it to:

The Division of Personnel Services
Health Benefits Survey
Landon State Office Bldg.
Topeka, Kansas
66612-1251
HEALTH BENEFITS SURVEY
Department of Administration
August 1987

1. If the State had an average of $1,000 available for salary and benefit increases for each employee in the upcoming year, would you prefer:
   _ a) that the amount of salary increase be reduced in order to maintain health benefits at the current levels, or_
   _ b) that the entire $1,000 be committed to a salary increase with the likely result that health benefits would be reduced or that you would be required to pay for a larger portion of your health benefits._

2. If you chose the $1,000 salary increase (in other words, checked option #1b above), would you prefer:
   _ a) a health plan which reduced benefits but provided these benefits at no cost to the employee, or_
   _ b) a health plan which maintained benefits but required the employee to pay for a portion of the health insurance program (currently coverage is provided at no cost to the single employee)._

3. Health care costs continue to rise. If faced with a choice, would you prefer:
   _ a) paying more each time you are admitted to the hospital, or_
   _ b) paying more per year for doctor's office visits and prescription drugs._

4. Do you think that employees who smoke should be charged more per month for their health insurance?
   _ a) Yes _ b) No_

5. Do you think the State should provide programs designed to reduce health costs, such as health screening and classes on how to lose weight, control stress, and stop smoking?
   _ a) Yes _ b) No_

6. Would you be willing to participate in health screening or other kinds of health improvement classes?
   _ a) Yes _ b) No_

7. Do you think the State should make exercise facilities available to State employees?
   _ a) Yes _ b) No_

8. Would you use these facilities if they were available?
   _ a) Yes _ b) No_
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
913-296-2278

August 3, 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, August 7, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-18</td>
<td>Social Worker I</td>
<td>Phil Johnstone (316) 275-0271</td>
</tr>
<tr>
<td></td>
<td>(Step B on Salary Range)</td>
<td>Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-22</td>
<td>Social Worker III</td>
<td>Michael Harrison (316) 231-5300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-22</td>
<td>Engineering Technician V</td>
<td>Lola Tritt (316) 672-5911</td>
</tr>
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<td></td>
<td></td>
<td>Kansas Department of Wildlife and Parks</td>
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<td></td>
<td></td>
<td>Wildlife Operations Office</td>
</tr>
<tr>
<td>R-23</td>
<td>Administrative Officer II</td>
<td>Jennifer Williams (913) 296-3911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-19</td>
<td>Chemist I</td>
<td>JoAnn Moran (913) 296-1290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>R-12</td>
<td>Cook II</td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>R-15</td>
<td>Corrections Officer I/II</td>
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<tr>
<td>R-14</td>
<td>Food Service Supervisor I</td>
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<td>R-11</td>
<td>Keyboard Operator I</td>
<td></td>
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<tr>
<td>R-24</td>
<td>Liquor Control Investigator III</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
<tr>
<td>R-22</td>
<td>Revenue Auditor I</td>
<td></td>
</tr>
</tbody>
</table>

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

R-11 Office Assistant II

R-13 Office Assistant III
(Hours 8:00 am to 5:00 pm)

R-21 Research Analyst II

R-17 Secretary III
(Steno)

R-23 Social Service Administrator I

WINFIELD

R-31 Active Treatment Program Director
R-21 (Audiologist) Speech Pathologist I
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

Susan Koch (913) 296-3785
Department of Commerce

Patricia Katsbulas (913) 296-3981
Dept. of Social and Rehabilitation Services
Medical Programs

Martha Kauffman (913) 296-3877
Dept. of Social and Rehabilitation Services

Sharon Bolyard (913) 296-3777
Dept. of Social and Rehabilitation Services

Steve Schiffelbein (913) 296-3911
Dept. of Social and Rehabilitation Services
Rehabilitation Services

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
CLASSIFIED VACANCIES

With the approval of funds for the Retrocon Project, the Cataloging Department has announced three Library Assistant I vacancies. Two positions have identical responsibilities as follows: 1) Searching appropriate OCLC record and cataloging books through OCLC; 2) Revising records and ordering cards from OCLC; 3) Updating appropriate bibliographic data in KU's online record management system; 4) Overseeing the processing of specialized types of library materials or records; 5) Assists with 24-month hold; 6) Supervising students. The third position's duties are as follows: 1) Verification and processing of personal and conference name headings; 2) Proofreading of personal name authority records; 3) Input and modification of online authority and bibliographic records; 4) Supervision and training; 5) Searching of topical subject heading reports.

The State requires at least three years of library experience for the Library Assistant I classification. College education may be substituted, however, for the required experience at the rate of 28 semester hours for each year of experience, with a maximum substitution of 2 years.

Preferred selection for the two identical positions are as follows: at least six months experience working closely with library records, knowledge of Anglo-American Cataloging Rules, 2nd ed., and OCLC, reading knowledge of one or more Western European languages; college coursework; accurate typing skills; person who is able to work well with a large staff as in the Cataloging Dept.; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, to work independently, and to maintain a steady flow of materials through the section.

Preferred selection criteria for the third position (Authorities Unit) are as follows: Reading knowledge of one or more major European languages; accurate typing skills; demonstrated initiative; demonstrated ability to work with detailed information, supervisory ability, ability to organize work effectively and work independently; knowledge of and experience with AACR2, OCLC, KU Online Records Management System.

The Library Assistant I is funded at salary range 14 on the Civil Service salary scale at a beginning annual salary of $14,748. Copies of the position descriptions are available from Ruth Hurst for review. Library staff interested in applying for these vacancies should contact Ruth Hurst by 5:00 p.m., Friday, August 21st.

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

TIMECARD DEADLINE-REMINDER
All Classified, Unclassified and student timecards will be due in the Library Office by 9:00 a.m., Monday, August 17, 1987. Ruth Hurst

ADMINISTRATIVE CONFERENCE
A meeting of the Administrative Conference has been scheduled for August 20, at 10:30 a.m., in Conference Room A, level 5, Watson. Items on the agenda are: Budget update and New Science Library project and funding. Other agenda items
FYI - August 13, 1987

are encouraged. Should you have suggestions for topics to be discussed at this meeting, then please contact Sandy Gilliland. Nancy Jaeger

APPOINTMENT TO THE UCPT

Susan Craig has been appointed to the University Committee on Promotion and Tenure effective with the 1987/88 academic year. The UCPT is a Chancellor's committee of nine members who are nominated for membership by the Faculty Executive Committee and serve three-year, overlapping terms. Mary Hawkins

LFA COMMITTEE CHANGES

Susan Craig has resigned from the Library Committee on Promotion and Tenure because of her appointment to the University Committee on Promotion and Tenure. Sandy Mason has agreed to be co-opted to serve in the LIII position.

Gordon Anderson will be the LFA Executive Committee representative on the Senate Libraries Committee for the coming year. Sandra Brandt

MARRIAGE ANNOUNCEMENT

I would like to announce my marriage to Jim Baxter on September 5th. Everyone is invited to the pot-luck wedding reception at Liberty Hall from 4 to 6 p.m. It goes without saying that "mucho" folk music will be provided. Muriel Cook agreed to fix the barbecued brisket and Dick and Mary Borton agreed to make the cake. See you there! (I hope Jim can too.) Aimee Algier

ATTACHMENTS

Online Catalog Committee Minutes of 7/21/87 meeting and State Promotion and Transfer list.
On-Line Catalog Committee Minutes, Tuesday, July 21, 1987
1:30 p.m. - 3:00 p.m.

Present: Clint Howard, Susan Hitchens, Morry Anderson, John Miller, Sherry Williams, Kent Miller, Kathleen Neeley, Jim Neeley, Lorraine Moore, Gary Susott.

Howard began the meeting with a summary of recent developments on terminal installation. He said that on Thursday, July 16th, a group including Dave Nordlund, who will be in charge of installation, Jerry Niebaum, and quite a number of other persons had made a tour of all sites where OPAC terminals were to be installed. During that tour some useful information had been obtained -- notably the assurance that a phone and a terminal, or two terminals can operate simultaneously from the same jack. Based on information from OIS, the four terminals for the retrocon project in the Cataloging Department have been separated from the main request, and have been requested for priority installation in a separate request to Dave Nordlund. Installation of the remainder has been requested in a separate document prepared by Jim Neeley specifying location for each terminal, room number and jack number. Howard said that this document was being typed and would be sent to Nordlund the next day.

On the issue of the 860 cartridge, Susott verified that this would be needed only for input involving diacritics, and that if it were subsequently desired to provide this capacity in a standard 3164, this could be done with purchase of an 860 cartridge and an ALA keyboard.

Howard noted that a request had been made to OIS to trade two standard controller ports originally gotten for retrocon for two 7171 ports, to acquire an additional 7171 port for a Documents terminal, and to acquire an additional standard controller terminal for the Telex that is to be added in Science. Howard said that Niebaum had verbally approved these requests.

A discussion of the issue of a public test and announcement of a "Day 1" followed. Miller explained that there were pressing technical reasons to have a test period, and added that what was being proposed as a test was far less than what would generally be considered normal for completely new software. He explained that what he would like would be to start the test in one location, and initially to deal only with that location. While terminals might actually have been installed and become operational in other locations, he would like to be responsible for operations at one site only, and to expand to other sites only as he felt ready, based on actual experience with the system at the time. There was some discussion as to whether it was necessary to have an official Day 1, and if so, whether it had to be at the precise moment when all terminals had been tested and brought up. Howard said he thought it desirable to have a Day 1 with some sort of ceremony, but that it actually be at any time when it would be most convenient. The results of this portion of the discussion are summarized in an attached memo.

Howard mentioned that there was no word as yet on the request made to the University for installation costs, but that Brower Burchill had been talking with Dick Mann about how to handle this cost.

With respect to printers, John Miller reported that there had been no final selection yet, and that it was at least fifty/fifty that printers would not be in place when the OPAC was brought up. It was noted that some public service department heads had expressed concern about having to cope with OPAC start-up
and with printers at the same time, and were in favor of some delay before printers were installed. It was therefore agreed to attribute the likely delay in installing printers to good planning. Miller reported further that at ALA he had learned of a Canon ink jet printer that would operate on standard roll paper, and was quiet. This printer is currently being used at Emory and information is being gotten from staff there about the printer. The price of this Canon printer is about the level at which we are funded for printers.

Howard said he wanted to introduce for consideration by the committee, the question of system generated statistics. He noted that with an on-line catalog it would be possible to generate statistics of various kinds about catalog and/or terminal use. Susott and Miller explained that the system would automatically generate certain basic kinds of statistical information, but that this might not necessarily address the issues that would be of interest to librarians, and that while a statistical package was certainly possible and probably desirable, it should be considered as a post day-one enhancement to the system. In response to a question, no one present could think of any category of information which it would be mandatory to maintain from the very start of the system, and it was agreed to defer the issue for further consideration.

Jim Neeley reported for the Public Services Subcommittee that the Dean did want to have a celebration ceremony for Day 1, and had referred the matter to Clint Howard. Neeley further reported that the issue of printed user aids had been discussed, that a proposal for staff training had been discussed and reported to the public services department heads, who had sent the matter back to the Subcommittee, that the production of a second edition of COM in FY88 had been recommended by the group and approved by the library administration, that the issue of how to provide back-up for the OPAC remained unresolved since some experience with down-time was needed, but that the last COM edition would serve temporarily as the back-up, and that the group had planned the tour of OPAC sites which had taken place the previous Thursday.

The meeting adjourned at 3:00. The next meeting will be Tuesday, August 18th, at 1:30.
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

August 10, 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, August 14, 1987

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<th>SALARY RANGE</th>
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<tr>
<td>R-18</td>
<td>Social Worker I</td>
<td>Clarence Douglas (913) 742-7186</td>
</tr>
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<td></td>
<td></td>
<td>Dept. of Social and Rehabilitation Services</td>
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<tr>
<td></td>
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<td>Hiawatha Area Office</td>
</tr>
<tr>
<td>R-12</td>
<td>Fire and Safety Officer I</td>
<td>Thomas Kuhn (913) 877-3301</td>
</tr>
<tr>
<td>R-17</td>
<td>Maintenance Carpenter Supervisor</td>
<td>Norton State Hospital</td>
</tr>
<tr>
<td>R-22</td>
<td>Engineering Technician V</td>
<td>Lola Tritt (316) 672-5911</td>
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<td>Kansas Department of Wildlife and Parks</td>
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<td></td>
<td>Wildlife Operations Office</td>
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<tr>
<td>R-17</td>
<td>Secretary III (Steno)</td>
<td>Tom Lietz (913) 296-2266</td>
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<td>Banking Department</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
WINFIELD

R-31  Active Treatment Program Director
R-21  (Audiologist) Speech Pathologist I
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

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

John Mark Lambertson announced his resignation recently to accept a position with the State Historical Society in Topeka, Kansas. John Mark began his employment with the Libraries in November, 1985, as a Program Assistant in the Kansas Collection. His resignation is effective August 17th.

Sean Santoro, Office Assistant II in the Mail Room, has resigned effective August 14th. Sean began library employment in July, 1986, and plans to return to school.

Miloche Hardy and Brad Eden have been appointed as Library Assistant I's in the Cataloging Department, effective August 18th. Both have been student employees in the Libraries, and replace Don Dowdey and Catherine Randall, respectively.

Sandy Gilliland

STUDENT MONTHLY ADVERTISEMENT

The Serials Department is accepting applications for two student monthly positions. Applications should be turned into Kent Miller or Gaele Gillespie by August 26, 1987. The job notice is posted on the job board by the Circulation Desk.

Ruth Hurst

LIBRARY STAFF TELEPHONE DIRECTORY

Attached to this issue of FYI is a copy of the revised University of Kansas Libraries Staff Directory. Please report any corrections/changes, etc. to the Library Office.

Sandy Gilliland

UNIVERSITY DIRECTORY OF FACULTY, STAFF AND STUDENTS

All Library staff have been asked in a memo dated August 4, 1987, to submit home address changes to the Library Office by August 21st so that updates to the University's telephone directory may be made by the August 25th deadline. Contact Sandy Gilliland in the Library Office if you have any questions about your listing in the University's telephone directory.

Sandy Gilliland

DIFFICULTIES WITH REFERENCE DESK PHONE

Due to technical difficulties we have been unable to use the telephone at the Information Desk for the past week. Because of this, there may have been problems getting through to the reference desk or the reference office. 400 student hours have been transferred from the Information Desk to ILS. This has resulted in the desk being staffed evenings and last weekend. The phone was repaired Wednesday afternoon so there should be no further problems. Sorry for the inconvenience.

Rebecca Stuhr-Rommereim

SABBATICAL LEAVE APPLICATIONS

As announced in an August 1st memo to faculty and academic staff, applications for sabbatical leave in the 1988/89 academic year are due in the Office of Academic Affairs with the endorsement of the Dean, no later than November 1st. The Libraries' internal application deadline, established to allow for review by the Libraries Committee on Promotion and Tenure, is October 2nd. Applicants for sabbatical leave must have at least six years of full-time service to the University since initial appointment (or since the last sabbatical); must be
tenured before the sabbatical is taken; and may be granted leave for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience. Included in the scope of the sabbatical leave program are in-depth or advanced study in one's field of expertise and in related fields; research projects, preparation of a manuscript, a book, a play, or other creative or scholarly activity; and participation in professional development activities in one's discipline and in related disciplines. The applicant must complete an application form, accompanying it with a curriculum vitae. For additional information and application forms, contact Sandy Gilliland.

An open meeting will be held at 7:30 p.m. on Tuesday, September 1st in the Jayhawk Room of the Kansas Union for all interested faculty and academic staff members to discuss procedures to be followed in the preparation and review of applications for sabbatical leave.

Sandy Gilliland

OPEN MEETING ON PROMOTIONS AND TENURE

The University Committee on Promotions and Tenure will hold an open meeting in the Jayhawk Room of the Student Union for departmental and school promotion and tenure committee members and interested faculty, to discuss procedures to be followed in the preparation and review of recommendations for promotion and tenure. The meeting has been scheduled for Thursday, September 10th, 7:30 p.m. Please note that self-nominations for promotion and/or tenure from individual library faculty will be due in the Office of Academic Affairs by December 1, 1987. Recommendations from the Libraries Committee on Promotions and Tenure will be due in Academic Affairs by January 4, 1988. A complete schedule of the Library's promotion and tenure review process will appear in a future edition of FYI.

Sandy Gilliland

CD-ROM IN REFERENCE

The Reference Department has received for demonstration a CD-ROM work-station and disk for Newsbank and its subsidiary databases of items from 450 local newspapers (including Kansas City, Topeka and Wichita). It will be available until mid-September, at least. All staff are invited to stop in and try it out. No appointment or permission necessary; just come on in. It will be left on all day, and for a week or so will be located in Charles Getchell's old office. Later on, it will be moved into a public area near the Reference Desk. Reference staff would appreciate any reactions you might have after using this new resource. Thank you.

Jim Neeley

MICROFICHE CATALOG CLASS

There will be a class on Wednesday, Sept. 2nd at 1:30 in the Cataloging Dept. conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Cataloging Dept. (4-3038) if you or one of your students want to attend.

Annie Williams

NON-TRADITIONAL STUDENT ORIENTATION

The Non-Traditional Students Organization at the University of Kansas is sponsoring a special orientation program for new non-traditional students. The program, run by students from the organization, will offer information on a variety of topics which are frequently issues of concern for non-traditional students: child care, commuting, balancing work and study, building a social
life, competing academically, and other topics. There will be plenty of opportunity for questions, as well as time for talking and meeting other non-traditional students. All KU students, new or returning, who feel themselves to be non-traditional (for example, because of being older than the average student, having children, working full- or part-time, commuting, or having been away from college for some time) are cordially invited to attend.

The orientation program will be held on Wednesday, August 26, at 7:30 p.m. in the Jayhawk Room of the Kansas Union. It is free of charge. For more information, contact Helen Goldblatt (841-1609) or Sara Martin (864-4064).

Sara Martin

ATTACHMENTS

Staff Committee--New Science Library Minutes of 7/22/87 meeting (on reverse side of this page), State Promotion and Transfer List, and University of Kansas Libraries Staff Directory.
Staff Committee--New Science Library
Minutes of the July 22, 1987 Meeting
Present: S. Couch, B. Denton, J. Franklin, R. Hurst, C. Sibley, N. Burich
Absent: S. Hawkins, R. Melton, J. Ranz, S. Williams

Williams reported that bids for the building will be opened on Tuesday, July 28, 1987 in Topeka. Anyone interested in attending should contact her. If any bids are within the budget limits and the bid is awarded, groundbreaking is tentatively set for Tuesday, September 15, 1987. The committee agreed that some sort of celebration would be in order.

No plans are yet firm regarding Phase II, but Ranz has been studying various options to anticipate any problems which might confront the Libraries.

There followed a discussion led by Denton concerning the location of and records for theses and dissertations which the Science Library staff would like to have moved to the NSL during Phase I. It was decided to continue the discussion at the next meeting when all members will be present. In the meantime, Denton will revise her draft memo.

The next meeting will be on August 18, 1987 at 1:30.
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, August 21, 1987

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<td>R-20</td>
<td>Physical Plant Supervisor I (Sheet Metal Shop)</td>
<td>Lynn George (913) 864-4942</td>
</tr>
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<td></td>
<td>(Application Deadline August 24, 1987)</td>
<td>Kansas University</td>
</tr>
<tr>
<td>R-21</td>
<td>Procurement Officer I</td>
<td>Tom M. Kuhn (913) 877-3301</td>
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<tr>
<td></td>
<td>(Application Deadline August 24, 1987)</td>
<td>Norton State Hospital</td>
</tr>
<tr>
<td>R-24</td>
<td>Accountant III</td>
<td>Thomas Kuhlmeyer (913) 296-2458</td>
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<td>Norton State Hospital</td>
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<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Intermittent - Law Enforcement)</td>
<td>Donna Krier (913) 296-3077</td>
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<td>Department of Revenue</td>
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<tr>
<td>R-19</td>
<td>Chemist I</td>
<td>JoAnn Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<tr>
<td>R-21</td>
<td>Community Program Consultant I</td>
<td>Cindy Lee-Jackson (913) 296-2458</td>
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<td>Dept. of Social and Rehabilitation Services Adult Services</td>
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<td>Community Program Consultant I</td>
<td>Lois Martin (913) 296-2458</td>
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<td>Dept. of Social and Rehabilitation Services Adult Services</td>
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<tr>
<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
<td>Don Horner, Ph.D. (913) 296-5361</td>
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<td>Kansas Neurological Institute</td>
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<tr>
<td>R-27</td>
<td>Social Service Administrator III</td>
<td>Lois Martin (913) 296-2458</td>
</tr>
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<td>Dept. of Social and Rehabilitation Services Adult Services</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER

(CONTINUED ON BACK)
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
Daniel C. Barkley has been appointed as Assistant Government Documents Librarian, effective September 1st. Dan is a graduate of the University of Kentucky College of Library and Information Science. He received a B.A. degree in political science from Miami University, Oxford, Ohio, in 1977.

Sandy Gilliland

REVISED LIBRARY TELEPHONE DIRECTORY
Attached is a revised edition of the Library's Staff Telephone Directory, to replace the edition included in last week's FYI. Please report any additions, corrections, etc. to the Library Office.

Sandy Gilliland

FORM I-9 REMINDER
Early this summer individuals for whom Form I-9 is needed were notified. This form must be submitted to the Library Office by Monday, Aug. 31, 1987. Any questions should be directed to Sandy Gilliland or myself at 864-3601.

Ruth Hurst

SEPT. 1 PAYCHECKS
September 1 paychecks may be picked up in the Library Office after 10:00 a.m. Tuesday, Sept. 1. Paychecks may not be distributed before this time.

Ruth Hurst

COURIER SCHEDULE
Due to the Labor Day Holiday, the Regents schools courier will make deliveries and pick-ups on Tuesday, Sept. 8th instead of Monday Sept. 7th. Also, as a reminder, the ACCK (Assoc. of Central Colleges of Kansas) Colleges are also serviced via this courier. They are: Bethany College, Bethel College, Hutchinson Public Library, Kansas Wesleyan, Marymount College, Sterling College, and Tabor College.

Judy Brow

MICROFICHE CATALOG CLASS
There will be a class on Wednesday, Sept. 2nd at 1:30 in the Cataloging Dept. conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Cataloging Dept. (4-3038) if you or one of your students want to attend.

Annie Williams

ATTACHMENTS
Library Faculty Assembly Executive Committee minutes of 8/6/87 meeting, State Promotion and Transfer List, and revised Library Staff Phone Directory.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 6, 1987

Present: Sandra Brandt, Nicolette Bromberg, Gordon Anderson, Rebecca Stuhr-Rommereim, Lorraine Moore, Rachel Miller
Absent: Susan Hitchens

1. LFA Executive Committee Minutes: The meeting, the first for the FY 1987/88 LFA Executive Committee, began with a brief discussion about minutes. This led to a decision that brief minutes will be taken at all of the group’s meetings. Approved minutes will be published in the FYI.

2. University Senate Libraries Committee representative from LFA Exec: Traditionally the vice-chair/chair-elect represents the LFA on the University Senate Libraries Committee. Gordon Anderson, who holds that office this year, agreed to serve.

3. LFA Standing Committee Appointments: Following last year’s practice, all LFA members will be sent a sheet indicating the vacant positions on standing committees, and asked to volunteer for these.

4. Resignation of LIII from Committee on Promotion and Tenure: Susan Craig has resigned as the LIII representative on LCPT because she has been invited to serve on the University Committee on Promotion and Tenure. Following LFA Code guidelines, the vacancy will be filled by cooption of the librarian receiving the next highest number of votes.

5. Appointments to the Task Force on Staff Orientation: The proposal to establish this Task Force was approved at the last LFA meeting. LFA Exec is responsible for appointing 3 of its members, one of which will serve as Task Force chair. One librarian has already volunteered. To solicit the additional members, the Task Force will be added to the list of committee vacancies to be sent to LFA members. The deadline for the Task Force’s assignment, which is that of building an orientation program and compiling a packet of printed orientation materials will be changed from September 30 to December 31.

6. Ballot Results—LFA Code and Salary and Benefits Committee: An unofficial tally of the ballots was discussed. The official tally will be announced as soon as it is completed.

7. Peer Review Committee: No Peer Review Committee has been elected this year, pending the recommendations of the Peer Review Task Force. The Task Force report is due before the LFA Exec by the end of September.

8. Future LFA Exec Meetings: Two meetings were scheduled. The first, tentatively planned for Wednesday, August 19, at 1:00, will be a discussion with last year’s LFA Exec members. The second, scheduled for Wednesday, August 26, at 1:00, will be devoted primarily to deciding committee appointments.

Submitted by Rachel Miller
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, August 28, 1987

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<td>TOPEKA</td>
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<td>Chemist III</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>Civil Engineer III</td>
<td>Board of Agriculture</td>
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<td>Facilities Maintenance Specialist I (Statewide Travel Required)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
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<td>Office Supervisor Special requirements: At least one year of experience maintaining and processing personnel and payroll transactions. The work requires knowledge of the state payroll and personnel administrative regulations, and knowledge of state benefits.</td>
<td>Vicki Harding (913) 296-3140</td>
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<td>Pharmacist II</td>
<td>Dorothy Hunt (913) 296-3981</td>
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<td>Registered Nurse VI (Director of Nursing)</td>
<td>Don Pesmark (913) 296-4321</td>
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<td>Secretary I (Steno)</td>
<td>Mary Shay (913) 296-3911</td>
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<td>Social Worker IV</td>
<td>Shannon Manzanares (913) 296-4645</td>
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WINFIELD

R-31  Active Treatment Program Director
R-21  (Audiologist) Speech Pathologist I
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
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CLASSIFIED VACANCY

Due to Sean Santoro's resignation, the Mail Room has announced an Office Assistant II vacancy with the following responsibilities: 1) receives telephone messages and work orders; 2) security responsibilities; 3) supervision of mail stamping for outgoing library mail; 4) sorting, wrapping, and mailing outgoing library packages; 5) maintenance of files, statistics, supplies, and procedural documents; 6) supervision of Mail Room and staff in absence of supervisor. The Office Assistant II classification requires a least six months of experience in clerical work. Training in typing, general office practices, office administration, mathematics, English grammar or business at the high school level or at an accredited post high school academic/vocational institution may be substituted for the required experience at the rate of one-half Carnegie (high school) unit, 90 clock-hours, or 2 semester hours for one month of experience.

Strongly prefer organizational ability, supervisory skills, and a responsible attitude toward security needs. Prefer familiarity with the departmental organization of the KU Libraries, experience in mail handling and distribution, ability to make accurate mathematical calculations, and oral and written communication skills.

The Office Assistant II classification is funded at salary range 11 of the State Civil Service salary scale, at a beginning FY88 annual salary of $12,846. A copy of the position description is on file in the Library Office for review.

Library staff interested in applying for this full-time vacancy should contact Ruth Hurst by 5:00 p.m. Wednesday, September 10th.

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

TIMECARD DEADLINE

All Classified, Unclassified and student timecards will be due in the Library Office by Wednesday, Aug. 16, 1987, 9:00 a.m.

CIVIL SERVICE TESTING CALENDAR

Attached to this issue of FYI is a copy of the State Civil Service Examinations schedule listing exams offered during the month of September on the Lawrence campus. Library student assistants interested in permanent State Civil Service employment within the Libraries or elsewhere in the University or State must take a civil service exam for the classification in which they are interested. During September the following examinations will be offered: Keyboard Operator I and II, Secretary I and II, and Office Assistant II, III, Cook I, II, and Food Service Supervisor II. Contact the Department of Personnel Services, 4-4942, or Sandy Gilliland/Ruth Hurst, 4-3601, if you have any questions.

COURIER SCHEDULE

Due to the Labor Day Holiday, the Regents' schools courier will make deliveries and pick-ups on Tuesday, Sept. 8th instead of Monday, Sept. 7th. Also, as a reminder, the ACCK (Assoc. of Central Colleges of Kansas) Colleges are also serviced via this courier. They are: Bethany College, Bethel College, Hutchinson Public Library, Kansas Wesleyan, Marymount College, Sterling College,
and Tabor College.

NSL GROUNDBREAKING AND RECEPTION

All Library staff are invited to attend the Groundbreaking for the New Science Library at the rear of Hoch Auditorium at 1:45 p.m. on Friday, Sept. 11th. A reception will follow in the conference rooms A and B, 5th floor Watson. See the attached invitation and please come!

SC-NSL

FICHE CATALOG CLASS

There will be a class on Tues., Sept. 15, at 9:30 a.m. in the Cataloging Dept. conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Catalog Dept. (4-3038) if you or one of your students want to attend.

TO LIBRARY FACULTY

The LFA Executive Committee will hold a forum on the faculty union question before the November vote with the place and time to be announced. There will be a three member panel representing KNEA, AAUP, and No-Representation viewpoints. The purpose of the forum is as much to educate potential representatives about librarians' concerns as well as to educate ourselves about the issues. A list of our concerns and issues will be sent to each speaker before the forum. To help us compile the list please send your suggested questions to Rachel Miller, LFA Exec Secretary, by September 18, 1987.

LFA BALLOT FAILS BY 2 VOTES

The LFA ballot taken this summer concerning the Committee on Salaries and the proposed changes to the LFA Code has failed. 69 ballots were sent and 46 ballots returned. 44 ballots supported the change and 2 ballots were opposed. A 2/3's vote of the membership (46 votes in support) was required to pass this proposal.

LIBRARY GRANTS AWARDED

In recent months, the Library has received notice of two grant awards—one which continues a current project in the Kansas Collection, and another which funds new project work in Government Documents and Maps. The Kansas Collection has recently been awarded $126,451 from the U.S. Department of Education for the third year of its Wilcox Collection Cataloging Project. Beginning in January 1986, the project's first two years have received $228,287 in grant funds, with project work concentrating on the cataloging of the Wilcox Collection's serial titles. In the project's third year beginning 1/1/88, the Wilcox Collection's ephemeral files (approximately 80,000 pieces) will be processed. Funds from the Department of Education will continue the project's two catalogers, a program assistant, and two half-time graduate assistants, in addition to funding an OCLC printer, acid-free supplies for storage of the Collection, and OCLC service and card fees. Project Director is Sherry Williams; Project Leader is Becky Schulte.

As Project Director for a project entitled "Preservation of Maps from the U.S. CONGRESSIONAL SERIAL SET", Donna Koepp has been awarded $80,020 from the National Endowment for the Humanities for a two-year period beginning July 1987. The project will provide deacidification and encapsulation of 12,000 historical
and contemporary maps from the U.S. Congressional Serial Set. These maps, which portray major aspects of American cultural and intellectual history, are being targeted for preservation due to their age, fragility, and value for research. NEH monies will fund three preservation technicians, an ultrasonic welder, other deacidification and encapsulation supplies and equipment, twenty map cases, and some related conference expenses to report work of the project. Mary Hawkins

KANSAS COLLECTION EXHIBIT

The Kansas Collection has on display a new exhibit, entitled "Historic Lawrence: Lost and Found". Prepared by Nicolette Bromberg and David Benjamin, of the Kansas Collection staff, the exhibit features a number of historically significant buildings in the community, some of which have been torn down, and also addresses the current controversy concerning development versus preservation. The exhibit will be on display through October. Martha Minor

PLATINUM PHOTOGRAPHS TO BE FEATURED

A number of platinum photographs by Nicolette Bromberg will be featured in a show entitled "Non-Silver Alternatives" at the SCP Gallery in Kansas City, MO. Nicolette is one of three photographers featured in the show. The photographs will be available for viewing from September 4-27. A reception will be held Friday, September 4, from 6-8:00 p.m. The SCP Gallery is located at 3940 Walnut, and is open Saturdays from 10:00 a.m. - 4:00 p.m. and Sundays from 1-4:00 p.m. only. Martha Minor

EXHIBIT IN HONOR OF GOV. ALFRED M. LANDON

The University is honoring Governor Alfred M. Landon upon the occasion of his 100th birthday, with an exhibit entitled "Alfred M. Landon: Governor, Presidential Candidate, Elder Statesman". The exhibit will be on display in the Student Union, on the main floor, from September 4-21. An opening reception will be held in the Union on September 8 at 9:00 a.m. All staff are invited to attend. The exhibit was prepared by John Mark Lambertson, formerly of the Kansas Collection, and Jim Helyar, and was drawn primarily from Kansas Collection sources. Martha Minor

RIGHT HERE...IN RIVER CITY!

To supplement the River City Reunion of writers, films, and performing artists being held in Lawrence and on campus the week of Sept. 8th through 13th, an exhibit of books, manuscripts, photographs, and printed ephemera featuring the major guest writers will open in the Department of Special Collections on Tuesday, September 8th. A reception for library staff and participants of River City Reunion will be held from 4:30 until 5:45. The exhibit highlights the connections of writers such as Allen Ginsberg, William Burroughs, Ed Dorn, Robert Creeley, Ed Sanders, Diane DiPrima, and others to Lawrence and Kansas, and also contains materials related to the literary/political scene in Lawrence in the 1960's. It will remain on display through most of the semester, but plan to attend the opening reception if you can. Rob Melton

SANDY MASON IN ENGLAND

Sandy Mason has gone to England to bring back our John Gould drawings and take a vacation. Bill Mitchell is acting head of Special Collections while she is away. She'll be back on October 1. Alexandra Mason
LIBRARY SMOKING POLICY

Attached is a copy of the Library's Policy on Smoking. Smoking is permitted only in the areas described in the policy (smoking is no longer permitted in Watson Library's Staff Lounge). A copy of the University's Smoking Policy is included with the Library's Policy. Questions or comments about the Policy should be directed to the Library Personnel Officer or one of the deans.

Sandy Gilliland

ATTACHMENTS

Invitation to NSL Groundbreaking, Civil Service Testing Calendar, Minutes for LFA Exec. Committee meeting of 8/19/87, Minutes of Classified Conference Exec. Board meeting of 8/27/87, KANSAGRAM, State Promotion and Transfer List and Libraries list of Librarians and other Unclassified Staff.
You are most cordially invited to attend the Groundbreaking for the NEW SCIENCE LIBRARY (at the rear of Hoch) at 1:45 pm on Friday, 11th September 1987. Reception to follow in Watson Conference Room.
The TESTING CENTER announces the TESTING CALENDAR for the month of SEPTEMBER.

It is necessary to meet minimum qualifications to take civil service exams. Contact Personnel Services (864-4942) for application instructions. All exams are administered in 103 Carruth-O'Leary.

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*Written exams offered:
Office Assistant II, III
Cook I, II
Food Service Supervisor II
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 19, 1987

Present: Sandra Brandt, Nicolette Bromberg, Gordon Anderson, Rebecca Stuhr-Rommerleim, Lorraine Moore, Rachel Miller, Gene Carvalho, Jim Neeley, LeAnn Weller, Aimee Algier, Susan Hitchens

1. Discussion with the FY 87 LFA Executive Committee: The current committee and last year's met to discuss informally the LFA's history and purpose and its work in recent years. Gene Carvalho provided a brief summary of organization history. Recurring LFA issues were mentioned in the discussion, including: the LFA's autonomy and independence vis-a-vis the library administration; the LFA's tendency to focus on "administrative" matters rather than professional issues; and the lack of participation on the part of many librarians.

The two committees discussed three major items of continuing business from last year: the Peer Review Task Force, the Task Force on Staff Orientation, and the motion to expand the charge of the Salary Committee to include consideration of staff benefits. The FY 87 committee also offered the current committee some additional suggestions for work that the FY 88 committee might accomplish in the coming year: develop the LFA Handbook; establish a working file of LFA papers; address staff morale; and pursue the issue of rewards for LFA service. One final suggestion is that LFA Exec obtain for the membership, in preparation for the up-coming KU faculty ballot on collective bargaining representation, information on where the American Association of University Professors (AAUP) and the Kansas National Education Association (KNEA) stand on librarians' issues.

2. Call for Volunteers to serve on LFA Committees and Task Force on Staff Orientation: The form has been distributed and replies are being received. The response deadline is August 24.

3. Next Meeting: The committee will meet August 26 at 1:00 p.m. to appoint members to the LFA committees and to prepare charges to guide the committees' work during the coming year.

Submitted by Rachel Miller
Classified Conference Executive Board
Minutes of the August 27, 1987 meeting

Absent: Cynthia Shively

The first order of business was the discussion of the food and drink issue with Dean Ranz. He explained his ideas on the situation and the Exec Board members responded. Several ideas were talked about. A part of the discussion was spent on smoking in the staff lounge and the student lounge.

Diana next explained what the personnel committee had done with the two projects they were working on. A letter from Clint Howard, concerning the LAII in Serials that she received in response to our letter was discussed. No further action was deemed necessary. A chart had been compiled by Sandy Gilliland showing the number of classified positions for each job classification since 1978. The Exec Board felt a chart like this could help to show whether a significant amount of classified staff positions have been lost in the library system. No further action was deemed necessary in this case also.

A general meeting has been set for Tuesday September 29, 1987 at 10 a.m. Several items from the agenda include the food and drink situation, smoking policy, and committee reports. There is the possibility that we will have one or two guest speakers. The meeting was closed.

Submitted by,

[Signature]

Lars Leon, Secretary
HEALTH BENEFIT SURVEY RESULTS

Health care costs incurred under the state employee’s health insurance programs have risen rapidly, indeed at twice the rate of national trends. The Health Care Commission asked the Department of Administration to conduct a survey of state employees and retirees in order to determine their opinions about the choices being faced by the Health Care Commission in their negotiations with the health insurance providers.

The Department of Administration conducted the survey by telephone and by printing it in the Kansagram.

For the telephone survey, a sample of 504 individuals --- 424 employees and 80 retirees --- were randomly selected. These individuals were called during the week of August 3 through 7. Fifty five percent of those persons contacted completed the telephone survey. The remaining forty five percent were on annual or sick leave, were not at the phone number listed for them or not willing to participate in the survey.

On July 31, 1987, copies of the Kansagram were distributed to approximately 33,000 state employees with their paychecks. Employees were invited to return the completed surveys to the Division of Personnel Services. As of August 10, 1987, 1,670 Kansagram surveys were received.

Analysis of the data show respondents:

- to the telephone survey want to maintain the current level of benefits while respondents to the Kansagram survey would prefer a salary increase or would prefer to pay more for health insurance;

- agree that the State should provide programs which would help to reduce health care costs;

- would be willing to participate in these programs; and

- would be willing to use exercise facilities if they were provided, with older respondents showing slightly less interest.

The results of both the telephone survey and the returned Kansagrams are shown on the following page. The numbers shown indicate the percentage of respondents who preferred that choice.

CHECK YOUR EARNINGS

It is a good idea for State employees to check their Social Security earnings records at least every three years. You may do so free, by calling any Social Security Office.

It is important that people who change jobs frequently or those who work at more than one job keep track of the earnings reported to Social Security by their employers. They run a risk of having money deposited in the wrong account which could eventually benefit someone else. However, verification should not be limited to high risk cases; all employees should verify their records periodically.
1. If the State had an average of $1,000 available for salary and benefit increases for each employee in the upcoming year, would you prefer:
   a) that the amount of salary increase be reduced in order to maintain health benefits at the current levels, or
   b) that the entire $1,000 be committed to a salary increase with the likely result that health benefits would be reduced or that you would be required to pay for a larger portion of your health benefits.

2. If you chose the $1,000 salary increase (in other words, checked option #1b above), would you prefer:
   a) a health plan which reduced benefits but provided these benefits at no cost to the employee, or
   b) a health plan which maintained benefits but required the employee to pay for a portion of the health insurance program (currently coverage is provided at no cost to the single employee).

3. Health care costs continue to rise. If faced with a choice, would you prefer:
   a) paying more each time you are admitted to the hospital, or
   b) paying more per year for doctor's office visits and prescription drugs.

4. Do you think that employees who smoke should be charged more per month for their health insurance?
   a) Yes
   b) No

5. Do you think the State should provide programs designed to reduce health costs, such as health screening and classes on how to lose weight, control stress, and stop smoking?
   a) Yes
   b) No

6. Would you be willing to participate in health screening or other kinds of health improvement classes?
   a) Yes
   b) No

7. Do you think the State should make exercise facilities available to State employees?
   a) Yes
   b) No

8. Would you use these facilities if they were available?
   a) Yes
   b) No
THE KANSAGRAM

In case you hadn't noticed, recent Kansagrams have had a new look. The Division of Personnel Services (DPS) is now publishing the Kansagram for the Department of Administration. The Kansagram layout is now being done in DPS with the Apple Macintosh desktop publishing system.

We encourage all State employees to submit articles or suggestions for articles to the Kansagram. Our goal is to create an employee newsletter which provides important, useful information in an enjoyable format. Please submit articles by the 10th of each month for possible inclusion in subsequent issues. We will try to include bylines for articles, but DPS reserves the right to select and edit articles.

Submit articles, comments, and suggestions to:

Kansagram
Division of Personnel Services
Landon State Office Building
Room 951-South
Topeka, Kansas 66612

THE KANSAS DISABILITY TASK FORCE ON HEALTH PROMOTION

The Kansas Disability Task Force on Health Promotion was established in the Fall of 1986. Their mission is to promote among individuals with disabilities the development of more healthy lifestyles through health promotion and wellness activities. Several State agencies that assist individuals with disabilities are represented on this task force.

The task force members assist in writing a quarterly newsletter that provides resources, health and safety information for individuals with physical disabilities. This newsletter is titled Healthy News.

If you or someone you know has a physical disability or chronic disease that limits your lifestyle, you can receive Healthy News free. It is also available on cassette tape.

If you would like additional information about the Kansas Disability Task Force on Health Promotion, contact Jenny Ranson, Kansas Department of Health and Environment, Room 1051, Landon State Office Building, 900 S.W. Jackson, Topeka, Kansas 66612, at (913) 296-1227, or Robin O'Dell, Kansas Department of Social and Rehabilitation Services, Biddle Building, 2700 W. 6th Street, Topeka, Kansas 66606, at (913) 296-3911.

KANSANS RECEIVE AWARDS

National History Day, sponsored in Kansas by the Kansas State Historical Society, is a contest that encourages students in grades 6-12 to undertake primary research on a topic related to an annual theme and to present the results of their research in a variety of formats. Students must win their district and state contests to be eligible to enter the national contest. More than 1,750 students from 44 states and the District of Columbia competed at the national level in 1987.

Kansas students won 4 of 42 major prizes at National History Day held at the University of Maryland, College Park, on June 11, 1987. Whitney Baker, Dawn Blue, Suzanne Bell, and Alex Hill, from Wilbur Junior High School, Wichita, placed first in senior group project with their exhibit on "Belligerent Endurance: The 1937 Flint Sitdown Strike." Their teacher is Barbara Hubert. Francine Graves received a second place medal for her junior historical paper "Little Rock: Rights Denied and a Question of Responsibility." Francine attends Wilbur Junior High School and her teacher is Christine Terrill. Julie Baker, Wilbur Junior High School, placed second in junior individual project with her entry "Miners' Rights—Owners' Responsibilities: The Clash in Copper County." Her instructor is Christine Terrill. Another group from Wilbur Junior High School composed of Sarah Deer, Chris Doyle, Allison Bradshaw, and Robert Wacker, was awarded second place in junior group project for their entry "Bonus Army of 1932—Abused Rights or Neglected Responsibilities." Their teacher is Barbara Hubert. A junior group performance by Carly Evans and Katy Lonergan, Jefferson Elementary, Iola, was named "An Outstanding Entry from Kansas" and their teacher is Sheryll Harper. Their entry was titled "Women's Rights, Then...and Now." This entry plus four others made the runoffs in their respective categories.

The 1988 theme for History Day competition is "Frontiers in History: People, Places, Ideas." Contest guides and additional information are available from the Kansas State Historical Society, Manuscripts Department.
KANSAGRAM 4

SEPTEMBER IN KANSAS

3-5  CALDWELL:  Sumner County Fair (316) 845-2795
3-6  PITTSBURG:  Little Balkans Days (316) 231-2205
4-5  JUNCTION CITY:  4th Annual Family Fun Festival (913) 238-2885
5-6  OAKLEY:  Fourth Annual Stampede Rodeo (913) 672-3079
5-7  MARION:  9th Annual Art in the Park (316) 382-3425
5-6  ARKANSAS CITY:  Third Annual Twin Rivers Canoe Race (316) 442-7723
5-6  TROY:  Annual Flea Market (913) 985-2435
5-6  WHITE CLOUD:  Annual Flea Market (913) 595-3331
5-7  HOISINGTON:  91ST Annual Labor Day Celebration & Parade (316) 653-4311
5-7  TOPEKA:  Railroad Days, Forbes Field (913) 234-2644
5-7  TOPEKA:  Kansas Expocentre Beef Expo (913) 235-1986
6  RUSSELL SPRINGS:  Old Settler's Day/State Cow Chip Throwing Contest (913) 754-4495
6  RUSSELL:  2nd Annual Air Show (913) 483-3401
7  FLORENCE:  Labor Day Celebration (316) 878-4474
7  HANOVER:  Pony Express Festival (913) 337-0264
11-13  WICHITA:  Mexican Independence Day Celebration (316) 681-2731
11-13  BELoit:  Chautauqua '87 (913) 738-3586
11-20  HUTCHINSON:  Kansas State Fair (316) 662-6611
12  LAWRENCE:  Parks & Rec Arts & Crafts Fair (913) 841-7777
12  GREAT BEND:  Rainbow's End Arts & Crafts Festival (316) 792-2401
12  CONCORDIA:  5th Annual Fall Fest '87 (913) 243-4250
12  HERRINGTON:  Arts & Crafts Fair (913) 258-2115
12  HIGHLAND:  Pioneer Days (913) 442-3304
12  MCPHERSON:  Art In The Park & Street Fair (913) 241-3303
12  LENEXA:  4th Annual Spinach Festival (913) 492-8800
12-13  SMITH CENTER:  Old Settlers Days (913) 282-3395
12-13  WICHITA:  Wichita Arts Festival (316) 263-7001
12-20  LEAVENWORTH:  Buffalo Bill Days (913) 682-4112
12-20  SALINA:  Sports Car Club of America National Championships (913) 238-8321
13  JUNCTION CITY:  Art in the Park (913) 238-8321
13  KANSAS CITY:  St. Thomas Ice Cream Social & Fiesta (913) 342-2838
13  KANSAS CITY:  Leavenworth Road Autumn Gold Parade & Festival (316) 78-3988
13  ARKANSAS CITY:  Cherokee Strip Run Bar-B-Que & Pioneer Festival (316) 442-6750
17  FORT RILEY:  Pageant of the Flags (913) 239-3032
18-20  TOPEKA:  Worldwide Antiques Show, Kansas Expocentre (913) 235-1986
19-20  HILLSBORO:  Hillsboro Arts & Crafts Fair (316) 947-3506
19-20  SHAWNEE:  Old Shawnee Town Arts & Crafts Fair (913) 268-6663
19  LOGAN:  14th Annual Hansen Arts and Crafts Fair (913) 689-4846
19-20  WELLSVILLE:  Wellsville Days (913) 883-4255
19-20  WHITE CLOUD:  Annual Baxoje Pow Wow (913) 595-3367
19-20  TOPEKA:  Cider Days Fall Festival (913) 272-9290
19-20  TOPEKA:  Superbatics '87 Air Show, Forbes Field (913) 862-9649
20  HAYS:  Old Fort Hays Days (913) 625-6812
26  COURTLAND-SCANDIA:  North Central Kansas Corn Husking Contest (913) 374-4384
26  BELLE PLAINE:  Autumnfest (316) 488-2604
26  LAWRENCE:  Seventh Annual Fall Classic (913) 842-4536
26  OVERLAND PARK:  Overland Park Arts & Crafts Fair (913) 341-2823
26  MARION:  Old Settlers’ Day (316) 382-3425
26  PRATT:  Alingh's 9th Annual September Craft Show (316) 672-3305
26  CLAY CENTER:  Piotique (Pioneer-Antique) Festival (913) 632-5674
26  SMITH CENTER:  Annual Whimsyiddle Art & Craft Show (316) 872-7040
26  KINGMAN:  Arts & Crafts Fair (316) 532-3694
26-27  KANSAS CITY:  Applefest, Griner House (913) 299-0373
26-27  ARKANSAS CITY:  12 Annual Last Run Custom Car Show (316) 442-5443
26-27  STOCKTON:  10th Annual Antique Machinery, Threshing Bee and Craft Show (913) 425-6278
26-27  OBERLIN:  Mini-Sappa Jubilee (913) 475-3441

STATE GIVEN AWARD

At the annual meeting of the National Association for State Information Systems (NASIS) held August 3-7, the State of Kansas received an award for the creation in 1984 of the new Division of Information Systems and Communications (DISC). Other states are now following Kansas’ lead in combining data processing and telecommunications functions in one organization.

Several factors appear to be driving this kind of organizational change in state governments:

1) Data processing and communications share a common basis in electronics and digital theory;

2) Data processing is rapidly becoming a communications intensive information system (CIIS); and

3) Divestiture of AT & T and the Bell System has created the need for all decentralized and large organizations to manage their own voice and data networks.

This mirroring of technology in organizational structure may occur in other agencies as Kansas continues to incorporate Information Age technologies into state government 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, September 4, 1987

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-27</td>
<td>Personnel Management Specialist III</td>
<td>Gloria McLean (913) 296-4495</td>
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<td>Kansas State Penitentiary</td>
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<td>R-12</td>
<td>Licensed Mental Health Technician II (3 Positions)</td>
<td>Thomas Kuhn (913) 877-3301</td>
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<td>Norton State Hospital</td>
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<td>R-23</td>
<td>Administrative Officer II</td>
<td>Gerald Schoenecker (913) 296-2970</td>
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<td>Dept. of Social and Rehabilitation Services</td>
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<td>Division of Income Maintenance</td>
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<td>R-12</td>
<td>Agricultural Laboratory Technician I</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>Board of Agriculture</td>
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<td>R-15</td>
<td>Bookkeeper</td>
<td>Jackson Armbrister (913) 232-9200</td>
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<td>Kansas Highway Patrol</td>
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<td>R-26</td>
<td>Emergency Preparedness Planner II</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
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<td>Bonita Pardue (913) 233-7560 (Ext. 123)</td>
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<td>Adjutant General's Department</td>
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<tr>
<td>R-16</td>
<td>Facilities Maintenance Specialist II (Statewide Travel Required)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
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<td>Adjutant General's Department</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Donna Krier (913) 296-3077</td>
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<td>Department of Revenue</td>
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<td>R-23</td>
<td>Revenue Analyst II</td>
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<td>R-13</td>
<td>Office Assistant III</td>
<td>Regina Klein (913) 296-3372</td>
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<td>Department of Administration</td>
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<td>Pooled Money Investment Board</td>
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TOPEKA (cont.)

R-25  Programmer III
R-27  Programmer IV

R-27  Technical Support Programmer II

WICHITA

R-25  Ecological Specialist
R-15  Photographer I

WINFIELD

R-31  Active Treatment Program Director
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-23  Registered Nurse III (3-11 and 11-7 Shifts)
R-21  Speech Pathologist I
R-23  Speech Pathologist II

Bob Grochowsky (913) 296-3343
Department of Administration
Div. of Information Systems and Communication

Jack Savely (913) 296-3343
Department of Administration
Div. of Information Systems and Communication

Ginny McCord (913) 296-4171
Board of Agriculture

Frankie Brown (316) 689-3065
The Wichita State University

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
In accordance with State law and University policies on smoking, the University Libraries will restrict smoking in all areas as defined in the University's Smoking Statement (attached): elevators, restrooms, hallways, stairwells, copy rooms, and employee lounges.

Designated smoking areas have been established in the following locations:

- Watson Library Public Lounge, Level 1
- Spencer Research Library Lobbies 201 and 301

Persons occupying private offices with floor to ceiling walls, closeable doors and adequate ventilation may designate their area as a "smoking" or "non-smoking" area. Smoking may also be permitted in enclosed work areas provided that all occupants agree to permit smoking, and provided there is adequate ventilation, closeable doors, and floor to ceiling walls. Smoking is permitted in private research studies in Watson Library and in Spencer Library, although the desires of non-smokers will prevail in studies having shared occupancy. Seminar rooms in Spencer Library may be considered as "smoking" areas while in use for non-classroom functions if all persons present agree and the head of the department in which the seminar room is located agrees.

All other areas within the University Libraries are "Non-Smoking".

Library staff who have questions about these policies should contact the Library Personnel Officer or one of the Library deans.
SMOKING STATEMENT

INTENT
To provide a safer and healthier environment for all staff members, students and visitors on the Lawrence campus by placing limitations on smoking.

RATIONALE
The University of Kansas has an interest in fostering an awareness of health and safety. Many individuals report discomfort when exposed to second hand smoke. By acknowledging that smoking is a controllable environmental and health hazard, and by adopting a policy that will restrict smoking, the University demonstrates its support for a commitment to promoting a healthy work environment.

POLICY

AREAS OF GENERAL ACCESS

Smoking is prohibited in the following general access areas:

- a) In confined areas such as cashier waiting lines, elevators, restrooms, locker rooms, hallways, stairwells, copy rooms and employee lounges.
- b) In classrooms, auditoriums, libraries, and teaching laboratories.
- c) In cafeterias and dining rooms, except in designated areas.
- d) In supply areas and central locations for records or files.
- e) Where combustible fumes can collect, such as in garage and storage areas using chemicals or solvents, and all other designated areas where an occupational safety, fire, or health hazard may exist.

Smoking is permitted only in those lobbies (or areas serving this function) that are (1) adequately partitioned off from adjoining offices or facilities so that smoke from the lobby cannot drift into an adjoining confined area and (2) large enough for nonsmokers to sit/stand at a comfortable distance from smokers. Supervisors of the area where the lobby is located can request Facilities Operations to place a "smoking permitted" sign in the lobby area.

Smoking is prohibited in lobbies (or areas serving this function) that are not partitioned off from adjoining officer or facilities, and in small, confined lobbies that provide the only waiting area for adjoining offices and facilities.

WORK AREAS

Enclosed work areas or conference rooms where space is shared by two or more people, will be designated as non-smoking. However, if such areas have floor to ceiling walls, closeable doors, adequate ventilation, and are rarely visited by others, and if all occupants agree, then smoking may be permitted. Private offices with floor to ceiling walls, closeable doors and adequate ventilation may be designated a "smoking" or "nonsmoking" area by the occupant. When smoking is permitted in a work area, smokers should refrain from smoking when non-smokers are present.

RESPONSIBILITY

All members of the University Community share in the responsibility of adhering to and enforcing this policy, and have the responsibility for bringing it to the attention of visitors. All entries to buildings will be clearly marked "No Smoking" or "No smoking except in designated areas", or in the alternative, the applicable international sign will be used. Any complaints should be brought to the attention of the appropriate University authorities. If conflicts or problems should arise, environmental, safety and health considerations will prevail.

7/1/87
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<tr>
<th>Librarian I (17)</th>
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<tr>
<td>Algier, Aimee</td>
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<td>Clint Howard</td>
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<td>Wilson, Margaret</td>
<td>Jim Ranz</td>
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*Grant or other non-library funding

As of 8/26/87
**PERSONNEL**

Malgorzata Stamm has been hired as a Library Assistant I in the Authorities Unit effective September 18th. Malgorzata is currently employed as a student assistant in the Slavic and Reference departments of the Libraries. Sandy Gilliland

**WORK STUDY VACANCY**

ILS is looking for a work study person to work 1 hour each morning opening mail and doing some filing. This would be Mondays through Fridays for a total of 5 hours. Penny Donaldson

**TIMECARD DEADLINE–FINAL REMINDER**

All Classified, Unclassified and student timecards will be due in the Library Office Wednesday, Sept. 16, 1987, 9:00 a.m. Ruth Hurst

**STUDENT ASSISTANT ORIENTATION PROGRAMS**

The Library Office has developed an orientation program for library student employees covering student employment conditions, wages, benefits, and general facts about the Library system. All student employees are required to attend one of the three programs offered on the following dates:

- Tuesday, September 22nd, 7:00 p.m.
- Thursday, September 24, 7:00 p.m.
- Monday, September 28th, 2:00 p.m.

(all programs will be held in Watson Library's Conference Rooms A & B, Level 5)

Supervisors of student assistants will receive additional information regarding the program within the next several days. Because this is a required event, all students who attend will be paid for their time. The program is scheduled to last approximately one hour and will be conducted by Ruth Hurst and Sandy Gilliland. Refreshments will be served. Ruth Hurst

**1987 W-4 REMINDER**

Any Library staff person that has not filed a 1987 W-4 or W-4A, should do so by October 1, 1987. As a reminder, IRS regulations require that if an employee does not complete a new 1987 W-4 by October 1, 1987, the number of exemptions will have to changed to Single-1, or Married-2. This change will effect the November 1 paycheck. If you have any questions, feel free to contact Ruth Hurst or Sandy Gilliland at 4-3601. Ruth Hurst

**REQUESTS FOR TRAVEL FUNDING TO BE SUBMITTED**

Requests for travel funding for the October–December 1987 quarter should be submitted to Judith Emde, secretary of the Staff Development Committee, by Friday, September 25th. Travel request forms are available from Judith Emde or Rich Ring. The Staff Development Committee would like to receive suggestions for informal discussions and/or brown-bag lunch meetings from members of the library staff. Please send your ideas to Rich Ring. Rich Ring
FYI September 10, 1987

COLLECTION DEVELOPMENT COUNCIL MEETING

The CDC Executive Committee will meet on Monday, September 14 at 1:30 in Conference Room A. The agenda will include discussion on: Budget for FY88 and beyond; a letter to the faculty on the budget and serials cancellations; long-range planning for the CDC and collection development activities, including planning and scheduling CDC meetings.

The Collection Development Council will meet on Wednesday, September 16 at 9:00 a.m. in Conference Room A. The agenda will include the following: the re-structured budget; serials cancellation project - progress report; Government Documents draft policy statement (see CD News, #32); Preservation issues report and discussion; Endowment funding campaign; and future CDC meetings. Rich Ring

GENERAL CLASSIFIED MEETING

There will be a general meeting of the Classified Conference on Tuesday, Sept. 29th, 10:00am. Agenda items include, smoking policy for the Library, food and drink, constitutional change to allow for two general meetings per year instead of 4, and Sandy to talk about her duties. All Classified staff are encouraged to attend. Ruth Hurst

TO LIBRARY FACULTY

The LFA Executive Committee will hold a forum on the faculty union question on October 27th, at 10:00am. There will be a three member panel representing KNEA, AAUP, and No-Representation viewpoints. The purpose of the forum is as much to educate potential representatives about librarians' concerns as well as to educate ourselves about the issues. A list of our concerns and issues will be sent to each speaker before the forum. To help us compile the list please send your suggested questions to Rachel Miller, LFA Exec Secretary, by September 18, 1987.

LFA Executive Committee

FICHE CATALOG CLASS

There will be a class on Tuesday, Sept. 15 at 9:30am in the Cataloging Dept. conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Catalog Dept. (4-3038) if you or one of your students want to attend.

Annie Williams

FACULTY MICROCOMPUTER WORKSHOPS ANNOUNCED

The Office of Academic Affairs and Academic Computing Services have announced four half-day microcomputer workshops for faculty (librarians). Attached to this issue of FYI IS A MEMO FROM Brower Burchill, Associate Vice Chancellor, describing the workshop content, dates, and procedures for registering. Contact Donna Garcia in the Office of Academic Affairs (4-4455) to register or if you have any questions.

Sandy Gilliland

CAMPUS MAILERS NEEDED STILL

Once again I'm asking for your extra campus mailers. Any time you have some, I'd really appreciate your sending them to me (Ruth Miller), in the Administrative Office of Watson. I do not need large ones, only the smaller, regular size.

Ruth Miller

ORIENTATION TOURS - A GREAT SUCCESS!

The Watson Library orientation tours have been a great success! Over 380 students took a general orientation tour during the first 2½ weeks of fall semester. We would like to thank all of those who gave one or more of the tours.
Since interest among students has been strong, we have decided to continue giving a couple of orientation tours a week on a trial basis. If anyone would like to participate in these, please let Saralinda Rhodes know. Saralinda Rhodes

ATTACHMENTS

Minutes of LFA Executive Committee meeting of 8/26/87, Schedule of Faculty Microcomputer Workshops, and State Promotion and Transfer list.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 26, 1987

Present: Sandra Brandt, Susan Hitchens, Rebecca Stuhr-Rommereim, Gordon Anderson, Lorraine Moore, Rachel Miller

Absent: Nicolette Bromberg

1. Committee Appointments: The questionnaire soliciting volunteers to serve on LFA committees received a good response. The LFA Executive Committee reviewed the names of the volunteers, and made decisions on appointments. Wherever possible, the committee attempted 1) to balance representation of technical and public services on each committee; 2) to balance representation by ranks; and 3) in case of doubt to prefer appointing those librarians most in need of committee experience in preparation for tenure and promotion review.

2. Results of the Ballot to Expand the Charge of the Salaries Committee to Include the Responsibility for Reviewing Staff Benefits: The ballot failed. Sixty-nine ballots were mailed out and 46 were returned. The vote was 44 in favor of the motion, 2 opposed. A two-thirds vote of the LFA membership at the time of the ballot, or 46 votes, was required to adopt this proposed amendment to the code. The Committee discussed whether it would be desirable to bring this motion to a ballot again sometime in the coming year, but did not arrive at a definite conclusion.

3. Future Meetings: The next meeting of LFA Exec was scheduled for Monday August 31st at 9 a.m. The agenda will include 1) discussion of committee charges; 2) discussion of how best to provide the membership with information on the unionization issue; 3) an update on the work of the Peer Review Task Force; and 4) if time allows, discussion of additional projects the Committee might plan to accomplish during the year.

Submitted by Rachel Miller
MEMORANDUM

TO: Members of the University Faculty

FROM: Brower Burchill, Associate Vice Chancellor

DATE: September 1, 1987

RE: Faculty Microcomputer Workshops

I am writing to let each of you know that this office, in concert with Academic Computing Services, will offer four half-day microcomputer workshops for faculty this semester on the following dates:

Thu September 24
Micro-Operating System: MS-DOS
This workshop will include a discussion of computer hardware. In addition, participants will learn housekeeping commands for disk, directory and file maintenance.

Mon October 26
Word Processing: WordPerfect
This workshop will include introductory commands for WordPerfect; entering and editing text; searching and replacing text, and special formatting features.

Fri November 13
Not an IBM?: The Macintosh
This workshop will provide users with an introductory knowledge of the Macintosh Finder System and experience with software such as MacWrite and MacDraw.

Tue December 8
Database Management: dBase III+
This workshop will give the participants an opportunity to design and perform introductory functions on a simple database. Demonstrations will also be included in this workshop.

Twelve persons can be accommodated in each workshop, which will be held from 9:00 a.m. - 12:00 Noon in the Computer Center. There will be no charge for these workshops and no supplies, other than pencil and paper, are needed.

Spaces will be reserved in order of response. To register, call Donna Garcia in the Office of Academic Affairs (4-4455). If you do register and then find you cannot attend, please let Donna know for we may have a waiting list, and we want to accommodate as many people as possible.

BRB:dlg
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, September 11, 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-11</td>
<td>Office Assistant II (Typing)</td>
<td>Linda Moore (913) 296-5700 The Kansas Lottery</td>
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<td></td>
<td>KANSAS CITY</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Linda Moore (913) 296-5700 The Kansas Lottery</td>
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<td>LANSING</td>
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<tr>
<td>R-20</td>
<td>Registered Nurse I</td>
<td>Judy Randolph (913) 727-3553 (Ext. 206) Kansas Correctional Institution at Lansing</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II</td>
<td></td>
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<tr>
<td>R-11</td>
<td>Activity Therapy Aide II</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
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<tr>
<td>R-17</td>
<td>Automotive Mechanic II</td>
<td>Richard Burd (913) 877-3301 (Ask for Correctional Facility) Norton Correction Facility</td>
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<td>TOPEKA</td>
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<tr>
<td>R-31</td>
<td>Attorney III</td>
<td>George Vega (913) 296-3471 Dept. of Social and Rehabilitation Services Mental Health and Retardation Services</td>
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<td>R-26</td>
<td>Chemist III</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
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<tr>
<td>Q-10</td>
<td>Facility Custodian (Unclassified)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192) Adjutant General's Department</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

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<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Donna Krier (913) 296-3077</td>
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<td></td>
<td>(October-April)</td>
<td>Department of Revenue</td>
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<td>WICHITA</td>
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<tr>
<td>R-21</td>
<td>Public Health Nurse II</td>
<td>Frankie Brown (316) 689-3065</td>
</tr>
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<td></td>
<td></td>
<td>The Wichita State University</td>
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<td></td>
<td>Winsfield</td>
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<tr>
<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Farrel Oard (316) 221-1200</td>
</tr>
<tr>
<td>R-21</td>
<td>Dietician II</td>
<td>Winfield State Hospital and Training Center</td>
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<td>Institutional/Vocational Educator II</td>
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<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
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<td>R-23</td>
<td>Registered Nurse III (3-11 and 11-7 Shifts)</td>
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<td>Speech Pathologist I</td>
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<td>R-23</td>
<td>Speech Pathologist II</td>
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</table>
CLASSIFIED VACANCIES

Due to the promotions of Diana Dyal and Tahirih Thompson, the Cataloging Department has announced the availability of two Office Assistant III positions in OCLC units, described as follows. **Position #280000034:** 1) Searching for cataloging records and processing books through OCLC; 2) inputting data into OCLC and/or the local online system; 3) producing cataloging records through OCLC; 4) processing specialized types of library materials or records; 5) supervising students; 6) submitting statistical reports of books processed. Supervisor: Al Mauler. **Position #280000069:** 1) Searching for cataloging records and processing books through OCLC; 2) inputting data into OCLC and/or the local online system; 3) proofing/producing automated cataloging records; 4) filing into the Libraries catalog; 5) submitting statistical reports of books processed. Supervisor: Sadie Bramble.

The State of Kansas requires the following minimum qualifications: One year of clerical work experience. Successful completion of training or coursework in general office practices may be substituted for six months of the required experience.

**Preferred Selection Criteria** (for both positions): Reading knowledge of one or more Western European languages; at least six months experience working closely with library records; accurate typing skills; demonstrated initiative; ability to work successfully with detailed and complex procedures, to organize work effectively, and to work independently; prefer person willing to work a flexible schedule; ability to work well with a large staff.

The Office Assistant III classification is funded at salary range 13 on the State civil service pay scale, at a beginning annual salary of $14,028. Effective December 18, 1987, the beginning annual salary will be increased to $14,304.

Library staff interested in applying for these vacancies should contact Ruth Hurst in the Library Office by 5:00 p.m. Wednesday, September 23rd. Copies of the position descriptions are on file in the Library Office for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

Sandy Gilliland

PERSONNEL

Diana Dyal and Tahirih Thompson will promote to Library Assistant I positions within the Cataloging Department effective September 18th. Both Diana and Tahirih are currently Office Assistants III in Cataloging. Sandy Gilliland

BCR WORKSHOPS TO BE HELD IN WATSON LIBRARY

The Biographical Center for Research (BCR) offers a variety of workshops, seminars and programs of interest to library staff throughout the region. Four workshops have been scheduled to be held in Watson Library this fall. The dates and titles of these workshops are:

"Use of the M300 Workstation as a Microcomputer", September 29 & 30
"Introduction to PC-MS DOS, What Every Microcomputer User Should Know", October 1
"Introduction to Supercalc 4", October 2
"Decision Points for OCLC Services: Options and Alternatives", Nov. 18
All workshops will be held from 9:00 a.m. - 4:00 p.m.

Because BCR is conducting the workshops in our Library, one free registration is provided. Registration fees for additional staff interested in attending the workshops are: $105 for the M300 workshop; $55 for the PC-MS DOS workshop; $55 for the Supercalc workshop; and $50 for the OCLC workshop. Library staff interested in attending one or more of these workshops should contact Sandy Gilliland, Mary Hawkins, or Clint Howard by Sept. 23rd. Additional information about these workshops and others offered in the region is available from Sandy Gilliland.

Sandy Gilliland

GENERAL CLASSIFIED MEETING REMINDER

There will be a general meeting of the Classified Conference on Tuesday, Sept. 29th, 10:00 a.m. in Conference Rooms A & B. Please refer to last week FYI for agenda items. All Classified staff are encouraged to attend.

Ruth Hurst

STUDENT ASSISTANT ORIENTATION PROGRAMS

As was reported in last week's FYI, the Library Office has developed an orientation program for library student employees covering various aspects of student employment. All students and supervisors should have received a letter with additional information on these orientation sessions. All students are required to attend. Supervisors may attend if they want. The three programs are offered on the following dates:

- Tuesday, September 22nd, 7:00 p.m.
- Thursday, September 24th, 7:00 p.m.
- Monday, September 28th, 2:00 p.m.

All programs will be held in Watson Library's Conference Rooms A & B, Level 5.

Ruth Hurst

ASSOCIATED AUDIO ARCHIVES COMMITTEE MEETING IN LAWRENCE

Principal investigators from the Associated Audio Archives Committee of the Association of Recorded Sound Collections are meeting in Lawrence at the Adams Alumni Center this week, September 14 through 17. As one of the principal investigators, Ellen Johnson is hosting the meetings as KU's representative. This is the last of a series of one-week research sessions which began December 31, 1985. A research grant of $48,298 from the National Endowment for the Humanities funded this planning study in audio preservation. The Committee is studying existing practice and literature on sound recordings preservation, conservation, and restoration. It has compiled a bibliography and a glossary of essential elements in audio preservation and is developing preservation standards and priorities for selection of media, methodology, technical and substantive needs, and staff training. The Committee's other principal investigators include Gerald Gibson, Library of Congress; Barbara Sawka, Stanford University; Don McCormick, New York Public Library; Bill Storm, Syracuse University; Richard Warren, Yale University; Morgan Cundiff, University of Maryland; C. F. Weber, Treasurer; Elwood McKee, Executive Director; and George Brock-Nanstock, Finland.

Susan Hitchens

ORIENTATION PACKETS FOR NEW LIBRARIANS

Any departments having written documents such as organization charts, procedures, or maps which might be useful to new librarians are invited to present copies to the Task Force on Staff Orientation (c/o Barb Gaeddert). We're developing orientation packets. (We have the Reference Dept. handouts and are mainly concerned with branches and Watson Depts. other than Reference).

Barb Gaeddert

STAFF ROOM REFRIGERATOR UNLOCKED

A reminder to all staff who use the staff room refrigerator, to please be sure to lock it after removing your food. It has been noticed that the lock has been off
FYI September 17, 1987

during the day for the past couple of months. Mary Miller

ATTACHMENT
State Promotion and Transfer list.

PROMOTION AND TRANSFER LIST

<table>
<thead>
<tr>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td><strong>ARKANSAS CITY</strong></td>
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<tr>
<td>Veterans Service Representative I</td>
<td>Stan Teasley (913) 296-3976</td>
</tr>
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<td></td>
<td>Kansas Commission on Veterans Affairs</td>
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<tr>
<td><strong>LAWRENCE</strong></td>
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<tr>
<td>Accountant II</td>
<td>Lynn George (913) 864-4942</td>
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<td></td>
<td>University of Kansas</td>
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<tr>
<td><strong>NORTON</strong></td>
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<tr>
<td>Maintenance Electrician</td>
<td>Norton State Hospital (913) 877-3301</td>
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<tr>
<td>Maintenance Painter Supervisor</td>
<td>Norton State Hospital</td>
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<tr>
<td>Psychiatric Aide (Several Positions)</td>
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<tr>
<td><strong>SALINA</strong></td>
<td></td>
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<tr>
<td>Secretary I (Steno)</td>
<td>Michael Renk (913) 825-0275 (Ext. 429)</td>
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<td></td>
<td>Kansas Technical Institute</td>
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<td><strong>TOPEKA</strong></td>
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<tr>
<td>Attorney III</td>
<td>George Vega (913) 296-3471</td>
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<td>Dept. of Social and Rehabilitation Services</td>
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<td>Mental Health and Retardation Services</td>
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<tr>
<td>Keyboard Operator III</td>
<td>Kay Ellis (913) 296-3906</td>
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<td>Department of Education</td>
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<tr>
<td>Secretary I</td>
<td>Gloria McLean (913) 296-4495</td>
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<td>Department of Corrections</td>
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<tr>
<td>Social Service Administrator I</td>
<td>Steve Schiffelbein (913) 296-3911</td>
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<td></td>
<td>Dept. of Social and Rehabilitation Services</td>
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</table>

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, September 18, 1987.

EQUAL OPPORTUNITY EMPLOYER (CONTINUED ON BACK)
WINFIELD

R-31  Active Treatment Program Director
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-23  Registered Nurse III (3-11 and 11-7 Shifts)
R-21  Speech Pathologist I
R-23  Speech Pathologist II

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
OCTOBER 1st PAYCHECKS

October 1st paychecks will be available in the Library Office after 10:00 a.m. Thursday, October 1, 1987. Ruth Hurst

GENERAL CLASSIFIED MEETING REMINDER

There will be a general meeting of the Classified Conference on Tuesday, September 29th, at 10:00 a.m. in Conference Rooms A & B, Level 5 Watson. All classified staff are encouraged to attend. Ruth Hurst

NAME CHANGE

Effective immediately, Jennifer Wallace is now Jennifer Coker. Jennifer is the Marking Supervisor in the Cataloging Department. Sandy Gilliland

ASPIRING AND POTENTIAL LIBRARIANS

The Emporia State University Comptroller's Office has recently ruled (with a small amount of prodding) to allow any .4 to 1.0 FTE of ANY regents institution to enroll in up to six hours of on-campus ESU classes at STAFF FEE RATES. This drastically reduces the price of enrollment for KU staff! When enrolling, one must bring a letter verifying employment. For inquiries regarding this new policy please contact John Blaufuss, Comptroller's Office, Emporia State University, 1200 Commercial, Emporia, KS 66801 Rhonda Neugebauer

DRAFT OF POLICY ON RESPONSE TO CHEMICAL RELEASES

Attached is a draft of the Lawrence Campus Policy on Response to Chemical Releases that will be considered at the next meeting of the Institutional Biohazards Committee, according to Carl Burkhead, Chair of the Committee. Since the policy will affect many departments, input on the proposed reporting procedures is being solicited. Suggestions should be directed to Carl Burkhead, Civil Engineering, 2006 Learned, before October 1. Mary Hawkins

NEXT EDITION (LAST EDITION?) OF THE MICROFICHE CATALOG

Despite some recent discussions about the alternate dates for receipt of the next Microfiche Catalog edition, Anacomp's next production of the fiche should permit distribution to library departments on (or about) October 8, as originally planned. Installation of the online catalog will occur after this date and will require an, as yet, unknown period of time. Mary Hawkins

MIDWEST ARCHIVES CONFERENCE, OCTOBER 15-17

The Midwest Archives Conference will hold its fall meeting ("Documenting the Twentieth Century") October 15-17 in Columbia, Missouri. Becky Schulte will chair one session entitled "Collecting, Documenting, and Preserving Contemporary Culture". Donna Koepp will be one of the speakers in another session entitled "Preservation of Twentieth-Century Materials: Problems and Solutions". MAC's Program Committee is chaired by Sherry Williams, who is also an ex officio member of the Local Arrangements Committee. Mary Hawkins

(continued)
FYI
9/24/87

FICHE CATALOG CLASS

There will be a class on Tuesday, October 6 at 1:30 p.m. in the Cataloging Department conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Catalog Department (4-3038) if you or one of your students want to attend.

ATTACHMENTS

Attached to this issue of FYI are the following: Draft Policy on Chemical Releases; State Promotion and Transfer List; and minutes of the following meetings—OPAC, 8/18/87; Staff Committee—New Science Library, 8/18/87; LFA Executive Committee, 8/31/87; LFA Budget & Planning Committee, 9/4/87; Staff Development Committee, 9/9/87; Library Committee on Promotion and Tenure, 9/16/87.
Background

The Emergency Planning and Community Right-to-Know Act of 1986, a Federal act adopted by the Kansas Legislature, requires that the University inform local authorities of releases of 406 extremely hazardous substances. This new release reporting mechanism has been combined with the existing CERCLA (Superfund) spill reporting requirements. The University has many chemicals regulated by these spill reporting requirements. The minimum reportable quantity for both CERCLA and Community Right-to-Know is one pound. Therefore, a set of procedures must be determined that define what actions to follow in the event of a release.

A "release" is defined as:

"Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of any hazardous chemical, extremely hazardous substance, or CERCLA hazardous substance."

Disposing of a reportable quantity of an extremely hazardous substance, hazardous chemical, or CERCLA hazardous substance by putting it into the garbage, down the drain, or evaporating it in a hood would all be examples of a release. Breaking a bottle containing a regulated substance would also be considered a release.

For a release to be reportable under the Community-Right-to-Know Act, two criteria must be met. First, a "reportable quantity" of material must be released in a specific incident. Secondly, it must have the potential to affect someone outside the University.

If a reportable quantity of a CERCLA hazardous substance is released in a specific incident the release must be reported.
Lawrence Campus Policy on Response to Chemical Releases

Disposal of or the accidental release of many chemicals in quantities as small as one pound is now legally an incident requiring notification of local, state and federal authorities. [The background for this requirement is reviewed below.] For this reason, the following procedures as approved by the Institutional Biohazards Committee are being implemented.

If a pound or more of any chemical is released in a specific incident, please follow the steps below.

1. IMMEDIATELY contact the Research, Health & Safety staff. Notification of the Research, Health and Safety staff is not intended to delay critical emergency actions, such as summoning an ambulance.

2. Provide the following information to the extent known:
   a. Name and telephone number of person reporting release.
   b. Location of the release.
   c. Chemical name or identity of any substance involved in the release.
   d. The quantity of any substance released into the environment.
   e. The time and duration of the release.
   f. The medium or media into which the release occurred.
   g. Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
   h. Proper precautions for others to take as a result of the release, including evacuation.

3. The Research, Health & Safety staff will then determine if the release was of a regulated substance, and notify the necessary authorities. The Research, Health, and Safety staff may go to the location of the release to provide advice for cleanup. At the present time, the Research, Health & Safety staff have no spill response equipment.
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, September 25, 1987

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<td>Program Technician (50% Position)</td>
<td>Peggy Woolf (913) 367-5345 Dept. of Social and Rehabilitation Services, Hiawatha Area Office</td>
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<tr>
<td>R-11</td>
<td>Motor Carrier Inspector I (Relief - Law Enforcement)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<tr>
<td>R-27</td>
<td>Personnel Management Specialist III</td>
<td>Gloria McLean (913) 296-4495 Kansas State Penitentiary</td>
</tr>
<tr>
<td>R-13</td>
<td>Motor Carrier Inspector II (Law Enforcement - 2 Positions)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-18</td>
<td>Licensed Mental Health Technician IV</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
</tr>
<tr>
<td>R-14</td>
<td>Maintenance Carpenter</td>
<td></td>
</tr>
<tr>
<td>R-15</td>
<td>Office Specialist IV (Personnel)</td>
<td></td>
</tr>
<tr>
<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
<td></td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II</td>
<td></td>
</tr>
</tbody>
</table>

SOUTH HAVEN

| R-11         | Motor Carrier Inspector I (Intermittent - 4 Positions) (Law Enforcement) | Donna Krier (913) 296-3077 Department of Revenue |

EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA

R-11 Keyboard Operator I  
(Word Processing Experience Preferred)  
Gale Karns (913) 233-9367  
Department of Administration  
Division of Architectural Services

R-11 Office Assistant II  
Mary Parmentier (913) 232-9200  
Kansas Highway Patrol

R-11 Office Assistant II  
(Typing)  
Donna Krier (913) 296-3077  
Department of Revenue

R-23 Public Health Educator II  
JoAnn Moran (913) 296-1290  
Department of Health and Environment

R-23 Research Analyst III  
Terry Denker (913) 296-3564  
Department of Commerce

WINFIELD

R-31 Active Treatment Program Director  
Farrel Oard (316) 221-1200  
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-23 Registered Nurse III (3-11 and 11-7 Shifts)
R-21 Speech Pathologist I
R-23 Speech Pathologist II
OPAC Committee Minutes.

Present were: C. Howard, J. Neeley, K. Neeley, J. Miller, G. Susott, M. Roach, L. Moore.

Report on the Online Catalog Committee meeting of August 18

Software. John reported that programming is going well. He still expects the system to go into production October 16. Delays, if any, should be no more than one to three weeks, at most.

Installation. Gary reported that Dave Nordlund expects Watson terminals to be installed by mid-October or soon after. Watson will be installed first because of the immediate and urgent need for terminals for the Science Retrocon project, and because the equipment required for Retrocon can also serve the online catalog terminals. Other sites will be installed one at a time after Watson. Watson, therefore, will most likely be the site of the initial public test. There is no definite information at this time on how soon other sites will be installed. The Library will shortly provide Nordlund with its preferred priorities among other sites, and he will try to take these into consideration in his planning. Technical considerations, however, may prevent his accepting our recommendations unchanged. Much depends on Telecommunications, which is an imponderable at this time.

Remote access. John reported that Herb Harris of Academic Computing Services (ACS) is enthusiastically pursuing the provision of remote access to the online catalog. Five or six ports on the campus network have been reserved for dedicated access to the catalog at this time. Off-campus users with Z-100's or IBM compatibles will be able to dial into the network over phone lines while users on campus who buy access to the network can connect directly. Once in the network, users simply select a catalog port (unless all are busy) and proceed to search. There will be no cost to the Library for this service, and ACS will handle all technical assistance, will provide users (and the Libraries) with instructions, and will do considerable advertising in ACS publications. It is expected that remote access will be available on Day 1.

Site work. JN reported that all remaining telecommunications (Lawrence Campus) and electrical outlets have been requested by Nancy Jaeger. Installation dates, however, are unknown. A recommendation covering all needed terminal tables has been given to Mary Hawkins. Preliminary work on signs has begun. Electrical extension cords and remaining furniture are next. Once these basics are out of the way, the Public Services Subcommittee will deal with printed and online instructions and other training matters.

Other news

John will attend a special meeting of the Public Services Department Heads on September 30, probably held at the Computer Center, probably including a demo of the system. The meeting currently scheduled for September 2 is still scheduled for September 2, and will concern other topics.
Staff Committee--New Science Library
Minutes of the 8/12/87 Meeting
Present: S. Couch, B. Denton, J. Franklin, S. Hawkins, R. Hurst, R. Melton, J. Ranz, A. Williams, N. Burich
Absent: C. Sibley, S. Williams

Bids for construction of the NSL were opened and R.D. Anderson will be awarded the bid. Because the bid was lower than projected costs, Ranz is working with the architects to develop plans to use this "extra" money. Efforts are concentrating on developing plans for unfinished attic or basement space for additional book storage. Bids will be let 8/25 for book stacks, the raised flooring on the top two floors, map cases, and microform cabinets.

Groundbreaking will be at 2 pm on 9/15/87 (later amended to 9/11/87 at 2 pm). The Chancellor will host a luncheon before the ceremonies for legislators, guests, and the University Committee. Ranz and K. Neely will represent the Libraries. The Staff Committee decided to host a reception after the ceremonies at the Science Library (later amended to the Conference Rooms in Watson) and to celebrate with a luncheon at Costello's.

There is an informal group discussing Phase II and the possible use of Hoch. Among those attending are D. Koepp, S. Mithens, K. and J. Neely, R. Melton, and A. Williams. In addition, there is a University Committee on the Renovation of Hoch. Ranz reported that this group is asking the architects to do a feasibility study, concentrating on the placement of exits and entrances, the uniformity of floor levels between Hoch and the NSL, and the locations of stairs and lecture halls. Only after receiving this information will the University Committee issue its recommendations.

The next meeting will be at 11 am on September 22, 1987.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 31, 1987

Present: Sandra Brandt, Susan Hitchens, Rebecca Stuhr-Rommereim, Gordon Anderson, Lorraine Moore, Rachel Miller

Absent: Nicolette Bromberg

1. LFA Committees: All new members of LFA appointed committees have been notified of their appointments. LFA Exec reviewed and corrected drafts of the list of LFA Committee members and the letter to communicate the charges to each committee.

2. FY 1986/87 LFA Committee Annual Reports: Several of these have not yet been received. Sandra Brandt will be contacting last year's chairs to ask that annual reports be submitted as soon as possible.

3. Faculty Unionization: The committee decided to plan a forum on this issue, to take place in late October or early November, with speakers presenting the KNEA, AAUP and no-representation viewpoints. The purpose of the forum would be to educate ourselves about the issues, and also to educate potential representatives about the specific concerns of library faculty. Rebecca Stuhr-Rommereim volunteered to contact potential panelists. A notice in FYI will invite librarians to send us proposed questions, so that a list of librarians' issues and questions can be sent to the panelists in advance of the forum.

4. Future Meetings: Tentative times were set up for a joint meeting of the LFA Executive Committee and the Committee on Salaries, to discuss various concerns related to librarians' salaries.

Submitted by Rachel Miller

MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: September 9, 1987
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring, S. Tronier

Suzanne Tronier, Judith Emde, Saralinda Rhodes, and Lois Bauer are the new members of the committee. Rich Ring explained to the new members the formula for allocating travel funds during the fiscal year to requesting library staff members. No travel requests were received during the first quarter of FY 88 and no allocations were distributed. Since the next ALA annual convention is in July, 1989, this year's travel funding will have to be adjusted to accomodate those requests. The amount of travel funding provided by Academic Affairs for FY 88 is not yet known. An article concerning requests for travel funding during the second quarter of FY 88 will be placed in the next FYI. The deadline for submitting the requests to the committee is September 25th.

Rich Ring volunteered to be committee chair and Judith Emde will be the secretary. Saralinda Rhodes will represent the Committee on the Ad-Hoc Task Force on Staff Orientation.

A discussion followed of reintroducing the brown bag lunch meetings and presenting topics of interest to the library staff. The next meeting was set for September 29th at 1:00 in the Cataloging Conference Room to allocate funds for the second quarter and discuss possible topics for library staff meetings.

Judith Emde, Secretary
Library Committee on Promotion & Tenure

MINUTES OF MEETING  16 Sept 87

Present: S. Miller, R. Melton, N. Burich, M. Clark, S. Williams, B. Gaeddert

M. Clark began the meeting by passing out p. 95-100 from the Handbook for Faculty and Other Unclassified Staff, the University of Kansas (1986) and a copy of "Instructions of Completing Sabbatical Leave Application". Members may also want to read p. 63-64 of the Handbook.

Officers were elected: N. Burich and S. Williams, co-chairpersons; B. Gaeddert, secretary.

A preliminary calendar was set up for promotion and tenure deliberations and dates were suggested for a sabbatical review.

Proposed date for the next meeting is October 8th, 1987 at 10 AM.

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THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045-2001

Budget and Planning Committee

Sept. 4, 1987

Present: Marilyn Clark, Kendall Simmons, Lars Leon, Rick Clement, Suzanne Tronier, and Rebecca Stuhr-Rommereim

Absent: Aimee Algier

It was determined tentatively that we would hold regular meeting times on Fridays at 9:30.

Marilyn Clark was elected chair of the committee and Rebecca Stuhr-Rommereim was elected secretary.

Marilyn will get the budget schedule from the dean and find out when we will need to submit our supplementary report.

Marilyn will also set up a meeting with LFA Exec to discuss our report from FY 87 and the possibility of pursuing the proposals therein.

Respectfully submitted,

Rebecca Stuhr-Rommereim
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

TIMECARD DEADLINE

All Classified, unclassified and student timecards will be due in the Library Office by 9:00 a.m., Thursday, Oct. 15, 1987.

Ruth Hurst

HEALTH INSURANCE DILEMMA

Several communications have been published recently regarding proposed changes to the health insurance options available to staff during calendar year 1988. To date, no official information has been made available, but we understand that substantial changes will occur. The October issue of Kans-a-gram will contain information about the changes. We will try to keep Library staff informed of health insurance changes as additional information is made available. The open enrollment period for health insurance is scheduled for October 26-November 20th.

The Staff Benefits Office has offered to meet with Library Staff once the changes have been finalized, to explain the contracts and assist in completing enrollment forms. More information regarding these meetings will be available in the near future.

Sandy Gilliland

OPEN ENROLLMENT FOR OPTIONAL GROUP LIFE INSURANCE

All librarians and classified staff who are not currently enrolled in the Optional Group Life insurance program have an opportunity to elect this coverage during an open enrollment period (September 27-October 9, 1987). The Optional Group Life Insurance program offers term insurance for the duration of your University employment (or until age 84), with a minimum of $5,000 to a maximum of $100,000 coverage. Premiums are based upon your age and the amount of insurance you select and are made by payroll deduction. For example:

<table>
<thead>
<tr>
<th>Age</th>
<th>Monthly Premium per $1,000*</th>
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<tbody>
<tr>
<td>Under 30</td>
<td>$0.10</td>
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<tr>
<td>30-39</td>
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<td>40-49</td>
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<td>75-79</td>
<td>$4.80</td>
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<tr>
<td>80-84</td>
<td>$8.00</td>
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</table>

*plus a 20¢ per month administration fee

To enroll in this insurance program, complete an Optional Group Life Insurance enrollment form, available from the Library Office, and return it to the Office of Staff Benefits, Carruth-O'Leary Hall, by no later than October 9th.

During the open enrollment period, it is possible for staff currently participating in the insurance program to change their coverage. If you desire to change the amount of insurance, indicate the total amount of insurance requested on the enrollment form, and submit the form to the Staff Benefits Office. Library staff currently participating in the Optional Group Life Insurance program who do not wish to make any changes to their coverage do not need to complete any forms. Your coverage will continue as it was originally established.
FYI
October 1, 1987

Please note that to select insurance over $5,000 the brief medical history section of the enrollment form must be completed. In addition, the State of Kansas provides, at no cost to you, a disability and life insurance policy for all employees appointed at 50% or more (excluding students). This life insurance coverage is equivalent to your current annual salary. The Optional Group Life Insurance is provided to you as an opportunity to increase the State's coverage.

Open enrollments occur only during every two years; the next open enrollment will occur during September 27-October 10, 1989. Please consider this opportunity carefully and call Sandy Gilliland or the Office of Staff Benefits if you have any questions. Sandy Gilliland

LFA FORUM DATE CHANGED
The Library Faculty Forum on the Union Question has been rescheduled to October 29, Thursday at 10:00 a.m. The LFA Exec-sponsored event will be held in Watson Conference Rooms A and B. Four (4) panelists will represent KU-NEA, KU-AAUP, KU Independent Faculty and the Public Employees Relations Board. Sandra Brandt

FICHE CATALOG CLASS
There will be a class on Tuesday, October 6 at 1:30 p.m. in the Cataloging Department conference room for any staff member (unclassified, classified, student, or volunteer) who wants to know how the fiche catalog differs from the card catalog. Staff who feel they need a refresher class are always welcome. Please call Annie Williams in the Catalog Department (4-3038) if you or one of your students want to attend. Annie Williams

ATTACHMENTS
Library Faculty Assembly Executive Committee minutes of 9/9/87 meeting, UKASE Advisory Group minutes of 9/10/87 meeting, Classified Conference General Meeting minutes of 9/29/87 meeting, and State Promotion and Transfer List.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE

DATE: September 9, 1987

Present: Lorraine Moore, Susan Hitchens, Nicolette Bromberg, Gordon Anderson, Sandra Brandt, Rebecca Stuhr-Rommereim, Rachel Miller

1. Salaries Committee Update: At its first meeting the Salaries Committee decided that at this time it would be premature for them to meet with LFA Exec.

2. Peer Review Task Force Update: Sandra Brandt reported on her recent conversation with Rob Melton, chair of the Task Force. The Task Force members have completed their individual reports. Their collective conclusions and recommendations remain to be written. Because of the very short time available for LFA to consider and act on those recommendations, the deadline for the final Task Force report will remain at September 30.

3. LFA Committee Minutes: LFA Exec discussed how to interpret the code (Article 2, Section 3, Point 1) on the question of committee minutes' review by LFA Exec and publication in FYI. After some discussion the Committee decided to ask all LFA committee chairs to have minutes of their meetings sent to Rachel Miller, secretary, who will then be responsible for having them published in FYI and for submitting the necessary copies to the University Archives. This will make it easier for the Executive Committee to keep itself informed of the committees' activities, and to maintain complete LFA working files.

4. Parking Question: LFA Exec reviewed a draft of a letter to the Parking Board prepared by Rebecca Stuhr-Rommereim from a previous draft written by Marilyn Clark, regarding the parking problem faced by Watson Library staff who must work evenings and weekends. The Committee agreed to obtain more information before deciding whether the matter should be pursued by LFA.

5. Faculty Forum Update: Sandra reported that Dean Ranz is supportive of the proposed forum on faculty unionization. He suggested that we consult with Vickie Thomas, the University counsel, to avoid any possible future questions about the forum's fairness and objectivity. Sandra had also learned that Vickie Thomas is investigating the question of whether library department heads will be considered to be members of the bargaining unit. She is expected to issue her opinion on that later this week.

Rebecca Stuhr-Rommereim reported that KU-NEA and AAUP representatives have agreed to speak. She is awaiting confirmation of a speaker for the no-representation viewpoint. The Committee agreed on Conference Rooms A and B as a location for the forum. Sandra suggested the possibility of inviting a fourth panelist to present factual information on the election and the application of its results. Lorraine Moore suggested asking a member of the Kansas Public Employee Relations Board (PERB), the organization that will conduct the election. As soon as definite information is available on all four speakers they will be sent an official invitation accompanied by a list of the questions contributed by librarians. LFA Exec will also send each librarian an invitation to the forum along with an informational packet.

6. LFA General Meeting: The Committee agreed that the October general meeting called for in the code should be postponed this year until November.

7. Future LFA Exec Meetings: A brief business meeting is scheduled for Wednesday, September 23, at 1:30.

Submitted by Rachel Miller
UKASE ADVISORY GROUP: Report of Meeting Held Sept. 10, 1987

Present: Kent Miller, Kathleen Neeley, Rachel Miller, Margaret Wilson, Linda Evans, Gaele Gillespie, Luceil Hamlin, David Benjamin

Absent: Janet Revenew

Bibliographic Record Upgrade Project: Margaret Wilson reported that the project to upgrade 1xx and 7xx headings to authority file standards is on hold since it may be possible for the programmers to develop a machine-aided conversion. Paulette DiFilippo had advanced as far as the Hs and Is. Paulette is instead reviewing the converted 130s (uniform titles), to identify and correct the tag on mis-converted corporate body headings with parenthetical qualifiers.

Margaret added that the project to replace certain Ukase records with OCLC records is being reevaluated because of the unforeseen amount of time it was taking. Margaret and Kent reported on the progress of discussions within Technical Services on the future integration of serials records into the online database. There is agreement on the basic intention to put headings on serial records under authority control, but numerous problems still must be resolved. One portion of the problem is how to handle serial records for monographic series, including how to link the Ukase record to the series authority file record.

Agenda Items for Next Ukase Information Meeting: The group reviewed possible agenda items for this meeting, which will take place September 30.

Future Meetings of the Ukase Advisory Group: Our next meeting is scheduled for Thursday, October 15, at 1 p.m.

Reported by Rachel Miller
The meeting was opened by Ruth Hurst. The first order of business was a talk given by Sandy Gilliland. She explained her job duties in this informative talk by our personnel officer. The next order of business was the proposed change in our constitution. The executive board felt that four meetings a year of the general classified conference was too much. The consensus of the general meeting was that we could possibly change the constitution so that we would only meet 3 times a year. Lance Tomlin will prepare the proposed amendment and it will be published in the FYI two or three weeks before the general meeting in December. At the December meeting we will vote on whether to amend the constitution.

Ruth then summarized what Dean Ranz had said to the executive board about the food and drink problem. Basically he felt that he does not know quite what to do. He will be looking into the possibility of having the Union make more trash pick-up trips through the library. Ruth pointed out that the smoking policy has been published. If any one has any comments these should be directed to Sandy.

Committee reports followed. Lars Leon gave the report for the Budget and Planning Committee. The committee will be continuing the work started by last year's committee. Lois Bauer said the Staff Development Committee will be meeting shortly to allocate this quarter's travel funds. The Staff Development Committee has met recently for election of officers and to discuss any ideas on the orientation program for newly hired unclassified personnel. Diana Dyal gave the report for the Personnel Committee. She explained the response received from Clint Howard concerning the Serials LAII situation. Copies of this letter can be obtained from Diana or your classified representative. She mentioned that if anyone had any concerns that the Personnel Committee could look into to tell her or any of her committee members; Susan Hamilton (Exchange & Gifts), Kerry Bower and Nancy Rake (Cataloging), Penny Donaldson (ILS), Norma Bishop (Circulation).

Under new business discussion followed on the current state of affairs concerning the health insurance. As of 8:30 this morning nothing is officially known. Ruth stressed that as soon as they know anything she will let us know about it. The open enrollment for the new insurance will be in late October. Everyone will have to decide on new health insurance. Ruth will schedule open meetings for library personnel with members of Staff Benefits as soon as everything is finalized. It was stressed that everyone should come to the open meetings to find out what exactly is going on.

It was mentioned that Classified Conference Executive Board could possibly meet with LFA Executive Board at least once a year to discuss issues that affect classified and non-classified personnel. Ruth will be looking into this. There are still openings for the LA class seats on the Classified Senate. A general meeting will be held in December for the proposed amendment, elections and any other business. The meeting was closed.

Submitted by,

Lars Leon
Secretary
# PROMOTION AND TRANSFER LIST

**State of Kansas - Department of Administration**
DIVISION OF PERSONNEL SERVICES
Room 851 South, Landon State Office Building
800 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4218

September 28, 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, October 2, 1987

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<tr>
<th>SALARY RANGE</th>
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<td><strong>ATCHISON</strong></td>
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<td>R-21</td>
<td>Psychologist I</td>
<td>Jodi Erickson (913) 367-6590</td>
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<td>Youth Center at Atchison</td>
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<td><strong>KANSAS CITY</strong></td>
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<td>R-15</td>
<td>Office Assistant IV (Typing)</td>
<td>Shirley Howard (913) 384-1850</td>
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<td>Rainbow Mental Health Facility</td>
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<td>R-9</td>
<td>Psychiatric Aide (6 Positions)</td>
<td>Thomas Kuhn (913) 877-3301</td>
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<td>Norton State Hospital</td>
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<td>R-13</td>
<td>Office Assistant III (Typing)</td>
<td>Larry Childs (913) 296-4027</td>
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<td>Office Assistant IV ($1,169 Per Month) (Management Trainee - Unclassified)</td>
<td>Lisa Fleetwood (913) 296-2236</td>
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<td>Secretary of State</td>
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<td>R-21/23</td>
<td>Registered Nurse II/III (Position Commensurate with Applicant's Qualifications)</td>
<td>Don Pesmark (913) 296-4321</td>
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<td>Topeka State Hospital</td>
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<td><strong>WINFIELD</strong></td>
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<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Farrel Oard (316) 221-1200</td>
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<td>R-21</td>
<td>Dietitian II</td>
<td>Winfield State Hospital and Training Center</td>
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<td>Institutional/Vocational Educator II</td>
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**EQUAL OPPORTUNITY EMPLOYER**

(CONTINUED ON BACK)
TIMECARD DEADLINE REMINDER

All Classified, Unclassified and student timecards will be due in the Library Office by 9:00 a.m., Thursday, Oct. 15, 1987. Ruth Hurst

LIFE INSURANCE OPEN ENROLLMENT REMINDER

As a reminder, anyone wishing to make changes to their Optional Group Life Insurance program, or staff wishing to enroll in this insurance program must do so during the open enrollment period which ends October 9th. For additional information, consult the October 1st issue of FYI, THE Staff Benefits Office, 4-4418, or Sandy Gilliland, 4-3601. Sandy Gilliland

OPEN MEETING ON CHANGES IN THE T.E.A. LIFE INSURANCE PROGRAM

Representatives from the Equitable Life Assurance Society will present changes in the Teachers and Employees Association (TEA) insurance program at 2:00 p.m. on Tuesday, October 13th, in the Daisy Hill Room of the Burge Union. Millie Smith, Director of Staff Benefits, has announced that the premiums for this insurance have been reduced and coverage has been increased. All librarians and classified staff are eligible to elect this optional life insurance, if desired. For additional information, contact Sandy Gilliland, 4-3601, or Vera Bylaska, Comptroller's Office, 4-3322. Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR

A calendar of Civil Service examinations offered during the month of October is attached to this issue of FYI. Library student staff who are interested in pursuing permanent employment opportunities in State Civil Service positions should contact Sandy Gilliland or Ruth Hurst in the Library Office (4-3601), or a personnel officer in the Department of Personnel Services, 103 Carruth-O'Leary Hall (4-4942). Examinations listed on the calendar are offered by the Department of Personnel Services. An application for examination must be completed prior to examination. Sandy Gilliland

FACULTY UNION ELECTION MATERIALS CENTER

A collection of materials related to the November faculty union election has been established in the Reference Department upon the request of University officials. The materials were selected by these officials who have also invited KU-AAUP, KU-NEA and KU Independent Faculty to place materials there. The collection is maintained by Reference Department staff. Jim Neeley

ALA SPEAKER TO BE HERE

Judy Krug, ALA headquarters staff, will speak in the Union Ball Room at a noon luncheon on 12 October on the topics of censorship, banned books, and related matters. This address is a part of the Annual Conference on Composition and Literature, sponsored by the KU English Department. Library staff interested in attending may obtain a ticket for both the lecture and lunch for $10 from Professor Chester Sullivan, English Department, (4-3696). Jim Ranz
OCCUPERTUNITY TO BUY EXPENSIVE MUSIC/SCORES/RECORDINGS AT BELOW COST:

A second-hand music books/scores/recordings sale to earn money for the purchase of a Compact Disc Player(s) will be held on Wednesday, October 14, 10:00 a.m. to 4:00 p.m. in the main hallway outside the Music Library on the fourth floor of Murphy Hall. A great variety of music has been donated for this purpose. Come one, come all!

Ellen Johnson

FREE BOXES

The Art & Architecture Library has been given more than 800 empty boxes. The boxes measure 15 3/4" L x 12 3/4" W x 4" D. They have a top and bottom piece and were originally purchased to house mounted photographs. We believe they were bought in the early '60's and can find no evidence that they are acid-free. They are strong boxes and may be appropriate for storage of files, photographs, journals or anything requiring a strong, durable box.

If your library unit can use some or if you'd like to see a sample, please contact Susan Craig. We'd like to get them cleared by October 30.

Susan Craig

ATTACHMENTS

List of LFA Elected Committees for FY87/88, Civil Service Testing Calendar, and the State Promotion and Transfer List.
LFA COMMITTEES, FY 87/88

ELECTED COMMITTEES

Executive Committee
Chair: Sandra Brandt
Vice Chair/Chair Elect: Gordon Anderson
Secretary: Rachel Miller
Librarian I Representative: Rebecca Stuhr-Rommereim
Librarian II Representative: Susan Hitchens
Librarian III Representative: Lorraine Moore
Unclassified Other Representative: Nicolette Bromberg

Committee on Promotion and Tenure
Co-Chairs: Nancy Burich, Sheryl Williams
Secretary: Barb Gaeddert
L I: Shelley Miller (FY 87/88-88/89)
L II: Barb Gaeddert (FY 86/87-87/88) Rob Melton (FY 87/88-88/89)
L III: Nancy Burich (FY 86/87-87/88) Marilyn Clark (FY 86/87-87/88) Sandy Mason (FY 87/88, coopted to fill out Susan Craig's term) Sheryl Williams (FY 86/87-88/88)
Dean of Libraries: Jim Ranz

APPOINTED COMMITTEES

Committee on Budget and Planning
Chair: Marilyn Clark
Secretary: Rebecca Stuhr-Rommereim
Aimee Algier (FY 87/88-88/89) Marilyn Clark (FY 86/87-87/88) Rick Clement (FY 87/88-88/89) Rebecca Stuhr-Rommereim (FY 86/87-87/88) Suzanne Tronier (FY 87/88-88/89)
Classified Conference Representatives: Kendall Simmons Lars Leon

Committee on Salaries
Chair: Aimee Algier
Secretary: Shelley Miller
Aimee Algier (FY 86/87-87/88) Susan Craig (FY 87/88-88/89) Shelley Miller (FY 87/88-88/89)
Nominating and Ballot Committee
Chair: Kathleen Neeley
Secretary: Rhonda Neugebauer

Kathleen Neeley (FY 87/88)
Rhonda Neugebauer (FY 87/88)
Margaret Wilson (FY 87/88)

Committee on Staff Development
Chair: Rich Ring
Secretary: Judith Emde

Judith Emde (FY 87/88-88/89)
Saralinda Rhodes (FY 87/88)
Richard Ring (FY 86/87-87/88)
Suzanne Tronier (FY 86/87-87/88)

Classified Conference Representative: Lois Bauer

Ad-Hoc Task Force on Staff Orientation
Chair: Barb Gaeddert

Gene Carvalho (appointed by LFA Exec)
Barb Gaeddert (appointed by LFA Exec)
Becky Schulte (appointed by LFA Exec)
Saralinda Rhodes (appointed by Staff Development)
Sandy Gilliland (ex-officio)

COMMITTEE WITH APPOINTED AND ELECTED MEMBERS

Committee on Appointment Criteria
Chair: Sandra Brandt

Chair of LFA: Sandra Brandt
Co-Chairs of Promotion and Tenure: Nancy Burich
                                             Sheryl Williams
Chair of Salaries: Aimee Algier
Personnel Officer: Sandra Gilliland

LFA REPRESENTATIVES ON OTHER COMMITTEES

On Senate Libraries Committee: Gordon Anderson

On Grievance Committee: Aimee Algier
                        Sandra Brandt
                        Gene Carvalho
                        Saralinda Rhodes
                        Suzanne Tronier
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, October 9, 1987

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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<td>R-21</td>
<td>Psychologist I</td>
<td>Jodi Erickson (913) 367-6590 Youth Center at Atchison</td>
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<td>R-26</td>
<td>Institutional Business Administrator II</td>
<td>Gloria McLean (913) 296-4495 Department of Corrections</td>
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<td>R-15</td>
<td>Secretary II (Steno)</td>
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<td>R-17</td>
<td>Food Service Supervisor II</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<td>R-21</td>
<td>Social Worker II</td>
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<td>R-18</td>
<td>Activity Therapist I</td>
<td>Warren Hurst (913) 281-3308 School for the Visually Handicapped</td>
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<td>R-14</td>
<td>Maintenance Painter</td>
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<td>R-16</td>
<td>Veterans Service Representative I</td>
<td>Stan Teasley (913) 296-3976 Kansas Commission of Veterans Affairs</td>
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<tr>
<td>R-28</td>
<td>Psychologist IV</td>
<td>Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing</td>
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<tr>
<td>R-12</td>
<td>Licensed Mental Health Technician II (2:45-7:15 pm)</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
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<tr>
<td>R-12</td>
<td>Licensed Mental Health Technician II (3-11 pm) (2 Positions)</td>
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<td>R-13</td>
<td>Office Assistant III (Typing)</td>
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<td>R-23</td>
<td>Registered Nurse III</td>
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<td>Secretary I</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
OLATHE

R-20 Registered Nurse I  
(Needs to Learn Sign Language)  
Warren Hurst (913) 782-2530  
School for the Deaf

TOPEKA

R-21 Accountant II  
(20% to 25% Travel)  
Lawrence Wolfram or Alice Knatt  
(913) 296-4986  
Department on Aging

R-24 Environmental Engineer I  
George Carter (913) 296-7278  
State Reception and Diagnostic Center

R-11 Keyboard Operator I  
Donna Krier (913) 296-3077  
Department of Revenue

R-11 Office Assistant II  
(Typing)  
Don Pesmark (913) 296-4321  
Topeka State Hospital

R-21/23 Registered Nurse II/III  
(Position Commensurate with  
Applicant's Qualifications)  
Norma Phillips (913) 296-3911  
Dept. of Social and Rehabilitation Services  
Rehabilitation Services  
Client Assistance Program

R-23 Social Service Administrator I  

WINFIELD

R-31 Active Treatment Program Director  
Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center

R-21 Institutional/Vocational Educator II  
R-20 Occupational Therapist I  
R-20 Physical Therapist I  
R-23 Qualified Mental Retardation Professional  
R-23 Registered Nurse III (3-11 Shift)  
R-23 Social Service Administrator I  
(Patient Ombudsman)  
R-21 Speech Pathologist I  
R-23 Speech Pathologist II
THE UNIVERSITY OF KANSAS  
DEPARTMENT OF PERSONNEL SERVICES  
The TESTING CENTER announces the  
TESTING CALENDAR for  

October 1987

It is necessary to meet minimum qualifications to take civil service exams. Contact Personnel Services (864-4942) for application instructions. All exams are administered in 103 Carruth-O'Leary.

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*Written exams offered: Office Assistant II, III; Cook I, II; Food Service Supervisor II; Patrol Officer (closes 10/31/87); Storekeeper I, II, III (closes 10/31/87).
1988 CALENDARS
There are only seventy-seven days remaining in 1987. If we want to beat the mad rush for 1988 calendars, we better do it now. To simplify the ordering process, each department should submit one request specifying the following information:

Department name ____________________________
Number of #17 (Large) refills ______ Number of #19 (Small) refills ______
Number of Universal Calendars (Spiral-bound) ______
Number of Wall Calendars ______ Number of Desk Blotter Calendars ______

Please submit this information to Sherry Butter, 502 Watson, by Wednesday, October 28. Calendars will be sorted in department order and available for pick-up in the Supply Room between 8:30-9:30 a.m., Wednesday, November 4.

Sherry Butter

COPIER DEMOS
Bids have been received for the 21 self-service copiers and card/coin systems. The three leading contenders will demonstrate their copiers and card/coin control systems as listed:

Wed., Oct. 21, 10:00am - Toshiba 8412 copier with Danyl card/coin control
Thurs., Oct. 22, 2:00pm - 3M 6040 copier with Danyl card/coin control
Fri., Oct. 23, 10:00am - Ricoh 5560 copier with Danyl card/coin control

All demonstrations will be held in Watson Conference Rooms A & B. Public service staff are invited to attend these demos and submit their evaluations of the equipment to members of the Copier Committee (Sherry Williams, Nancy Jaeger, Janice Franklin, Sarah Couch).

NAME CHANGE
Victoria FU (Vickie), Library Assistant I in the East Asian Library, is now Vickie Doll, due to her recent marriage.

Sandy Gilliland

FACULTY ELIGIBLE TO VOTE LIST
The list of faculty eligible to vote in the Faculty Union Election November 17 and 18 is now available. You will find a copy in Watson Reference in the Faculty Union Election Materials Center.

Sandra Brandt

PRESERVATION SEMINAR SCHEDULED
On October 27th, there will be a Preservation Seminar at the Adams Alumni Center, sponsored by the KU Libraries. Richard D. Smith of Wei T'o Associates, Inc. manufacturer of the deacidification system to be used on the NEH funded project for preservation of 12,000 maps from the U.S. Congressional Serial Set, will be visiting KU and will share with seminar participants his knowledge and experience of the deacidification process and preservation of library materials. All library staff are invited and encouraged to attend this free seminar. (See announcement in the attachments of this FYI). On Monday evening, there will be a reception at the home of Donna Koepp, so that we may all meet and talk informally with Dr. Smith. All library staff are invited. Watch for further reception details in the next FYI.

Donna Koepp
CAMPUS MAILERS NEEDED

Please send your extra mailers to me, Ruth Miller, Administrative Office, Watson. I do not need large mailers or envelopes but there is an ongoing need for the small, regular sized ones. Thanks. Ruth Miller

ATTACHMENTS

Preservation Seminar announcement, below, Online Catalog Committee Minutes of meeting of 9/22/87, Budget and Planning minutes of 10/2/87 meeting, and minutes of Staff Development Committee meeting of 9/29/87.

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

PRESERVATION SEMINAR

Adams Alumni Center
1266 Oread Avenue
October 27, 1987

conducted by

RICHARD D. SMITH

Richard D. Smith, founder and President of Wei T'o Associates, Inc. and Lecturer in preservation at the Graduate Library School, University of Chicago, will be presenting a day-long seminar on preservation at the University of Kansas on October 27, 1987.

Schedule of Events

9:30 - 10:30 Showing of the film Slow Fires

10:30 - 12:00 Preservation in Perspective
A discussion of broad preservation concerns for library and archival materials

12:00 - 1:00 Lunch

1:00 - 2:30 Deacidifying Library Collections: Myths and Realities
A discussion of the Wei T'o and the Library of Congress DEZ systems

Lunch will be served at the Adams Alumni Center for the group. Cost will be about $7.00 per person and is payable on the day of the seminar. While the seminar is free, advance registration is required. Please call Spencer Research Library, 913-864-4334.
Online Catalog Committee Minutes

September 22, 1987


Day 1 postponed. It has been decided to move Day 1 back from October 16 to October 23 because of probable delay in completing telecommunications work (see "Telecommunications," below). The primary concern in delaying Day 1 is the increasing out-of-datedness of the "last" edition of the microfiche catalog (to be distributed about October 8 with data through September 19) as we go into the busiest time of the semester, particularly in the branches, which are to be installed last. It was emphasized that one to two week delays in Watson would not delay branch installation, since once in place, the same hardware services all.

The system will be available on staff TELEX terminals everywhere beginning Day 1, no matter when that is.

Telecommunications. Dave Nordlund reported that all new phone jacks for public services terminals have been installed. Work orders for other telecommunications work in Watson are in, and wiring to connect jacks to the Computer Center could begin any day now. Work in other buildings will follow. The hardware (PADs and network switch) is on order but not yet received. Nordlund suggested moving Day 1 back a week.

Nordlund expects all work in branches, including the Regents Center Library, to be completed by late November even if Day 1 is delayed a week or two. Clint asked Nordlund to notify us if any other delays develop.

Programming. All major programming is complete. John and Morry are mopping up, working on the library information module, and worrying about system response time after Day 1. The part of the computer wherein the online catalog will run is getting full. It remains to be seen whether there is sufficient room for the catalog, too. If not, a new "region" may be designated for us, improving response time, but possibly causing further delay of Day 1. Stay tuned.

Remote access. No news beyond that given in my August 19 "Update."

Public Service items. Work is proceeding on the library information screens. Mary Hawkins will be editor, and Ruth Miller will input, probably from the Reference workroom terminal.

A plan has been reached for printed instructional materials, but the materials themselves have yet to be written.

Online purchase suggestion form. It was reported that in the Public Services Department Heads meeting of September 16 a consensus recommendation was made to delete the online book request form. This was because of doubts about the workability of an online form and a strong preference for handling such requests in person. Reference, however, would like to give it a try, at least for a while. John said that it would be possible, technically, to offer the online request form in some locations and not in others, and that it would be easy to eliminate it altogether if the trial was a failure. Other public service department heads present argued that if the online form was offered anywhere, it should be offered everywhere. After much discussion, it was decided, without opposition, to offer the form and to offer it on all terminals. Output will be sent to Acquisitions, sorted, and routed to bibliographers. This will be an experiment. If it proves unworkable or ties up the terminals for too long a time we can either revise the procedure, buy more terminals, or eliminate it altogether. In the process, we should learn something. For further details, see "Online forms, continued," below.
Online comment form. The question of a general comments and suggestions form again arose, and again Reference said they would like to give it a try. It was pointed out that it would probably be impossible to limit comments on the "catalog comment" form solely to catalog comments anyway. It was decided to offer one form for all comments. Output will go to John who will keep those comments regarding the online catalog and send catalog database comments to Cataloging. The rest will go to Mary Hawkins for distribution. Again, this will be an experiment.

CSR online? It now appears that adding the serials database to the online catalog will be more complicated than originally thought. Further investigations are in progress.

Staff training. The following plan was adopted. First, there will be several group presentations of general background information. Second, there will be individualized, hands-on training in the use of the catalog. These will be given by "staff trainers" (themselves trained by John), including Mary Roach, Jim Neeley, and a branch person yet to be named. Third, there will be a printed information sheet for staff to refer to with answers to frequently asked questions. Scheduling all this remains to be worked out, but probably will not begin until the week of October 12, and probably will roughly follow the order of site installation.

Other Online Catalog News

Terminal delivery. Several cf; the public service department heads attending the September 22 Online Catalog Committee meeting asked to have their terminals delivered later, rather than sooner, my September 21 memo notwithstanding. If you wish to change your delivery date, please let Kent know. He will call before he delivers.

Online forms, continued. If the public can use online book purchase recommendation forms, so can staff (e.g. bibliographers). What about online recall forms, in-process forms, interlibrary loan forms, etc., etc? Answer: online forms require a fair amount of programming, and additional ones should be considered future enhancements.

To address some of the problems inherent in the online book request form, a preliminary screen will be added before the online form screen appears. This preliminary screen will explain 1) that just because the book is not in the online catalog doesn't mean we don't own it, 2) that if the need is immediate, the patron should consider interlibrary loan, 3) that consulting with a staff member is recommended before filling out the form, 4) etc. A draft of this preliminary screen and the online request form is attached.

The online suggestions and comments form is limited to one 12-line screen. This should help limit the amount of terminal time consumed by this function.

The next meeting of the OPAC Committee will be Tuesday, October 6th, at 1:30, in Conference Room A.

[The text of these minutes is almost entirely heisted from the Report prepared by JN, an idea which owes much to the recent example of Sen. Biden.]
Budget and Planning
October 2, 1987

Present: Lars Leon, Marilyn Clark, Rick Clement, Rebecca Stuhr-Rommereim, Aimee Algier, Suzanne Tronier, Kendall Simmons

The Carry-over members attempted to fill in the new members on the past year's activities. All tried to come to some understanding as to what direction we should take this year. It was decided that we would address two items this year: 1) the overall decision making process in the library system, and 2) the structure of the budget.

We will go the questionnaire route, each member working on questions to bring to the next meeting. The questions should address the two subjects mentioned above. Marilyn will pass out copies of budget statistics so that all members can see what kinds of budget categories now exist.

Next meeting October 16, 9:30.

Submitted,

Rebecca Stuhr-Rommereim

MINUTES: AD-HOC TASK FORCE ON STAFF ORIENTATION
Date: September 22, 1987

Present: Gene Carvalho, Barb Geaddert, Sandy Gilliland, Saralinda Rhode, Becky Schulte.

Becky reported that she interviewed two new staff members, Rick Clement and Dan Barkley. Their reactions to the preliminary list of activities compiled by the Task Force were positive.

Barb took an inventory of materials being gathered for the orientation packet. We discussed further strategy for completing the packet. We also discussed the possibility of updating the Staff Biographic Directory which is known to exist somewhere in the Libraries.

The next meeting of the Task Force is scheduled for Tuesday, Oct. 6, at 2:00. Lorraine Moore and Jim Neeley will be invited to discuss the orientation programs in their respective departments.
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: September 29, 1987
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring
Absent: S. Tronier

Rich Ring informed the committee that Academic Affairs allotted $875 to the University libraries for FY88 travel funds. This is only a $25 increase over the $850 provided in FY87. The committee will again have a very small amount to allocate. The Administrative Office is deciding if other library funds could be tapped for additional money. Since other funds may still become available, the committee decided to delay allocating funds for the 2nd quarter until the total workable amount is known.

Sandy Gilliland and Dean Ranz have requested a meeting with the committee to discuss activities concerning staff development. A date will be set in the future.

Saralinda Rhodes reported on the activity of the Ad Hoc Task Force on Staff Orientation.

A discussion followed of possible topics for brown bag lunch meetings. Barb Gaeddert has kindly volunteered to give her presentation on Kansas historical houses. Two other proposed subjects are promotion/tenure for librarians and online bibliographic literature searching capabilities and emphases in Watson Reference and the branch libraries including law. The committee decided to pursue these suggestions by consulting other library staff members for input.

Judith Emde
Secretary
**PERSONNEL.**

Several classified appointments have been made recently: Angella Galloway has been hired as an Office Assistant II in the Mail Room, effective October 18th. Angella was previously employed by the Housing Department. She replaces Sean Santoro. Stanley Goldstein and Layne Pierce have been hired as Office Assistants III in the Cataloging Department effective October 18th and November 2nd, respectively. Stan has been employed as an editor and assistant professor of educational philosophy. He replaces Tahirih Thompson. Layne is currently employed by Research, Graduate Studies, and Public Service as a Keyboard Operator. He replaces Diana Dyal.

**CANDIDATES FOR PROMOTION AND TENURE.**

Library staff are invited to submit letters regarding qualifications of librarians who are scheduled for tenure or promotion review this year, for consideration by individuals involved in the review process. Susan Hitchens, Music Librarian (Librarian II), will be reviewed for tenure. Margaret Wilson, Cataloging Librarian (Librarian II) and Jim Neeley, Head of Reference (Librarian II) will be reviewed for promotion to the rank of Librarian III. Letters should be submitted to each librarian's supervisor for receipt by November 13th. Supervisors of these librarians are: Mary Hawkins for Hitchens and Neeley; Lorraine Moore for Wilson. LCPT's review of promotion/tenure files will begin November 23rd.

**HEALTH INSURANCE INFORMATION MEETINGS ANNOUNCED.**

All Library staff should receive a packet of information from the Staff Benefits Office during the week of October 26th concerning the new health insurance options. If you have questions about the changes in health insurance coverage, desire assistance in completing the enrollment forms, etc., you may want to attend one of the informational meetings scheduled for November 2nd and 5th in Watson Library. Millie Smith, Director of KU Staff Benefits, will conduct two information meetings on these dates at 1:30p.m. in Watson Library's Conference Room A, Level 5. Please note that all staff who desire health insurance coverage effective January 1, 1988, through the State's health plan must complete an enrollment form during the open enrollment period, October 26-November 20, 1987. Please call the Library Office, 4-3601, to register for one of the meetings, and bring the health insurance packet with you. Questions regarding health insurance may also be directed to Sandy Gilliland.

**NOVEMBER 1 PAYCHECKS.**

November 1 paychecks will be distributed Friday, October 30, 1987 after 3:00 p.m. Please do not ask for them before this time.

**VOLUNTEERS WELCOME.**

The Reference Department is planning another expanded schedule of Watson Library tours for a period of three weeks in November. The tours will run from Monday, November 2nd through Thursday, November 19th on the following schedule: Mondays and Wednesdays from 1:30 to 2:15, and Tuesdays and Thursdays from 9:30 to 10:15 and from 2:30 to 3:15. If other Library staff, classified or unclassified, are interested in giving one or more such tours, we would welcome your
participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. New Volunteers will receive training in the form of taking one or two custom tours themselves (about one hour each) conducted by experienced Reference Department staff. The tours you would be giving take only about 45 minutes each. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. Other arrangements may be possible, too. If you are interested in participating, please contact Saralinda Rhodes or Paulette DiFilippo by Wednesday, October 28th. Thank you.

Saralinda Rhodes

PRESERVATION SEMINAR RECEPTION

There will be a pre-Preservation Seminar reception for Dr. Richard Smith on Monday evening, October 26th, 6:00-7:30pm, at the home of Donna Koepp. Please come for wine and cheese and informal conversation with Dr. Smith. All library staff are welcome. The address is 1117 West Hills Parkway. There is some parking space in the driveway, as well as on the east side of West Hills Parkway.

Donna Koepp

FACULTY UNION FORUM

A reminder that the LFA Faculty Union Forum is next week. Our 4 speakers will be presenting their ideas Thursday, October 29 at 10:00am in the Watson Conference Rooms.

Sandra Brandt

AMERICAN COUNCIL ON EDUCATION FELLOWS PROGRAM

The Office of Academic Affairs has received information and application forms for the American Council on Education Fellows Program. Interested faculty may contact the Office of Academic Affairs, 129 Strong Hall. Applications must be submitted to the Vice Chancellor for Academic Affairs by November 2.

Nancy Jaeger

AIRCONDITIONING OFF - HEAT ON

With cool weather approaching, it is time to switch from airconditioning to heat. According to Tom Anderson, Director of Facilities Operations, the airconditioning in all buildings should be shut off by October 15. From now until November 1, they will be turning on the heat, as needed, in all buildings.

LAST CHANCE AT FREE BOXES

As previously announced, the Art & Architecture Library has been given a number of empty boxes. The boxes are in two parts (top & bottom) and measure 15 3/4"L x 12 3/4" W x 4" D. They were bought in the early 60's to house mounted photographs but we do not believe that they are acid-free. They are strong boxes and appropriate for storage of files, photographs, journals or anything requiring a strong, durable box.

October 30 will be your last chance to pick the boxes up so if your library unit wants some, please make arrangements now. Phone Susan Craig (864-3020) to reserve the boxes you want, then make your arrangements to have the boxes picked up before October 30.

Susan Craig

FREE ENCYCLOPEDIA

A complete copy of a 1982 general English-language encyclopedia is available to any branch who wants it. This is the first complete set of an encyclopedia Reference has had available to give away in some years; usually, by the time we get a new edition, one or more volumes of the old one are lost. Contact Jim Neeley if interested.

Jim Neeley
PROMOTION AND TRANSFER LIST

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<td>R-21</td>
<td>Psychologist I</td>
<td>Richard Byrd (913) 887-3380</td>
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<td>Norton Correctional Facility</td>
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<td>R-21</td>
<td>Psychologist I</td>
<td>Ronald Lynes (913) 755-3151 (Ext. 715)</td>
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<td></td>
<td>Osawatomie Correctional Facility</td>
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<td>R-23</td>
<td>Agricultural Marketing Specialist I</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>(Computer Programming Operations with some systems experience desired)</td>
<td>Board of Agriculture</td>
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<td>R-21</td>
<td>Auditor I</td>
<td>Maggie Fritton (913) 296-2431</td>
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<td>Dept. of Social and Rehabilitation Services</td>
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<td>Fraud and Recovery</td>
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<tr>
<td>R-27</td>
<td>Computer Systems Analyst III</td>
<td>Bob Grochowsky (913) 296-4996</td>
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<td>Div. of Information Systems and Communications</td>
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<tr>
<td>R-23</td>
<td>Librarian II (Automation Consultant)</td>
<td>Lois Snoe (913) 296-3296</td>
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<td></td>
<td>State Library</td>
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<tr>
<td>R-17</td>
<td>Maintenance Painter Supervisor</td>
<td>Don Pesmark (913) 296-4321</td>
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<td>Topeka State Hospital</td>
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<tr>
<td>R-13</td>
<td>Office Assistant III (Bookkeeping)</td>
<td>George Carter (913) 296-7278</td>
</tr>
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<td>State Reception and Diagnostic Center</td>
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<td></td>
<td>Physician Specialist (Unclassified)</td>
<td>Dr. Gordon Abbo (913) 296-5306</td>
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<tr>
<td></td>
<td>(General Physician or Psychiatrist)</td>
<td>Kansas Neurological Institute</td>
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<td>WINFIELD</td>
<td>Active Treatment Program Director</td>
<td>Farrel Qard (316) 221-1200</td>
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<td>R-21</td>
<td>Institutional/Vocational Educator II</td>
<td>Winfield State Hospital and Training Center</td>
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<td>Occupational Therapist I</td>
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<td>R-20</td>
<td>Physical Therapist I</td>
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<td>R-23</td>
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<td>R-23</td>
<td>Registered Nurse III (3-11 shift)</td>
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<td>R-23</td>
<td>Registered Nurse III (11-7 shift)</td>
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<td>R-23</td>
<td>Social Service Administrator I</td>
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<td>(Patient Ombudsman)</td>
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<td>R-21</td>
<td>Speech Pathologist I</td>
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<td>R-23</td>
<td>Speech Pathologist II</td>
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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, October 23, 1987.
Minutes of the first and second meetings of the Salary Committee, 1987-1988

Sept. 1, 1987 Members present: AA, SM, SC, SG (ex o)

Aimee Algier (now Baxter) elected chair; Shelley Miller, secretary. Susan Craig, committee member and Sandy Gilliland, ex officio, were also present.

The committee discussed the possibility of extra charges to the committee this year in the area of staff benefits. We will seek to clarify our regular charges and review past annual reports of the committee. Expect direction from LFA Exec. Committee if extra charges are assigned.

Sandy G. will provide a 10-year study of pay inequities in case the committee decides to study this issue university-wide and/or within rank in the KU Libraries.

Oct. 15, 1987 Members present: AG, SM, SC, SG (ex o)

Guest: Ken Lohrentz

The committee discussed benefits package options known to exist in other places of employment, noting whether these options would be possible under the State of Kansas, and emphasizing the importance of good benefits if we are expected to accept relatively low salaries... Ken L. related what he has learned from his personal studies of health, disability and life insurance options.

Committee will look into sponsoring question and answer sessions on a variety of topics: "What benefits do we have (free) by virtue of our employment here?", "New tax laws and KU library employees", etc.

A speaker will talk to library employees during the health insurance open enrollment period in October-November.

Committee will meet soon with the LFA Exec. Committee about our charges. submitted by Shelley Miller Oct. 15, 1987

Budget and Planning Meeting
October 16, 1987

Present: Aimee Algier, Kendall Simmons, Suzanne Tronier, Rick Clement, Rebecca Stuhr-Rommereim, Marilyn Clark, Lars Leon

The questions prepared by Kendall and Marilyn were discussed. Suggestions and additions were made. Marilyn will type up a rough draft of the questions to be distributed to members. Each member should send comments to Marilyn by Friday, October 23. She will then decide whether or not we need to hold another meeting before distributing to the Library staff.

Submitted,

Rebecca Stuhr-Rommereim
October 7, 1987

TO WHOM IT MAY CONCERN

FROM: Tom Anderson

RE: Seasonal Transfer - From Cool to Heat and Vice Versa

With the approach of cooling weather, it is time to switch from cooling of buildings to the heating of them.

This process is dictated by weather, from season to season, however, between October 1 and October 15 we shut off air conditioners starting with units that are basically personal comfort. From October 15 to November 1 we turn on heat, as needed, in the older residential type structures. Especially ones with child research.

Buildings that have no windows that open or have no outside air capabilities are last to change.

Once towers are drained and layed up with treatment, they cannot be turned on until the next season.

TA: jj
CLASSIFIED VACANCY

Randy Ermey has accepted a promotion to Accountant I with Telecommunications and will resign his Bookkeeper position with the Libraries effective November 6th. The Library Office is now accepting applications for this full-time position. Responsibilities include: 1) preparing budgetary reports and monitoring library resources; 2) maintaining Endowment fund accounts and records; 3) maintaining all sponsored project (grant) accounting; 4) preparing statistical reports; 5) maintaining ledgers of several library accounts; 6) other miscellaneous duties includes back-up receptionist, typing, etc. as required.

The State has identified the following as minimum qualifications for the Bookkeeper classification: Completion of one course in bookkeeping or accounting at the high school level or at an accredited post high school academic/vocational institution and four years of experience in double entry bookkeeping and/or the preparation of financial statements and/or records. Training in bookkeeping, accounting or business administration from an accredited post high school academic institution may be substituted for the required experience at the rate of 90 clockhours or 2 semester hours for one month experience up to a maximum substitution of one year.

Preferred Selection Criteria include: Strongly prefer college degree in accounting, or equivalent experience in accounting or highly responsible records-keeping activities. Prefer knowledge of BACIS and other university computer systems, and strong ability to develop and maintain complex records-keeping data and prepare very detailed reports.

The Bookkeeper classification is funded at salary range 15 on the State civil service pay scale, at a beginning annual salary of $15,480. (The annual salary rate is scheduled to increase to $15,792 effective 12/18/87.) Library staff interested in applying for this vacancy should contact Ruth Hurst or Sandy Gilliland, 4-3601. A copy of the position description is on file in the Library Office for review. Applications must be received by 5:00 p.m. Wednesday, Nov. 4.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Karen Lee, Program Assistant with the Regents Center Library, has announced her resignation effective November 17th. Karen has been employed with the Library since August, 1985. She has accepted a position as Cataloging/Interlibrary Services Librarian with the University of Texas Health Sciences Center at Houston Public Health Library.

Sandy Gilliland

HEALTH INSURANCE MEETINGS: A REMINDER

As a reminder, two open meetings have been scheduled to discuss health insurance options available to state employees for coverage beginning January 1, 1988. The dates/times of the meetings are:

   Monday, November 2, 1:30 p.m.
   Thursday, November 5, 1:30 p.m.

Both meetings will be held in Watson Library's Conference Room A, and will be
conducted by Millie Smith, Director of K.U. Benefits. Registration is requested, and may be made by calling the Library Office, 4-3601. All staff are requested to bring their health insurance packet of information with them to the meetings.

Sandy Gilliland

BLUE CROSS/BLUE SHIELD/AND HMO-KANSAS HEALTH INSURANCE MEETINGS

Representatives from Blue Cross/Blue Shield and HMO-Kansas will be on campus during the next two weeks conducting meetings to explain the benefits of their insurance programs. The dates and times of these meetings are:

<table>
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<tr>
<th>Tuesday, Nov. 3*</th>
<th>Wednesday, Nov. 4**</th>
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<td>9:00 - 10:00am</td>
<td>9:00 - 10:00am</td>
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<td>10:30 - 11:30am</td>
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<td>2:30 - 3:30pm</td>
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*sessions to be held in the Jayhawk Room, Kansas Union
**sessions to be held in the Pioneer Room, Burge Union

As a reminder, everyone who desires health insurance coverage provided by the State of Kansas, effective January 1, 1988 MUST COMPLETE AN ENROLLMENT FORM BY NOVEMBER 20.

Sandy Gilliland

WORKSHOPS OF INTEREST TO LIBRARY STAFF

The Office of Research, Graduate Studies and Public Service has announced continuation of its series of fall seminars for faculty and staff who engage in sponsored research (grant) activities and who have interest in other funding opportunities. The fall schedule includes:

"Grant Proposals and Budget Development III", Sandwich Seminar, Thursday, November 5, 12:00-1:30, Parlor A, Kansas Union.

"General Research Fund Proposal Preparation", Sandwich Seminar, Thursday, December 10, 12:00-1:30, Parlor A, Kansas Union.

RGSPS staff has asked interested persons to call their office, 4-3126, to register.

The Kansas City Metropolitan Library Network's Continuing Education Committee is sponsoring a "CD ROM Conference" on Friday, November 6th, at Central Missouri State University. Registration for non-KCMLN members is $40 and must be made by Monday, November 2nd. Contact Sandy Gilliland, 4-3601, for additional information.

Sandy Gilliland

COLLECTION DEVELOPMENT COUNCIL EXEC COMMITTEE

The Collection Development Council Executive Committee will meet on Monday November 2 at 1:30 in Conference room A. Topics on the agenda include:

- future budgeting;
- public services funding;
- inter-library cooperation;
- staff development for bibliographers.

Rich Ring

LFA FALL MEETING

The LFA Fall meeting will be Thursday, November 12 at 10:00 a.m. in Watson Conference Rooms A and B. After brief committee reports, the meeting will focus on the final report of the Peer Review Task Force.

Sandra Brandt
FYI
October 29, 1987

BROWN BAG LUNCH MEETING ON PROMOTIONS AND TENURE

The Staff Development Committee has organized a brown bag lunch meeting on promotions and tenure for librarians. Sandy Gilliland will inform staff members on the procedures followed for promotion/tenure. All library staff members who will confront this process in the future are urged to attend and to come prepared with questions. The meeting will be on Thursday, November 5th beginning at 12:00pm in the Conference Room A.

Please feel free to recommend topics for future brown bag lunch meetings to the Staff Development Committee. The members of the committee are Saralinda Rhodes, Suzanne Tronier, Rich Ring, Lois Bauer, and Judith Emde. Judith Emde

PRESERVATION SLIDE-TAPE PROGRAMS AVAILABLE

We'd like to remind all department heads that the library owns two preservation slide-tape programs:

"Handling Books in General Collections" (Library of Congress, 10 minutes duration).

"The Care and Handling of Books" (Yale University, 28 minutes duration).

Members of the Collection Preservation and Management Committee are willing to show these programs upon request. Just call Rebecca Stuhr-Rommereim (4-3366) or Rachel Miller (4-3351) and let them know which show you'd like, when and where.

ATTACHMENTS

Minutes of the following meetings: Ad-Hoc Task Force on Staff Orientation (9/10/87); Staff Development Committee (10/5/87, 10/13/87); Library Faculty Assembly Executive Committee (9/23/87, 9/30/87, 10/15/87) and the State Promotion and Transfer List.
MINUTES: AD-HOC TASK FORCE ON STAFF ORIENTATION  
Date: September 10, 1987  

Present: Barb Geaddert (chair), Gene Carvalho (secretary), Saralinda Rhode (Staff Development Com. liason), Sandy Gilliland (ex officio)  
Secky Schulte.  

Barb opened the meeting by explaining the charges to the Task Force and the LFA Ex. Committee's expectation of a report by February, 1988.  

Sandy was asked to explain the activities of her office in regards to orientation of new staff. The remainder of the meeting was devoted to "brainstorming" for ideas. A substantial list of activities, resources, and services which may benefit new staff members was compiled to be carefully studied in the future meetings.  

The next meeting of the Task Force is scheduled for Tuesday, Sept. 22, at 1:30  

MINUTES: STAFF DEVELOPMENT COMMITTEE  
DATE: October 5, 1987  
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring, S. Tronier  

The meeting was called to allocate travel funds for the 2nd quarter of FY88. Dean Ranz has added $1,000 from library resources to the $875 allotted by Academic Affairs for FY88. If possible, the committee wants to reserve a sizeable amount in the last quarter of FY88 to be carried into FY89 since a large number of requests are usually received for the ALA annual convention which will be held in July, 1988.  

The committee proceeded to review the eight requests received for travel funding during the 2nd quarter of FY88 and allocated the monetary amounts.  

Judith Emde  
Secretary
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: October 13, 1987
Present: J. Emde, S. Rhodes, R. Ring, S. Tronier, S. Gilliland, J. Ranz
Absent: L. Bauer

Sandy Gilliland and Dean Ranz called together the members of the staff development committee to hold a preliminary discussion on a proposal for promoting professional development at the KU libraries. Since travel funding is insufficient to send library staff members to meetings, why not increase opportunities of spreading library information by bringing in outside speakers or purchasing conference proceedings on videotape. Perhaps we could take advantage of speakers on campus for other purposes such as the presence of Judith Krug from the ALA headquarters sponsored by the English Department and arrange for a speaking engagement to the library staff. But how can we acquire schedules of speakers for various departments on campus in advance?

At one time, the directors of the libraries of institutions in MASUA (Mid-America State Universities Association) including the Big 8 schools put together a grant proposal requesting funds to support lecturers to travel to nearby state universities once present in the area. Several associations were approached for funding but with no success. Perhaps by cooperating closely with other area schools, we could become aware of speakers already present in the Big 8 area and invite them to our university. Another idea is to bring in a speaker at a specific location and split the costs with other area schools that would send interested staff members. The Dean has allocated an initial amount of $1,000 to $1,500 to work with on this proposal. The committee continued to discuss the possibilities of the proposal after the departure of the Dean and Sandy. Rich will contact personnel from other Big 8 schools to inquire of any interest of sharing speakers. The committee will request a wish list from the library staff for topics and speakers. If the committee is able to invite lecturers to KU, all interests of the library staff need to be kept in mind. The committee will continue to think about tapping sources already present on campus.

As for other business, Rich stated that we need to decide upon the amount of money to carry into FY89 to cover the ALA convention in July. We decided to wait until next quarter's requests are in before settling on an exact amount. Travel requests for the third quarter of FY88 need to be submitted by November 20th. A notice will be placed in the FYI dated Nov. 4th.

The first brown bag luncheon will be on promotion/tenure. Sandy Gilliland will enlighten interested staff members on the subject. Judith will draw up a list of pertinent questions and present them to Sandy. The date for the luncheon will be Thursday, Nov.5th at noon in Conference Room A.

Judith Emde
Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: September 23, 1987

Present: Sandra Brandt, Lorraine Moore, Nicolette Bromberg, Susan Hitchens, Rebecca Stuhr-Rommereim, Rachel Miller

Absent: Gordon Anderson

1. Faculty Forum Update: The committee discussed arrangements for the upcoming LFA forum on the unionization issue, which will be held October 29, at 10:00.

2. Salary Committee Charge: The committee agreed to charge the Salary Committee with the responsibility of gathering information on unclassified staff benefits.

3. Library Self-Study for Regents Review: Sandra Brandt reported that library services will be reviewed by the Regents along with other academic support services. In preparation for this review the library has been asked to conduct a self-study, due by November 1st. The library administration will compile the report; however Dean Ranz wishes to know if LFA has any concerns regarding the self-study.

4. Meeting with Committee on Budget and Planning: B&P members (Marilyn Clark, Kendall Simmons, Rick Clement, Suzanne Tronier, Rebecca Stuhr-Rommereim and Lars Leon) joined LFA Exec to discuss the FY 87 report, in which B&P recommended that library goals and objectives should be identified, ranked, stated in writing, and thereafter reviewed annually. Issues touched on in the discussion included: the library budget structure; how that budget is currently allocated; whether a few library goals and objectives should be identified as the most important. B&P will meet together again and decide which part of the agenda outlined in the report can be accomplished this year.

5. Next Meeting: LFA Exec will meet again on September 30 at 10:30.

Reported by Rachel Miller
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: September 30, 1987

Present: Sandra Brandt, Rebecca Stuhr-Rommereim, Rachel Miller, Rob Melton

Absent: Gordon Anderson, Susan Hitchens, Nicolette Bromberg, Lorraine Moore

Those Executive Committee members who were able to be present met with Rob Melton to read over and discuss the first draft of the Peer Review Task Force report.

A second meeting of the entire membership of both groups was scheduled for Thursday October 15, from 2 to 3:30.

Submitted by Rachel Miller

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MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: October 15, 1987

Present: Sandra Brandt, Lorraine Moore, Rebecca Stuhr-Rommereim, Rachel Miller, Rob Melton, Susan Hitchens, Nicolette Bromberg

Absent: Gordon Anderson

The Executive Committee met with members of the Peer Review Task Force to review their final report. Some suggestions for minor revisions were proposed. LFA Exec accepted the Task Force's report. Further discussion focused primarily on how to present the report to the LFA membership, and on this matter the group did not arrive at any definite conclusion. A further meeting to discuss the issues was scheduled for Wednesday, October 21, at 1:00.

Submitted by Rachel Miller
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, October 30, 1987.

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</table>
| R-12         | Cook II (Closes October 29, 1987) | Judy Randolph (913) 727-3553  
Kansas Correctional Institution at Lansing |
| R-17         | Medical Assistant, Corrections (Closes October 29, 1987) |  |
| R-21         | Psychologist IV |  |
| R-20         | Registered Nurse I |  |
| LANSING      | Architect I (Heating, Ventilation and Air Conditioning) | Lynn George (913) 864-4942  
University of Kansas |
| R-15         | Secretary II | Kip Grosshans (913) 864-4560  
University of Kansas  
Student Housing |
| NORTON       | Psychologist I | Richard Byrd (913) 887-3380  
Norton Correctional Facility |
| OSAWATOMIE   | Psychologist I | Ronald Lynes (913) 755-3151 (Ext. 715)  
Osawatomie Correctional Facility |
| TOPEKA       | Computer Systems Analyst III | Bob Grochowsky (913) 296-4996  
Div. of Information Systems and Communications |
| R-21         | Dietitian II (Must be Registered by American Dietetic Association at time of appointment) | Linda Kraus (913) 296-3936  
Youth Center at Topeka |
| R-25         | Programmer III | Linda Moore (913) 296-5700  
The Kansas Lottery |
| TOPEKA (cont.) | Programmer IV | Bud H. Pierce (913) 296-5005  
Department of Human Resources |
| R-21         | Registered Nurse II | George Carter (913) 296-7278  
State Reception and Diagnostic Center |
| R-13         | Secretary I (Medical Terminology) | Veletta Carter (913) 296-3704  
Dept. of Social and Rehabilitation Services  
Adult Services |
| R-25         | Technical Support Programmer I | Duane Huzienga (913) 296-1825  
Div. of Information Systems and Communications |
| WINFIELD     | Active Treatment Program Director | Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center |
| R-21         | Institutional/Vocational Educator II |  |
| R-20         | Occupational Therapist I |  |
| R-20         | Physical Therapist I |  |
| R-21         | Qualified Mental Retardation Professional |  |
| R-23         | Registered Nurse III (3-11 shift) |  |
| R-23         | Social Service Administrator I (Patient Ombudsman) |  |
| R-21         | Speech Pathologist I |  |
| R-23         | Speech Pathologist II |  |

EQUAL OPPORTUNITY EMPLOYER
CLASSIFIED VACANCY

The Library Office has announced a full-time Office Assistant IV vacancy due to Sherry Butter's resignation (see "PERSONNEL" below). Responsibilities of this position include: 1) coordinates orders and payments for Library supplies; 2) maintains operating procedures for restricted fee (income) funds; 3) maintains Library supply and printing inventories; 4) organizes all equipment requisitions; 5) advises library departments of procedures and regulations related to orders and payments, deposits, etc.; 6) prepares detailed monthly expense reports; 7) maintains good working relationship with staff, university offices and patrons; 8) may supervise part-time student assistant. Minimum qualifications: Three years of clerical experience. Training in typing, general office practices, office administration, mathematics, English grammar or business at the high school level or at an accredited post high school academic/vocational institution may be substituted for the required experience at the rate of one half Carnegie (high school) unit, 90 clock-hours or 2 semester hours for one month of experience up to a maximum substitution of one year.

Preferred Selection Criteria: Strongly prefer a college degree in business or accounting, or equivalent university experience in accounts receivable and payments. Prefer knowledge of BACIS and other university computer systems, and a strong ability to develop and maintain records, data, and prepare detailed reports. Must be capable of managing a high volume of work in a very business-like manner. Must be able to communicate effectively both orally and in writing, and able to interact effectively with co-workers and the public.

The Office Assistant IV classification is funded at salary range 15 of the State's civil service scale, at a beginning annual salary of $15,480. This annual salary is scheduled to increase to $15,792 effective 12/18/87. Library staff interested in applying for this position should contact Ruth Hurst, 4-3601, by 5:00 p.m. Wednesday, November 11th. A copy of the position description is on file in the Library Office for review.

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

PERSONNEL

Sherry Butter has announced her resignation effective November 17th. Sherry, an Office Assistant IV in the Library Office, has worked for the Libraries for over five years, first as the Libraries' Student Employment Coordinator, and for the past two years as the Business/Accounting Assistant.

TIMECARD DEADLINE

All Classified, unclassified and student timecards are due in the Library Office by 9:00 a.m., Friday, November 13, 1987.

HEALTH INSURANCE INFORMATION UPDATE

The November, 1987 issue of the KANSAGRAM contains information regarding the State's health insurance plan that may be of use in determining the program in which to enroll. Contact the Library Office if you did not receive a copy of the KANSAGRAM. As a reminder, all staff desiring health insurance coverage through the State of Kansas must complete an enrollment form and return it to the Library
Office prior to November 20th. The open enrollment period is scheduled to close November 20th, and all forms must be received in the Staff Benefits Office by that date. Please allow processing time in the Library Office. Several open meetings regarding the health insurance options were announced in last week's FYI. Contact Sandy Gilliland or Ruth Hurst if you have questions or desire additional information.

Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR FOR NOVEMBER

Attached to this issue of FYI is a copy of the calendar published by Personnel Services announcing the State Civil Service examinations offered on campus during the month of November. Library students interested in permanent employment must take a civil service exam to be considered for employment. Classifications within the Library system include: Office Assistant III and IV, Library Assistant I and II, Library Associate, Bookkeeper, and Secretary I. Students who have questions regarding examinations application procedures, etc. should contact Sandy Gilliland or Ruth Hurst in the Library Office.

Sandy Gilliland

REQUESTS FOR TRAVEL FUNDING

Applications for reimbursement of travel during January-March 1988 should be submitted to Judith Emde by Friday, November 20th. Travel request forms are available from Judith Emde or Rich Ring.

Judith Emde

BROWN BAG LUNCH MEETING REMINDER

The brown bag lunch meeting on promotions and tenure will be held today, Nov. 5th, in Conference Room A at 12:00 p.m.

Judith Emde

LIBRARY SELF STUDY

A copy of the document "Regents' Academic Support Service Review: Library Services" is available at the Reference Desk for staff review.

Jim Ranz

FACULTY UNION ELECTION: SAMPLE BALLOT

Copies of a sample ballot to be used for the upcoming faculty union vote are available at the Faculty Union Election Materials Center located in Watson Library's Reference area for review.

Sandy Gilliland

LFA GENERAL MEETING

The Library Faculty Assembly will meet Thursday, November 12, at 10:00 am in the Watson Conference Rooms. The primary agenda item will be a discussion of the Peer Review Task Force Report. The report has been sent to all LFA members for review prior to the meeting. LFA Executive Committee will be providing refreshments and hopes all LFA members will take the time to attend this meeting.

Sandra Brandt

CALL FOR NOMINATIONS—PEER REVIEW COMMITTEE

Nominations for the following positions for a 2-year term on the Peer Review Committee are now being accepted:

Librarian I Representative
Librarian II Representative

Continuing members are:
1987/88 Librarian III Representative
   Ned Kehde
1987/88 At-large Representative
   Sally Haines
1987/88
   "
   "
   Gordon Anderson

Nominations, including self-nominations should be made in writing to Kathleen Neeley, Science Library, by Monday, November 16th. Please check with your nominee before submitting a nomination. The ballots for the election will be sent to eligible LFA members as soon as possible after that. Included in this issue of FYI is a list of LFA members.

Kathleen Neeley
WATSON EXHIBITS COMMITTEE

Newly-appointed members of Watson Library's Exhibits Committee are Priscilla Howe, Rosemary McDonough, and Rhonda Neugebauer. At this time, the committee is operating without a designated chairman. Contact any member of the committee if you wish to mount an exhibit in Watson or use any of the exhibit cases which are normally housed in Watson.

Mary Hawkins

ATTACHMENTS

Civil Service Testing Calendar, LFA Members List, Minutes of Ad-Hoc Task Force Staff Orientation meeting of 10/5/87, Minutes of LFA Executive Committee meeting of 10/21/87, State Promotion and Transfer List, "How to get to the Online Catalog from a staff terminal".

MINUTES: AD-HOC TASK FORCE ON STAFF ORIENTATION

Date: October 5, 1987

Present: Gene Carvalho, Barb Geaddert, Sandy Gilliland, Saralinda Rhode, Becky Schulte.

The Orientation Task Force invited Lorraine Moore and Jim Neeley to hear about their respective departmental orientation programs for new staff members. The Cataloging department conducts its orientation program over several months during the job - specific training period of the new staff members. The Reference department gives its orientation program as soon as the new staff begins because the knowledge of the entire library system is critical to reference services.
THE UNIVERSITY OF KANSAS
DEPARTMENT OF PERSONNEL SERVICES

The TESTING CENTER announces the TESTING CALENDAR for

**November**

It is necessary to meet minimum qualifications to take civil service exams. Contact Personnel Services for application instructions.

All exams are administered in 103 Carruth-O'Leary.

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</tbody>
</table>

*Written exams offered this month: Office Assistant II, III
Cook I, II
Food Service Supervisor II (no I this month).
**Librarian I (17)**

<table>
<thead>
<tr>
<th>Algier, Aimee</th>
<th>Barkley, Dan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clement, Richard</td>
<td>Emde, Judith</td>
</tr>
<tr>
<td>Franklin, Janice</td>
<td>*Fredericksen, Lin</td>
</tr>
<tr>
<td>Howe, Priscilla</td>
<td>Husic, Geoffreys</td>
</tr>
<tr>
<td>Miller, Rachel</td>
<td>Miller, Shelley</td>
</tr>
<tr>
<td>*Otto, Kathryn</td>
<td>Rhodes, Saralinda</td>
</tr>
<tr>
<td>Schulte, Becky</td>
<td>*Shaw, Susan</td>
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<td>Stuhler-Rommereim, Rebecca</td>
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<tr>
<td>Tronier, Suzanne</td>
<td>Valente, Colleen</td>
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**Librarian III (17)**

<table>
<thead>
<tr>
<th>Burich, Nancy</th>
<th>Carvalho, Gene</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark, Marilyn</td>
<td>Craig, Susan</td>
</tr>
<tr>
<td>Gates, Earl</td>
<td>Helyar, Jim</td>
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<tr>
<td>Hyde, Ann</td>
<td>Jerkovich, George</td>
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<tr>
<td>Johnson, Ellen</td>
<td>Jones, Barbara</td>
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<tr>
<td>Kehde, Ned</td>
<td>Mason, Sandy</td>
</tr>
<tr>
<td>Mitchell, Bill</td>
<td>Moore, Lorraine</td>
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<tr>
<td>Nugent, John</td>
<td>Symons, Eleanor</td>
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<tr>
<td>Williams, Sheryl</td>
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</table>

**Librarian II (21)**

<table>
<thead>
<tr>
<th>Anderson, Gordon</th>
<th>Anderson, Roger</th>
</tr>
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<tbody>
<tr>
<td>Brandt, Sandra</td>
<td>DiFilippo, Paulette</td>
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<td>Gaeddert, Barbara</td>
<td>Gillespie, Gaele</td>
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<tr>
<td>Haines, Sally</td>
<td>Hitchens, Susan</td>
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<tr>
<td>Koepp, Donna</td>
<td>Lohrentz, Ken</td>
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<tr>
<td>McDonough, Rosemary</td>
<td>Melton, Rob</td>
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<tr>
<td>Miller, Kent</td>
<td>Neeley, Jim</td>
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<tr>
<td>Neeley, Kathleen</td>
<td>Ring, Richard</td>
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<tr>
<td>Roach, Mary</td>
<td>Siegmund, Marianne</td>
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<tr>
<td>Weller, LeAnn</td>
<td>Williams, Annie</td>
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<td>Wilson, Margaret</td>
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</table>

**Unclassified Others (12)**

<table>
<thead>
<tr>
<th>Alexander, Maria</th>
<th>Bozarth, Vickie</th>
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<tbody>
<tr>
<td>Bromberg, Nicolette</td>
<td>*Dandridge, Deborah</td>
</tr>
<tr>
<td>*Darting, Jan M.</td>
<td>Gilliland, Sandra</td>
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<tr>
<td>Jaeger, Nancy</td>
<td>Lee, Karen</td>
</tr>
<tr>
<td>Miller, John</td>
<td>*Olausson, Roy</td>
</tr>
<tr>
<td>Neugebauer, Rhonda</td>
<td>Perry, Suzanne</td>
</tr>
</tbody>
</table>

**Deans**

- Mary Hawkins
- Clint Howard
- Jim Ranz

*Grant or other non-library funding*

As of 8/26/87
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE  
DATE: October 21, 1987

Present: Sandra Brandt, Rebecca Stuhr-Rommereim, Rachel Miller, Rob Melton, Susan Hitchens, Gordon Anderson  
Absent: Nicolette Bromberg, Lorraine Moore

1. Peer Review Task Force Report: The Executive Committee and members of the Peer Review Task Force continued discussing the Task Force report. The report will be distributed to the LFA membership. It will be accompanied by a call to the fall LFA meeting, which has been scheduled for Thursday, November 12, at 10:00. The principal agenda item of this meeting will be the discussion of the report.

2. Decision to Follow the Same Peer Review Process for 1987 as for 1986: After much discussion, the Executive Committee decided to follow the same peer review process for 1987 as was followed in 1986. To complete the membership of the present Peer Review Committee, two additional members need to be elected, the LI and LII representatives. The Nominating Committee will be asked to prepare a ballot. In arriving at this decision the Committee considered the following: 1) that the Task Force’s recommendations, if approved by the membership, could not be implemented for the 1987 peer review process due to lack of time; and 2) that even if time were sufficient, it would be better to adopt the recommendations beginning in 1988, and not apply them retroactively to the review of librarians’ 1987 performances. The Committee concluded that a continuation of the present peer review system for one more year would not meet with undue opposition from the membership, judging from the Task Force’s finding of an almost equal degree of satisfaction and dissatisfaction with the present system.

3. Committee on Salaries: Sandra Brandt will meet with the Committee on Salaries to discuss their work on staff benefits.

4. LFA Forum on Unionization: The Committee discussed arrangements for the October 29 Forum.

5. Letter from Vicki Thomas: Sandra reported that she had received a letter from Vicki Thomas outlining the criteria used to define which librarians are department heads and therefore excluded from the bargaining unit. This letter, along with a cover letter from Sandra, has been distributed to all LFA members.

5. Future Meetings: LFA Exec will meet again Friday, October 30, at 2:30, and Wednesday, November 11, at 1:30. Sandra Brandt, Gordon Anderson and Rachel Miller will meet Wednesday, October 28, at 10:30, to prepare the cover letter to the LFA membership that will accompany the Task Force Report.

Submitted by Rachel Miller
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

November 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, November 6, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-19</td>
<td>Long Term Care Ombudsman I (Travel Required)</td>
<td>Doris Stout or Lyndon Drew (913) 296-4986 Department on Aging</td>
</tr>
<tr>
<td>R-19</td>
<td>Environmental Technician III</td>
<td>JoAnn Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-6</td>
<td>Switchboard Operator I</td>
<td>Thomas Kuhn (913) 877-3301 Norton State Hospital</td>
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<tr>
<td>R-16/18</td>
<td>Administrative Assistant I (Personnel/Payroll functions) (Unclassified) (Closes November 3, 1987)</td>
<td>Cathy Estes (913) 296-4505 State Board of Indigents' Defense Services</td>
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<tr>
<td></td>
<td>Benefits Manager (Unclassified) (Closes December 15, 1987)</td>
<td>Director, Division of Personnel Services (913) 296-4278 Department of Administration</td>
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BENEFITS MANAGER

Analyzes, designs, implements, and manages an employee benefits program for Kansas state employees to ensure cost effectiveness and efficiency.

The qualified candidate must have demonstrated the ability to administer a comprehensive employee benefits program; ability to supervise staff responsible for liability determination and risk management, especially in the areas of health care, workers' compensation, and self-insurance; ability to communicate effectively in written and oral form; must possess in-depth knowledge of computer systems related to employee benefits.

For consideration, submit a letter of application and resume with salary history and professional references by December 15, 1987, to Director, Division of Personnel Services, Landon State Office Building, Room 951-S, 900 S.W. Jackson, Topeka, Kansas 66612-1251.

| R-20         | Civil Rights Investigator I (One Year of Civil Rights Investigative Experience Preferred) | Linda Auwarter (913) 296-3206 Kansas Commission on Civil Rights |
| R-11         | Keyboard Operator I (Part Time Intermittent) (Word Processing and Data Entry) | Margie Mark (913) 296-4633 Dept. of Social and Rehabilitation Services Youth Services |
| R-11         | Office Assistant II | Judy L. Shump (913) 296-3344 Div. of Information Systems and Communications |
| R-15         | Secretary II (60% Position) | Carolyn Shelton (913) 296-3894 Dept. of Social and Rehabilitation Services Mental Health and Retardation Services |
| R-28         | Technical Support Supervisor | Donna Krier (913) 296-3077 Department of Revenue |

WINFIELD

| R-31         | Active Treatment Program Director | Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center |
| R-21         | Institutional/Vocational Educator II | |
| R-20         | Occupational Therapist I | |
| R-20         | Physical Therapist I | |
| R-23         | Qualified Mental Retardation Professional | |
| R-23         | Registered Nurse III (3-11 shift) | |
| R-23         | Social Service Administrator I (Patient Ombudsman) | |
| R-21         | Speech Pathologist I | |
| R-23         | Speech Pathologist II | |

EQUAL OPPORTUNITY EMPLOYER
How to get to the Online Catalog from a staff terminal

For the next month or so, you will need to use the following procedures if you wish to use the online catalog on a staff terminal.

To go from the cataloging, serials, or circulation systems TO the ONLINE CATALOG, do the following:

1) Press the CLEAR key while on the main menu or search screen -- this takes you to a signoff ('cssf') screen.

2) Signoff (in cataloging and serials, you just need to press the ENTER key; in circ, first type 'cssf' and then press the ENTER key) -- this takes you to the "CICS-VS" logo screen which states at the top of the screen: "TERMINAL NOW ATTACHED TO PRODUCTION CICS - ENTER SIGNON TRANSACTION."

3) Press the CLEAR key -- this takes you to a blank screen.

4) Type "disc" (for "disconnect") and press the ENTER key -- this takes you to a screen that is blank except for "THE UNIVERSITY OF KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK" at the top of the screen -- the cursor will appear 4 lines down from the top, on the left side of the screen.

5) Type "testocat" and press the ENTER key -- you will briefly see a screen that says "TESTOCAT COMMAND IS WAITING TO BE COMPLETED" at the top -- then you go to a new "CICS-VS" logo screen that says "TERMINAL NOW CONNECTED TO TEST LBRX - ENTER SIGNON TRANSACTION" at the top.

6) Press the CLEAR key - this takes you to a blank screen.

7) Type 'locat' and press the ENTER key -- this takes you to the main online catalog menu screen.

If the production CICS-VS logo screen is on the terminal when you first begin, simply start with step 3 rather than with step 1.

(see the other side of this sheet for instructions on going back the other direction)
To go FROM the ONLINE CATALOG to one of the other library systems, do the following:

1) On any online catalog screen, type 'logoff' on the command line and press the ENTER key -- this takes you to a screen that is blank except for the message: "You have exited the online catalog."

2) Type "disc" and press the ENTER key -- in almost all cases, this will take you to the production CICS-VS logo screen -- if instead it takes you to the screen with "THE UNIVERSITY OF KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK" at the top, type 'prod' and press the enter key -- you should then get the CICS-VS logo screen.

3) Proceed as you normally would to signon and enter either serials, circulation, or the cataloging/authority system (CLEAR key, then "cssn", then "lsens" or "libe" or "lcat").

******************************************************
** To keep track of what is happening with the online catalog installation, enter 'help news' on the command line of any online catalog screen.  
******************************************************

10/29/87 - - 2 - OFFICE OF INFORMATION SYSTEMS
SENIOR EMPLOYMENT AND TRAINING PROGRAM

K.U. Libraries is participating in a federally-funded program in conjunction with K.U. Personnel Services to provide part-time employment and training to persons aged 55 years and older who meet certain income guidelines. The ANPPM program (formerly Project AYUDA) provides funding for this employment. Library staff who know of persons meeting the age criteria and who may be interested in the responsibilities described on the attached position vacancy notice are urged to contact Ellen Johnson in the Music Library, 4-3496, or Lynn George, Personnel Services, 4-4942.

Sandy Gilliland

TIMECARD DEADLINE—REMINDER

All Classified, unclassified and student timecards are due in the Library Office by 9:00 a.m. Friday, Nov. 13, 1987.

Ruth Hurst

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a Classified Conference executive board meeting on Nov. 19, 1987, 10:00 a.m. in Library conference room A. All executive board members should plan on attending.

Ruth Hurst

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet at 9:00 a.m. on Wednesday, November 18 in the Art Library room 103. (A scheduling error had CDC AND A BCR workshop at the same time in Watson.) The primary subject of discussion will be preservation with reports from Clint Howard on ARL preservation activities, Jim Neeley on the "Closed Stack" committee, and the Collection Preservation and Management Committee.

Rich Ring

EXHIBITS COMMITTEE INVITES PROPOSALS

The Exhibits Committee is eager to hear from any Library staff member interested in mounting a display in the upcoming months. The Libraries Exhibit policy states that the purposes of library exhibits and displays shall be: a) to publicize and promote library materials and services; b) to encourage the use of library materials, and to discourage their misuse; c) to support the research, teaching and intellectual self-improvement and public service missions of the University of Kansas through the visual dissemination of information. The Exhibits committee has application forms for those interested.

Priscilla Howe, Rosemary McDonough, Rhonda Neugebauer

POWER TO BE SHUT DOWN

Power will be shut off beginning midnight, November 21st and will be turned back on at 6am November 22 for the Eastern portion of the campus (from Bailey Hall). This will affect Watson Library, the Art Library and Lippincott.

Jim Ranz

"SLOW FIRES"

The videotape, "Slow Fires: on the Preservation of the Human Record", describing the problem of acidic paper in books and other materials, will be shown on Tuesday, 17 November 1987, at 8am, 9:30am, 11am and 4pm in Room 318, Special Collections, Spencer Research Library. Please call Special Collections (4-4334)
FYI - 11/12/87

to make reservations to see it. All library staff, including student assistants, are encouraged to come. Mary Ann Baker

This same film will be shown on the PBS network, December 11 at 9:00pm. Jim Neeley

REQUEST FOR INFORMATION ON "WHO'S WHO"

Members of the Ad-Hoc Task Force on Staff Orientation would like to compile a "Who's Who in the KU Libraries" over the next few weeks. The "Who's Who" composed by Charles Getchell, formerly of Watson Reference department, in the spring of 1982, is much in need of revision. A biographical document could be both informative and fun and would enable old staff as well as new to become better acquainted. On a slip of paper, please take a few minutes to compose 3 or 4 sentences about yourself--your department, how long you have been with KU, hobbies, interests, etc. If you would like to see samples of how this has been done in the past, these can be obtained from Saralinda Rhodes. For those who do not return a slip, we will enter the individual name, title, and department, along with pertinent vita from personnel. If you do not wish to be included, please let one of us know. Direct all information to Saralinda Rhodes, Reference Department, Gene Carvalho, East Asian Library, or Becky Schulte, Kansas Collection. All classified and unclassified staff are invited to participate. We hope to hear from you soon! Saralinda Rhodes

ATTACHMENTS

ANPPM Federal Program position opening (below), Minutes of the third and fourth meetings of the Salary Committee (10/30/87 & 11/3/87), and State Promotion and Transfer List.

ANPPM Federal Program announces a Position Opening

Title: Clerk

Assist the Librarian in cataloging rare sound recordings in the Archives of Recorded Sound in the Gorton Music Library, including preservation (cleaning and labeling) of items, identification of historical aspects of items, record keeping, and care of donations to the collection and existing recordings and books in the Archives.

Qualifications: Interest in and some knowledge of music.

Work schedule: Monday through Friday four hours per day, either morning or afternoon to be decided.

Pay: $3.35/hour, 20 hours per week.

Call: Ellen Johnson, 864-3496 or come to Music Library, 448 Murphy Hall, KU Campus, 15th Street and Naismith.

Note: This position is reserved for persons 55 years or older.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Minutes of the third and fourth meetings of the Salary Committee, 1987-1988

Oct. 30, 1987  Members present:  SC, SM, SG (ex o)
Guest:  Sandra Brandt

Sandra Brandt, LFA exec., came to discuss this year's committee charges. (A vote to add Benefits-related charges to the Salary committee's work actually failed earlier this year. To pass, the vote needed approval by 2/3 LFA membership, but a full 2/3 didn't even vote. Of those who voted, almost everyone favored the additional charge.) In any case, we seek to improve benefits and to educate employees on benefit options.

We discussed five points the committee should work on this year:

1. Petition the University or Faculty Senate for an investments and benefits counselor on campus, with adequate announcement of the availability of counseling. (Through the Staff Benefits office?)

2. Review/challenge teacher and employee job classifications which now seem to arbitrarily lower librarians' benefits. (Note insurance schedules.)

3. Investigate possibility of providing a tax counselor for a workshop or on an on-call basis for several days. (Look into fees. Users pay?)

4. Health insurance cuts: Draft a letter for LFA by Nov. 12. Discuss cuts, lack of input, change decision-making process.

5. What are our benefits? Disseminate info. (Disability, life ins., health ins., social security, retirement, unemployment, campus benefits: parking, enrollment, entertainment...) Check for overlap with Orientation committee and Staff Development committee.

We'll meet Nov. 3 to draft the LFA letter.

Nov. 3, 1987  Members present:  AB, SC, SM, SG (ex o)

We began a draft of a letter (to be issued by LFA) protesting the decrease in health benefits at a higher cost to employees of the state of Kansas, and expressing our dissatisfaction with the process through which these changes were made. Susan Craig will circulate the draft to committee members by Friday noon (Nov. 6), and the committee will finalize the letter Nov. 9 or 10. Shelley Miller will suggest a list of recipients of the letter.

Submitted by Shelley Miller
Nov. 3, 1987
PROMOTION AND TRANSFER LIST

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

November 9, 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, November 13, 1987

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-15</td>
<td>Office Assistant IV (Bookkeeping)</td>
<td>Virginia Linden (316) 321-5101 El Dorado Honor Camp</td>
</tr>
<tr>
<td>R-18</td>
<td>Activity Therapist I</td>
<td>Richard Burd (913) 877-3380 Norton Correctional Facility</td>
</tr>
<tr>
<td>R-18</td>
<td>Driver License Examiner III</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-13</td>
<td>Account Clerk (Half-Time) (Lotus 1-2-3 Required) (Unclassified - $6.74/hr.)</td>
<td>Cathy Estes (913) 296-4505 State Board of Indigents' Defense Services</td>
</tr>
<tr>
<td></td>
<td>Benefits Manager (Unclassified) (Closes December 15, 1987)</td>
<td>Director, Division of Personnel Services Department of Administration (913) 296-4278</td>
</tr>
</tbody>
</table>

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Analyzes, designs, implements, and manages an employee benefits program for Kansas state employees to ensure cost effectiveness and efficiency.

The qualified candidate must have demonstrated the ability to administer a comprehensive employee benefits program; ability to supervise staff responsible for liability determination and risk management, especially in the areas of health care, workers' compensation, and self-insurance; ability to communicate effectively in written and oral form; must possess in-depth knowledge of computer systems related to employee benefits.

For consideration, submit a letter of application and resume with salary history and professional references by December 15, 1987, to Director, Division of Personnel Services, Landon State Office Building, Room 951-S, 900 S.W. Jackson, Topeka, Kansas 66612-1251.

'AL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-13 Keyboard Operator II
(Closes November 16, 1987)

R-15 Secretary II
(for Deputy Director)

R-15 Secretary II

R-28 Systems Software Specialist

WABAUNSEE COUNTY

R-11 Motor Carrier Inspector I
(Law Enforcement - Intermittent)

WINFIELD

R-31 Active Treatment Program Director

R-21 Institutional/Vocational Educator II

R-20 Occupational Therapist I

R-20 Physical Therapist I

R-23 Qualified Mental Retardation Professional

R-23 Registered Nurse III (3-11 shift)

R-23 Social Service Administrator I
(Patient Ombudsman)

R-21 Speech Pathologist I

R-23 Speech Pathologist II

Teresa Parsons (913) 233-7560 (Ext. 192)
Adjutant General's Department

Teresa Parsons (913) 233-7560 (Ext. 192)
Adjutant General's Department
Division of Emergency Preparedness

Kay Jones (913) 296-2974
Historical Society

Jack Savely (913) 296-1826
Div. of Information Systems and Communications

Donna Krier (913) 296-3077
Department of Revenue

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

Rita Penny has joined the Library staff as a full-time Bookkeeper in the Library Office, effective November 16th. Rita has a B.S. degree in Accounting from K.U., and has been employed as an Accounting Manager with Hamilton Brothers Oil Company, Denver. She replaces Randy Ermey.

Sandy Gilliland

HEALTH INSURANCE

Several Library staff have yet to submit health insurance enrollment forms for 1988 insurance program. As a reminder, all staff must submit an enrollment form, even if coverage is waived. Please submit the enrollment form (and Smoker's agreement form if a non-smoker) to the Library Office prior to November 20th. All enrollment forms must reach the Staff Benefits Office by 5:00 p.m. November 20th. The Library Office will review enrollment forms and make hand-deliveries to insure this deadline is met. Contact Sandy Gilliland or Ruth Hurst if you have questions.

Sandy Gilliland

1988 EXEMPTION FROM WITHHOLDING

All student assistants who are currently claiming exemption from withholding of income tax must file a new W-4 form. Notices and forms are being sent to all students with this status. In order to affect the January 1, 1988 pay warrant, W-4 forms must be received in the Library Office by Thursday, Dec. 3, 1987. If a new W-4 form is not received, the employee's tax status will be changed to single and "0" exemptions. Feel free to contact Ruth Hurst for more information or forms.

Ruth Hurst

LCPT CHANGES FOR LPA

Nancy Burich has resigned from the LFA Library Committee on Promotion and Tenure due to staff shortages at the Regents Center. The second year of her Librarian III position will be filled by Barbara Jones, a write-in candidate from the most recent election for LCPT. BJ's term will be for one year. You may recall that Sandy Mason, one of the two original candidates for that election, was earlier co-opted to replace Susan Craig.

Sandra Brandt

MISSING BOOK

The book, "Impact of Online Catalogs", edited by Joseph R. Matthews (Neal-Schuman, 1986) disappeared from the Precedence truck in the Acquisitions Department before it could be cataloged. Would whoever has the book please return it to Acquisitions within a week so that we can avoid purchasing a replacement copy? Thanks!

Marilyn Clark

OUT-OF-STATE TRAVEL

Library staff who travel on official business out-of-state are required to notify the Library Office so that appropriate forms may be processed to inform University offices. All out-of-state travel for official business, whether funded or not, must be reported, preferably at least 30 days in advance of the trip. Contact Ruth Miller, 4-3601, if you have any questions.

Ruth Miller
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
November 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, November 20, 1987

Vacancies to be listed on the Promotion and Transfer List for the week of November 30 through December 4, 1987 must reach the Division of Personnel Services by 12:00 p.m. on Wednesday, November 25, 1987.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-19</td>
<td>Chemist I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-20</td>
<td>Intergroup Education Specialist</td>
<td>Bud Pierce (913) 296-5005 Department of Human Resources</td>
</tr>
<tr>
<td>R-25</td>
<td>Social Service Administrator II (Unclassified - Special Project position to supervise a PROGRAM ASSURANCE UNIT)</td>
<td>Janice S. Waide (913) 296-3282 Dept. of Social and Rehabilitation Services Youth Services</td>
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WINFIELD

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>Institutional/Vocational Educator II</td>
<td>Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-20</td>
<td>Occupational Therapist I</td>
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<tr>
<td>R-20</td>
<td>Physical Therapist I</td>
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<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
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<tr>
<td>R-23</td>
<td>Registered Nurse III (3-11 shift)</td>
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<tr>
<td>R-23</td>
<td>Social Service Administrator I (Patient Ombudsman)</td>
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<tr>
<td>R-21</td>
<td>Speech Pathologist I</td>
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<td>R-23</td>
<td>Speech Pathologist II</td>
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EQUAL OPPORTUNITY EMPLOYER
The University of Kansas

The Honorable Governor Mike Hayden
Capitol Building, 2nd Floor
Topeka, KS 66612

November 18, 1987

Dear Governor Hayden:

The Library Faculty Assembly of the University of Kansas is voicing its strong protest to the 1988 group health insurance contract for state employees. This contract represents a marked deterioration of benefits at an increased cost for each of our 70 members. The limited options of plans and the restrictions of choice for medical care providers create a true hardship for all of us. One example of the problem caused by this contract is the requirement that all state employees now select from a limited list of physicians. This means that many people will be forced to switch from family doctors that they have been with for many years to someone unfamiliar with their medical histories. The 60-day waiting period for new employees to be covered by the state plan means that we will likely have a more difficult time recruiting new employees to our positions.

We also object to the manner in which the new contract was negotiated and the way that we were belatedly informed of the decision. The lack of opportunity for input into the decision and the lack of concern for our priorities is unacceptable. This procedure must be examined and changes must be made.

Our members have suffered from the minimal salary increases that the state has provided over the past years. The most recent salary survey of university libraries in the Association of Research Libraries shows KU's median salary for a library professional ranks 96th out of 106 institutions. This fact alone has made it very difficult for us to attract qualified applicants for our jobs and to retain librarians on our staff. When you add to the poor salaries an inferior health insurance plan such as the 1988 contract allows, our members are justifiably outraged.

Most of us were hired with the stipulation that the state would pay full coverage for health insurance. This contract represents a break in those terms. We ask that you work to improve the 1988 contract and assure us that the 1989 group health insurance will represent a significant improvement over that of 1988.

Sincerely,

Sandra Brandt, Chair
Library Faculty Assembly,
and the LFA Members

cc: Chancellor Gene A. Budig
Executive Vice Chancellor Judith Ramaley
Vice-Chancellor Del Brinkman
Senator Wint Winter, Jr.
Representative Jessie Branson
Representative Betty Jo Charlton
Representative David Miller
Representative John Solbach
Representative Robin Leach
Fletcher Bell, Insurance Commissioner
Ed Flentje, Secretary of Administration
Robert Harder, Former Secretary of SRS
UNCLASSIFIED VACANCY

The Regents Center Library has announced a Library Extension Assistant vacancy, a full-time, 12-month, continuing position, available immediately. **Duties:** maintains the Regents Center Library reserve function. Communicates verbally and in writing with faculty, processes materials received for reserve, provides records of the collection, returns reserve materials when removed from reserve. Responsible for reconciliation and deposit of all funds received. Performs database searches utilizing computerized bibliographical files. Responsible for processing recalls, overdues, and lost books. Responsible for catalog maintenance, including filing cards, resolving catalog-related problems, and patron orientation to use of the catalog. Maintains office and library supplies ordering needed materials. Provides assistance to patrons. **Required Qualifications:** Ability to interact effectively with the public; experience with detailed tasks; knowledge of accounting procedures. Strongly Prefer: Work experience in an academic library. Prefer: Baccalaureate degree; ability to formulate and conduct database searches via DIALOG and/or BRS; knowledge of library reserve operations. **Monthly Salary:** $1,000-$1,200 dependent upon qualifications. **Application Deadline:** Applications must be received by 5:00 p.m. Tuesday, December 8, 1987. To apply, submit letter of application, resume and undergraduate transcripts to Nancy Burich, Regents Center Librarian, 9900 Mission Road, Shawnee Mission, KS 66206.

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

TUITION ASSISTANCE DEADLINE ANNOUNCED

Applications for the University's Tuition Assistance Program are due in the Office of the Executive Vice Chancellor by 5:00 p.m. Friday, December 4th. The Tuition Assistance Program provides funding for certain educational expenses incurred by staff members at the University of Kansas. Staff who have held a full-time classified or unclassified position for at least one year prior to application, and who will continue to remain a full-time employee for the duration of participation in the program are eligible to apply. Usually, tuition, cost of textbooks, lab fees or other supplies required for participation in approved educational programs are covered under the program. An application form is attached to this issue of FYI. To apply, complete the application form, provide a brief statement explaining how this educational experience will benefit you and the University, include a transcript of any college coursework, attach a letter of support from your supervisor, and submit these materials to the Office of the Executive Vice Chancellor, 231 Strong Hall, by the application deadline. Additional information is available from Sandy Gilliland in the Library Office, 4-3601.

GENERAL RESEARCH FUND: INVITATION TO SUBMIT PROJECT PROPOSALS

Applications for awards from the General Research Fund are due Friday, January 8, 1988, 5:00 p.m. All library faculty should have received information regarding application procedures and guidelines. The General Research Fund was established to support faculty research. About $700,000 is available each year. The funds are appropriated by the State and administered by the University's
Faculty Senate Research Committee. For additional information, contact Sandy Gilliland, 4-3601, the Office of Research Graduate Studies and Public Service, 4-3301, or members of the Faculty Senate Research Committee (membership published in Proposal Guidelines, or available from Sandy Gilliland).

Sandy Gilliland

CLASSIFIED CONFERENCE PROPOSED CONSTITUTION CHANGE

At the December general Classified Conference meeting the Classified Conference will be voting on a proposed constitutional change. The constitution now reads (Bylaws, Article 1, Section 1) "At least four regular meetings shall be held each calendar year at intervals of approximately three months". Proposed change to read, "At least three meetings shall be held each calendar year at approximately regular intervals". Comments should be directed to Ruth Hurst at 864-3601.

Ruth Hurst

CLASSIFIED CONFERENCE GENERAL MEETING

The final 1987 general meeting for the Classified Conference will be held Thursday, December 10, 1987, 2:00 p.m. in Library conference rooms A & B. The agenda will include guest speaker John Brothers, President of the Classified Senate, vote on the proposed constitutional change, committee reports and any new business. All classified staff are encouraged to attend.

Ruth Hurst

CLASSIFIED CONFERENCE NOMINATIONS FOR 1988

Nominations are now being accepted for chairperson, vice-chairperson, secretary and group representatives of the Classified Conference. If any classified staff member wishes to nominate themselves for one of these positions, please notify Ruth Hurst by Friday, December 4, 1987. Ballots will be distributed on Monday, December 7, 1987. Any questions should also be directed to Ruth Hurst at 864-3601.

Ruth Hurst

BROWN-BAG LUNCHES - INVITATION TO ALL LIBRARY STAFF

The Staff Development Committee invites all library staff to attend two brown-bag lunches.

On Thursday, December 3, Donna Koepp will talk about last summer's IFLA (International Federation of Library Associations) Conference in Brighton, England and the IFLA pre-conference on official publications held in London. This should be an opportunity for all of us to learn something about international library issues.

On Wednesday, December 9, Gordon Anderson will present a slide talk on his fall trip to libraries in Poland and Czechoslovakia and his visit to the Frankfurt Book Fair. Gordon's observations about Slavic publishing and libraries and KU's slavic exchange programs should be interesting.

Both of these brown-bag lunches will be held in conference room A at 12:00 noon.

Rich Ring

ATTACHMENTS

Tuition Assistance Application form, Letter to Fletcher Bell from Diana Dyal, minutes of Classified Conference Executive Board of November 19, 1987 meeting and minutes of Budget and Planning meeting of November 11, 1987, and State Promotion/Transfer List.
November 20, 1987

Commissioner Fletcher Bell
420 S.W. 9th
Topeka, KS 66612

Dear Commissioner Bell:

We of the Personnel Committee of the Classified Conference, representing 96 employees in the Kansas University Library System, would like to protest the new health insurance plan offered to state employees. There are many reasons for our dissatisfaction. Among them are: lack of input for either state employees or other agencies, lack of options caused by an apparent monopoly, and increased costs coupled with decreased benefits.

In the August, 1987 Kansagram, staff were asked to give their opinions about benefits, including health insurance. Nowhere on the form did it state that this would be our only opportunity for input. The choices on the questionnaire were unacceptable to many. In fact, some of them had already been rejected previously. In the past, an advisory board has assisted the insurance commission in making decisions regarding employees' health insurance. The advisory board has tempered earlier commission plans that would have had the same far-reaching negative consequences as their current decision.

We are dismayed that Blue Cross/Blue Shield is now the only carrier for Kansas state health insurance. Many feel that this creates a potentially abusive monopoly. A monopoly limits options. A significant number of people do not want to be forced to use a primary-care physician. For many people, their established doctor is not on the list. Also several doctors on the list are not taking new patients. We realize that the primary-care physician may be a mere formality (in the Blue Select plan), but the increased cost thus incurred is beyond the ability of many to pay.

Already Kansas state employees have one of the most expensive health insurance plans in the nation. Now it is going to cost even more for less coverage. We feel that requiring staff to pay any part of the premium for individual coverage is setting a dangerous precedent. Another big problem is the waiting period for new employees. No one can tell at this point how far-reaching the negative effects of this waiting period will be.
One of the big selling points in the past for prospective employees at the University of Kansas has been health benefits. Now these benefits are being eroded: our coverage is less, our cost is greater, and there is an initial waiting period. We are outraged by these changes. We insist those responsible reconsider our insurance plans.

Respectfully Submitted By

Diana Dyal, Chair
Personnel Committee

cc: Governor Mike Hayden
Ed Flentje, Secretary of Administration
Robert Harder, Former Secretary of SRS
Susan Irza, State Director of Personnel Services
Chancellor Gene A. Budig
Executive Vice-Chancellor Judith Ramaley
Vice-Chancellor Del Brinkman
David Lewin, Personnel Director, University of Kansas
Senator Wint Winter, Jr.
Representative Jessie Branson
Representative Betty Jo Charlton
Representative Robin Leach
Representative David Miller
Representative John Solbach
Ruth Hurst, Chair, Classified Conference
Classified Conference Executive Board
Minutes of the November 19, 1987 meeting

Absent: Lois Bauer, Cynthia Shively

The first order of business was discussion on the constitution change. Lance explained what we would have to do. Lance will write up a proposed amendment changing the number of general meetings from 4 to 3 times a year. He will put the proposed amendment in the FYI next week. At the December general meeting we will need a 2/3 vote to pass the amendment.

Committee reports followed. Lars explained that the Budget and Planning committee had just finished receiving back some questionnaires that were sent to the staff. The committee will be looking over the answers and then see where to go from there. Diana, reporting for the Personnel committee, said that the Library Series Study will take place in January 1988. She presented to the members of the Executive Board a copy of a letter that was written by her committee. The letter concerning the health insurance situation for next year will be sent to Fletcher Bell with a "cc" to Gene Budig, Judith Ramaley, Del Brinkman, and area legislators.

Ruth next explained about a problem that the LFA was looking into. This problem is the fact that it is difficult for staff to find parking at night. This has been put on hold by the LFA. Perhaps this is an example of something that we could work together with LFA on. Diana talked about what had been discussed at the last Classified Senate. She mentioned that there are quite a few openings.

The December general meeting was set for December 10 at 2:00. The agenda will include the vote on the constitution change, committee reports, and John Brothers as a guest speaker. People should pay close attention to their mail. Nominations and ballots for officers and representatives to the classified conference executive board will be in the mail.

The meeting was closed.

Submitted by,
Lars Leon
Secretary

Budget and Planning Meeting November 11, 1987

Present: Kendall Simmons, Aimee Baxter, Suzanne Tronier, Lars Leon, Rick Clement, Rebecca Stuhr-Rommereim, Marilyn Clark

Guest: Jim Neeley

Jim Neeley came to respond to the questions that we sent out to the library staff.

Next meeting November 23, 1987.
PROMOTION AND TRANSFER LIST

State of Kansas — Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
November 23, 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.

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<tbody>
<tr>
<td>R-27</td>
<td>Hydrologist III (Water Commissioner), Garden City</td>
<td>Ginny McCord (913) 296-4171, Board of Agriculture</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Site Planner - Transcripts), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Computer Operations Specialist), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Multiple vacancies in Food Service), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Cook II), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Dietitian I), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-27</td>
<td>Hydrologist III (Food Service Supervisor I), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
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<tr>
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<td>Hydrologist III (Food Service Supervisor II), Lawrence</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
</tr>
<tr>
<td>R-26</td>
<td>Civil Engineer II (Dam Safety), Topeka</td>
<td>Ginny McCord (913) 296-4171, Board of Agriculture</td>
</tr>
<tr>
<td>R-26</td>
<td>Secretary I, Topeka</td>
<td>Bonnie Still (913) 296-3901, Dept. of Social and Rehabilitation Services Medical Programs</td>
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TOPEKA (cont.)

R-25 Social Service Administrator II Marjorie Byington (913) 296-2072 Dept. of Social and Rehabilitation Services Adult Services
R-25 Social Worker III Janice S. Walde (913) 296-3212 Dept. of Social and Rehabilitation Services Youth Services
R-25 Computer Systems Analyst II Donna Krueger (913) 296-3017 Department of Revenue
R-25 Data Control Technician I R-12 Keyboard Operator I (Nights) R-24 Property Appraiser I (A Degree and Experience in Agricultural Economics Preferred)
R-15 Secretary I (Steno) R-13 Secretary I

WINFIELD

R-21 Active Treatment Program Director Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center
R-20 Institutional/Vocational Educator II Occupational Therapist I
R-20 Physical Therapist I R-23 Qualified Mental Retardation Professional
R-21 Social Worker III (3-11 shift and 7-3 shift) Registered Nurse III (Patent Ombudsman)
R-21 Secretary I (Steno) Speech Pathologist I
R-21 Secretary II Speech Pathologist II
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.
PERSONNEL

Janet Mears will join the Library staff effective Wednesday, December 9th as an Office Assistant IV in the Library Office. Janet is currently employed by Facilities Operations as an Office Assistant III. She will replace Sherry Butter.  

Sandy Gilliland

TUITION ASSISTANCE DEADLINE REMINDER

As a reminder, applications for Tuition Assistance for the Spring, 1988 semester are due in the Executive Vice Chancellor's office by 5:00 p.m. Friday, December 4th. Application forms and general information are available from Sandy Gilliland in the Library Office, or from the Executive Vice Chancellor's Office, 231 Strong Hall (4-4904). Consult last week's FYI for additional information.  

Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR

A calendar of Civil Service examinations offered during the month of December is attached to this issue of FYI. Library student staff who are interested in pursuing permanent employment opportunities in State Civil Service positions should contact Sandy Gilliland or Ruth Hurst in the Library Office (4-3601), or a personnel officer in the Department of Personnel Services, 103 Carruth-O'Leary Hall (4-4942). Examinations listed on the calendar are offered by the Department of Personnel Services. An application for examination must be completed prior to examination.  

Sandy Gilliland

TIMECARD DEADLINE

All Classified, Unclassified and student timecards are due in the Library Office by 9:00 a.m., Tuesday, December 15, 1987.  

Ruth Hurst

DECEMBER CLASSIFIED EVALUATIONS

All supervisors of Classified staff who have evaluations due in December are reminded that those evaluations must be in the Library Office by Tuesday, December 15, 1987. It is very important that these evaluations be turned in on time so that any pay step increase can be awarded. Please feel free to contact Ruth Hurst, 4-3601, if you have any questions.  

Ruth Hurst

JANUARY 1 CHECKS MAILED

Any student or staff member who will not be here to pick up their January 1, 1988 paycheck may leave a self-addressed stamped envelope with Ruth Hurst in the Library Office. The paycheck will then be mailed to you.  

Ruth Hurst

REMINDER—CLASSIFIED CONFERENCE GENERAL MEETING

The final 1987 general meeting for the Classified Conference will be held Thursday, December 10, 1987, 2:00 p.m. in Library conference rooms A & B. The agenda will include guest speaker John Brothers, President of the Classified Senate, vote on the proposed constitutional change, committee reports and any new business. All classified staff are encouraged to attend.
CLASSIFIED CONFERENCES NOMINATIONS FOR 1988

As was stated in last week's FYI, nominations are now being accepted for chairperson, vice-chairperson, secretary and group representatives of the Classified Conference. If any classified staff member wishes to nominate themselves for one of these positions, please notify Ruth Hurst by Friday, December 4, 1987. Ballots will be distributed on Monday, December 7, 1987.

Ruth Hurst

LIBRARY HOURS NOW AND FOR THE SPRING SEMESTER

In recent weeks, the Daily Kansan has carried discussions of extended Watson hours during finals, which were requested by the Student Senate for the period November 30 through December 17. Keeping Watson open until 2am during this period would have required approximately $800 if staffed by student employees only for maintaining building security. Usual library services would be unavailable. (The online catalog and circulation system could not be accessed beyond current hours of opening.) Early in discussions, there was some possibility that the Student Senate would provide the necessary funding for student help. However, the Student Senate did not target funds for this purpose. Because of the Library's own inadequate funds and the inability to identify student help for midnight to 2am work shifts this semester, Watson's hours are not being extended during this period. The matter of library hours is also a Senate Library Committee agenda item this year, and will be discussed further with the SLC and no doubt with the Student Senate. Attached is the Libraries' spring semester schedule of hours. If further discussions affect spring semester hours for Watson Library, a revised schedule will be issued, and the affected Watson departments will be consulted prior to any changes. Meanwhile, please notify me (4-3601) if you have questions or corrections related to the attached schedule.

Mary Hawkins

KULSA HOLIDAY PARTY

It's time to start makin' your list and checkin' it twice. Then you can be naughty and/or nice at the KULSA holiday party on Thursday, December 17. Everything will be set up in the West Reading Room in Watson Library from 2:00 until 4:00. There will be a program of instrumental music, singing, and readings beginning at 3:00. All library staff, present and past, spouses, and student assistants are welcome.

Anyone interested in singing with the chorus should contact Martha Minor (4274) or Carmela Sibley (3038). Practices will begin Dec. 7 and will be held M-W-Th at 11:00 in the Watson Staff Room through Dec. 16. You do not have to come to all rehearsals, so come whenever you can if you want to sing.

Instrumentalists should contact Aimee Algier Baxter (3535) if you'd like to solo, play in an ensemble, or accompany the choir.

Plenty of willing hands will be needed to set up, decorate, serve, and clean up. If that's where your talent lies, and if you'll have some time to help between 1:00 and 5:00 on the 17th, contact Al Mauler (3038) or Ruth Hurst (3601). If you're all REALLY good, maybe Santa Claus will even come.

Al Mauler

ATTACHMENTS

November 25, 1987

Diana Dyal, Chair
Personnel Committee
University of Kansas Libraries
The University of Kansas
Lawrence, Kansas 66045-2800

Dear Ms. Dyal:

Thank you for your recent letter expressing concerns and raising questions about the health benefits program for 1988. The enclosed memo recently sent to members of the Kansas legislature should address most of your concerns and questions.

I wanted to take this opportunity to explain what the State Employees Health Care Commission did and why. In adopting a health benefits program for 1988, the Commission sought to accomplish four principal objectives:

- to move the state employee group towards "managed care," a health plan in which the necessity of medical care is more carefully reviewed;

- to hold down the increase in premiums for family coverage;

- to create incentives for preventive health care and thereby reduce long-term health care costs for the state employees group; and

- to prepare the state employees group for exercising the option of self-insurance in the near future.
The objective of managed care was chosen for a number of reasons. First, one-third of all state employees currently enroll in managed care and are reasonably satisfied with this option. Second, to continue existing benefits under traditional insurance, Blue Cross-Blue Shield proposed premium increases of 39 percent for individuals and 46 percent for families -- rates which did not seem affordable for either state government or state employees. Third, under one option available in the health benefits program, most state employees could opt out of managed care and select their own medical care if they were willing to pay the cost of a deductible and higher coinsurance.

The Commission also wanted to hold down the increase in premiums for family coverage. The annual premium proposed by Blue Cross-Blue Shield would have been nearly $2,800 and would have placed family coverage out of reach for many state employees, particularly for the nearly 18,000 employees who are eligible for health benefits and earn less than $17,000 per year. To offset the cost of family coverage the Commission recommended an 11.7 percent increase in the state contribution for each employee during calendar year 1988 and a monthly charge for all state employees participating in the health benefits program. These actions and others held the increase in family rates to 9.5 percent rather than the 45.9 percent originally proposed.

The claims experience of the state employees group and the support expressed for preventive health care by employees and state officials led the Commission to create incentives for preventive health care. An examination of health care costs shows that hospital bills, hospital admissions, hospital charges per day, and outpatient charges were significantly higher for the state employees and retirees group than for similar groups statewide and nationally. Further, in a survey of state employees and retirees, 68 percent thought the state should provide programs designed to reduce health care costs, such as health screening and classes on how to lose weight, control stress, and stop smoking. Seventy-six percent indicated that they would participate in such programs.

The Commission also concluded that the health benefits program for state employees and retirees has reached such a magnitude, 42,000 participants with a
financial obligation estimated at over $75 million in FY 1989, that the option of self-insurance for the state group should be carefully assessed. The Commission has begun to prepare for exercising this option in two ways. First, a top-notch benefits administrator will be hired. Second, the Commission has made a commitment to assess the feasibility of self-insurance and appoint a task force composed of state employees to oversee this assessment.

Finally, the health benefits program adopted by the Commission will require a supplemental appropriation estimated at $2.5 million for FY 1989. The Commission is also recommending an appropriation for FY 1989 of $45.5 million, an 18.5 percent increase over the current year appropriation of $38.4 million.

The points outlined in this letter are covered in more detail in the enclosed memo. If you have further questions, please contact me or the other members of the Commission or the Health Care Commission Administrator, Barbara Duncan.

Sincerely,

H. Edward Flentje
Secretary of Administration

Enclosure
Burich reminded the committee that two committee members are supervised by one of the candidates for promotion or tenure. She read from the LFA Code regarding supervisory relationship of committee members to any of the candidates.

In past years supervisees have served when supervisors were under consideration.

The committee agreed that all members would vote on all candidates so no co-option will be necessary.
THE UNIVERSITY OF KANSAS
DEPARTMENT OF PERSONNEL SERVICES

The TESTING CENTER announces the TESTING CALENDAR for

DECEMBER

For testing information call 864-4942.

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<th>SUN</th>
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*Written Exams Offered:
Food Service Supervisor I, II
Cook I, II
Office Assistant II, III
PROMOTION AND TRANSFER LIST

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

November 30, 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, December 4, 1987

<table>
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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-21</td>
<td>Psychologist I (5 Positions)</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td>R-21</td>
<td>Registered Nurse II</td>
<td>Kansas State Industrial Reformatory</td>
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<tr>
<td>R-21</td>
<td>Architect I (Site Planner - Transcripts Required - Deadline December 4, 1987)</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<tr>
<td>R-24</td>
<td>Computer Operations Specialist (Deadline December 4, 1987)</td>
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Multiple vacancies in Food Service - Preference given to applications received by December 9, 1987 for the following positions.

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-10</td>
<td>Cook II</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<tr>
<td>R-19</td>
<td>Dietitian I</td>
<td>University of Kansas</td>
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<tr>
<td>R-12</td>
<td>Food Service Supervisor I</td>
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<td>R-15</td>
<td>Food Service Supervisor II</td>
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TOPEKA

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<tbody>
<tr>
<td>R-19</td>
<td>Environmental Technician III</td>
<td>JoAnn Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Freddie Thowe (913) 296-2326 Animal Health Department</td>
</tr>
<tr>
<td>R-27</td>
<td>*Psychologist III</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
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*Must have completed an APA approved clinical/counseling internship and/or must meet the requirements of the Kansas Behavioral Sciences Regulatory Board for providing professional psychologist supervision to psychologist applying for registration or license.

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<th>SALARY RANGE</th>
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<tr>
<td>R-18</td>
<td>Safety Specialist I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-21</td>
<td>Safety Specialist II</td>
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WINFIELD

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<tbody>
<tr>
<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<td>R-20</td>
<td>Occupational Therapist I</td>
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<tr>
<td>R-20</td>
<td>Physical Therapist I</td>
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<tr>
<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
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<tr>
<td>R-23</td>
<td>Registered Nurse III (3-11 shift and 7-3 shift)</td>
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<tr>
<td>R-23</td>
<td>Social Service Administrator I (Patient Ombudsman)</td>
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<td>R-21</td>
<td>Speech Pathologist I</td>
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<td>R-23</td>
<td>Speech Pathologist II</td>
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EQUAL OPPORTUNITY EMPLOYER
UNIVERSITY OF KAN. LIBRARIES
SCHEDULE OF HOURS: JANUARY 13 - JUNE 6, 1988

WATSON LIBRARY (864-3347)
CIRCULATION* (864-4715)
RESERVE (864-3396)
MICROFORMS (864-4661)
PERIODICALS READING ROOM (864-3950)
Mon-Thu 7:30am - midnight
Fri 7:30am - 10pm
Sat 9am - 5pm
Sun noon - midnight
Hours During Class Holidays:
January 18 Closed
March 13 Closed
March 14-18 8am - 5pm
March 19 Closed
March 20 noon - 10pm
May 12-29:
Mon-Fri 8am - 5pm
Sat & Sun Closed
May 30
Closed:
January 18 (N.L. King Day)
May 30 (Memorial Day)

ART & ARCHITECTURE LIBRARY
(864-3020) Spencer Museum
Mon-Thu 8am - 10pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun noon - 10pm
Hours During Class Holidays:
January 18 Closed
March 13 Closed
March 14-18 8am - 5pm
March 19 Closed
March 20 noon - 10pm
May 12-29:
Mon-Fri 8am - 5pm
Sat & Sun Closed
May 30
Closed:
January 18 (N.L. King Day)
May 30 (Memorial Day)

FINE OFFICE (864-4715)
309C Watson
Mon-Fri 8:30am-4:30pm
Sat & Sun Closed
Closed:
January 18 (N.L. King Day)
May 30 (Memorial Day)

KANSAS COLLECTION (864-4274)
224 Spencer Library
Mon-Fri 8am - 5pm
Sat 9am - 1pm
Sun Closed
Closed:
Jan. 18, Mar. 19,
May 7, May 14, May 21,
May 28-30, June 4

GOVERNMENT DOCUMENTS & MAPS
(864-4662) (864-4420)
Basement, Spencer Library
Mon-Fri 8am - 6pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun Closed
Closed:
Jan. 18 (N.L. King Day)
May 30 (Memorial Day)

MATHEMATICS & COMPUTER SCIENCE
LIBRARY (864-3440) 209 Strong
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed:
Jan. 18 (N.L. King Day)
May 30 (Memorial Day)

MUSIC LIBRARY (864-3496)
448 Murphy
Mon-Fri 8am - 10pm
Sat 8am - 5pm
Sun noon - 10pm
Hours During Class Holidays:
January 18 Closed
March 14-18 8am - 5pm
March 19 Closed
May 12-29:
Mon-Fri 8am - 5pm
Sat & Sun Closed
May 31-June 6:
Mon-Fri 8am - 5pm
Sat & Sun Closed

ENGINEERING LIBRARY
(864-3866) 1012 Learned
Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 10pm
Hours During Class Holidays:
January 18 Closed
March 13 Closed
March 14-18 8am - 5pm
March 19 Closed
March 20 noon - 10pm
May 12-29:
Mon-Fri 8am - 5pm
Sat & Sun Closed
May 30 Closed
May 31-June 6:
Mon-Fri 8am - 5pm
Sat & Sun Closed

INTERLIBRARY SERVICES
(864-3960) 3rd Level Watson
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed:
January 18 (N.L. King Day)
May 30 (Memorial Day)

REGENTS CENTER LIBRARY
(864-2147) 9900 Mission Rd.,
Overland Park, KS
Mon-Fri 9am - 10:45pm
Sat 9am - 5pm
Sun noon - 5pm
Hours During Class Holidays:
Mon-Fri 9am - 5pm
Open: Jan. 18
Closed: May 30

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.
PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506

SCIENCE LIBRARY (864-4928)
6040 Malott
Mon-Thu 8am - midnight
Fri 8am - 10pm
Sat 9am - 1pm
Sun noon - midnight
Hours During Class Holidays:
Jan. 18 8am - midnight
Mar. 11 8am - 5pm
Mar. 12 9am - 5pm
Mar. 13 noon - 5pm
Mar. 14-18 8am - 10pm
Mar. 19 9am - 5pm
Mar. 20 noon - midnight
May 12-29:
Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 5pm
May 30 8am - 5pm
May 31-June 6:
Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 5pm

SPECIAL COLLECTIONS
(864-4334)
327 Spencer Library
Mon-Fri 8am - 6pm
Sat 8am - 1pm
Sun Closed
Closed: Jan. 18, Mar. 19,
May 7, May 14, May 21,
May 28-30, June 4
Open: May 15, 1-5pm

UNIVERSITY ARCHIVES
(864-4180)
422 Spencer Library
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed:
Jan. 18 (N.L. King Day)
May 30 (Memorial Day)

* Circulation Desk closes 15 min. before Library closes. Bookstacks close 1/2 hr. before Library closes.

COPYING SERVICES (864-4209)
Self-service copiers available on same schedule as shown above, until 1/2 hr. before Library closes.

REFERENCE DESK (864-3347)
Staffed: Mon-Thu 8:30am - 9:30am
Fri 8:30am - 5pm
Sat 11am - 5pm
Sun noon - 9:30am
Hours During Class Holidays:
Closed: Mon-Fri 8:30am-5pm
Staffed Mar. 20
Not staffed Mar. 21
Closed: Jan. 18, May 21-
22, May 28-30, June 5
CLASSIFIED VACANCY

The Science Library has announced the availability of a half-time Office Assistant III position with the following responsibilities: 1) Oversees and assists in the effective operation of photocopying services in the Science Library; 2) Oversees and assists in the duplicate exchange activities of the Science, Engineering and Math Libraries; 3) Provides prompt, knowledgeable reference assistance to Library patrons, primarily KU faculty, students and staff; 4) Maintains supplies for the Science Library; 5) Maintains records for costs and payments of computerized literature searches performed in the Science Library; 6) Types departmental reports, correspondence, classroom assignments, etc. Qualifications: State of Kansas requires one year of clerical work experience. Training or coursework in general office practices may be substituted for 6 months of the required experience. Preferred Selection Criteria: Strongly prefer ability to establish and maintain at all times effective working relationships with patrons, library staff and other academic departments. Prefer demonstrated ability to work independently; strong organizational and analytical skills; ability to maintain high quality and quantity of work under pressure; accurate typing skills; bookkeeping training or experience; familiarity with secretarial practices; knowledge of library resources and organization; willingness to work a flexible schedule.

The Office Assistant III classification is funded at salary range 13 on the State civil service salary scale, at a beginning annual salary of $14,304 (full-time rate, effective 12/18/87). Library staff interested in applying for this position should contact Ruth Hurst by 5:00 p.m. Wednesday, December 16th. A copy of the position description is on file in the Library Office for review.

Library student employees interested in being considered for this position must be currently certified on the Office Assistant III State Civil Service register.

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

TIMECARD DEADLINE REMINDER

All Classified, Unclassified and student timecards are due in the Library Office by 9:00 a.m., Tuesday, December 15, 1987. Ruth Hurst

JANUARY 1 CHECKS MAILED

Any student or staff member who will not be here to pick up their January 1, 1988 paycheck may leave a self-addressed stamped envelope with Ruth Hurst in the Library Office. The paycheck will then be mailed to you.

Ruth Hurst

1987 DISCRETIONARY HOLIDAY

As a reminder, all librarians, unclassified and classified staff who have not used the 1987 Discretionary Holiday should do so before January 1, 1988, or it will be lost. If you are uncertain as to whether or not you have used the Discretionary Holiday, call Ruth Hurst or Sandy Gilliland in the Library Office, 4-3601.

Sandy Gilliland
LIBRARY STAFF TELEPHONE DIRECTORY

A revised copy of the Library Staff Directory is attached to this issue of FYI. Please report any corrections to the Library Office, 4-3601. Sandy Gilliland

LIFE INSURANCE: TEACHERS AND EMPLOYEES ASSOCIATION

The Library Faculty Assembly has been successful in petitioning the Teachers and Employees Association Board to change the class category of Librarians II in the TEA Life Insurance rate schedule. Previously, Librarians I and II were included in Class 1 of the rate schedule. Now, as a result of LFA's petition, Librarians I remain in Class 1 and Librarians II are included in Class 2. Please note that Library Department Heads may be included in Class 3 of the rate schedule if desired. If you are currently enrolled in the TEA Life Insurance Program and would like additional information regarding these changes, please contact Sandy Gilliland in the Library Office, or Vera Bylaska in the Comptroller's Office, 4-3322. Librarians and other library staff may enroll in the life insurance program offered by TEA at any time during their employment, subject to approval/acceptance by the insurance company. Contact Sandy Gilliland for additional information.

STATE HOLIDAYS FOR 1988

The following dates in calendar year 1988 will be observed as official state holidays:

- Friday, January 1, 1988 (New Year's Day)
- Monday, January 18, 1988 (Martin Luther King Day)
- Monday, May 30, 1988 (Memorial Day)
- Monday, July 4, 1988 (Independence Day)
- Monday, September 5, 1988 (Labor Day)
- Friday, November 11, 1988 (Veteran's Day)
- Thursday and Friday, November 24 and 25, 1988 (Thanksgiving)
- Monday, December 26, 1988 (Christmas)
- Monday, January 2, 1989 (New Year's)

Discretionary Holiday (for use during 1988)

Please consult the Library Schedule of Hours to determine which of these holidays the Libraries may be open. Classified staff required to work on an official state holiday will receive compensatory time off at the rate of 1 1/2 hours for each hour worked (maximum 12 hours compensatory time). Librarians and unclassified staff who work on an official state holiday are not eligible for compensatory time off. Sandy Gilliland

COURIER SCHEDULE

The Regent School's Courier will make its last delivery and drop off for the year on Thursday, December 17th. Service will resume on Monday, January 4th.

INTERLIBRARY SERVICES TO BE CLOSED

Interlibrary Services will be closed December 21-25. We will be open again December 28.

REGENTS CENTER LIBRARY TO BE CLOSED

During the Christmas break, the Regents Center Library will be closed from Dec. 24th through Jan. 3rd. From Dec. 19th through Dec. 23rd and Jan. 4th through Jan. 12th, the Regents Center Library hours will be Mon. to Fri., 9:00 to 5:00.

MATH & COMPUTER SCIENCE LIBRARY CLOSED

During the Christmas break, the Math & CS Library will be closed starting Dec. 24th through Jan. 3rd. It will be open again, beginning Jan. 4th. If there are any emergency calls during the time the library is closed, they should go to the Science Library, 4-4928.
FYI - 12/10/87

PHONE CALLS TO THE REFERENCE DEPARTMENT
The Reference Desk (3347 and 3348) is not staffed until 8:30 on weekday mornings, so that calls to 3347 or 3348 cannot be answered before then. If you need to talk to Reference staff before 8:30 a.m., you should call 3366, the Reference Workroom. Thank you. Jim Neeley

EXHIBITIONS
There are two new exhibits in the Art and Architecture Library. Ann Snow has prepared a display on "Marbled Paper in Bookbinding" using examples from the Library's collection. In addition to a brief description of the history of marbled paper, Ann has chosen examples of several techniques and explained each of them. The second exhibit is of Brass Rubbings from the Robert and Elizabeth Raymond Collection. The brass rubbings were done in English churches by the Raymonds and represent memorial brasses from the 14th - 20th century. Please plan to come by and see both displays. Susan Craig

CLASSIFIED CONFERENCE BALLOTS DUE
Classified Conference ballots were mailed to all members. These ballots are due back to Ruth Hurst by Monday, Dec. 21, 1987. Ruth Hurst

A REMINDER CONCERNING "WHO'S WHO IN THE KU LIBRARIES"
Please send your biographical statements to Saralinda Rhodes, Becky Schulte, or Gene Carvalho by Monday, January 4, 1988. So far, we've heard from only a small percentage of the library staff, and we're anxious to compile a new "Who's Who" by early 1988. It has been 6 years since the last one was compiled, and many changes have taken place since then. Please see the announcement in FYI, Nov. 12, 1987 for details, if you missed it the first time. Thank you. Saralinda Rhodes

KULSA HOLIDAY PARTY
He knows if you've been bad or good, so, for goodness sake, get your favorite holiday GOODies ready for the KULSA Holiday Party on Thursday, Dec. 17. Bring your favorite snacks: chips, veggies, bread & dips, candy, brownies, cake cookies, popcorn, fruit, or whatever to the West Reading Room before 2:00 (or drop them off in Watson Staff Room). Paper goods, punch, coffee, tea, and atmosphere will be furnished by KULSA.

It's not too late to help out with the activities—the chorus continues to practice in the Watson Staff Room M-W-Th at 11:00 (call Martha Minor, 4274) or Carmela Sibley (3038). Instrumentalists need to contact Aimee Algier Baxter (3535). Plenty of helping hands are needed to set up and decorate as well as to clean up (call Al Mauler, 3038). Sherry Hawkins (4661) is scheduling servers.

Do remind past staff members (who will receive an invitation through the mail) as well as your student assistants that they are welcome.

A memo has been sent to Santa, informing him that we've all be ESPECIALLY GOOD this year. I await his response. Al Mauler

ATTACHMENTS
Minutes of the following meetings: Budget & Planning (11/23/87), Staff Development Committee (11/24/87), Salary Committee Meeting (11/25/87), Travel Report from Priscilla Howe, State Promotion and Transfer List, KULSA invitation, Holiday invitation from Special Collections Dept., and Library Staff Telephone Directory.
Budget and Planning Committee Meeting November 23, 1987

Present: Marilyn Clark, Kendall Simmons, Aimee Argier Baxter, Lars Leon, Rebecca Stuhr-Rommereim, Suzanne Tromer

Absent: Rick Clement

Passed out: Library mission statements, budget reports, comments from last week, and minutes from last week.

Members of the committee heard from library staff who did not return forms. One comment heard frequently was that the staff member did not know anything about the budget and so was unable to comment on it. This was also a common statement from the staff members who did return forms.

After looking at the specially prepared budgets we decided that we needed an organized, itemized budget with clear statements of funds spent, income, and what is spent from each source of income, as well as a figure to balance to. We will suggest an organization and list some missing categories.

The next meeting is December 7, Monday, at 10:30.

Respectfully submitted,

Rebecca Stuhr-Rommereim
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: November 24, 1987
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring, S. Tronier

The committee reviewed the ten requests submitted for travel funding during the third quarter of FY88 and allocated the monetary amounts. A small amount from FY88 funds was determined as a reserve to be carried into the next fiscal year to partially cover the requests received for the July ALA annual convention.

A discussion followed concerning future topics of brown bag lunch meetings. Gordon Anderson has volunteered to talk about his trip to Poland and the Frankfurt Book Fair. Donna Koepp is interested in discussing her trip to Brighton, England for the IFLA (International Federation of Library Associations) meeting. Rich will contact Gordon and Donna and schedule the brown bag meetings in early December.

Ellen Johnson is willing to give a tour of the archives of pre-recorded sound, and Barb Gaeddert would like to give her presentation of historical houses in Kansas. A late afternoon scheduling with refreshments would be more appropriate for these presentations. Suzanne will try to schedule a time with Barb for January, and Judith will discuss a March or April date with Ellen.

Judith would like to coordinate a meeting with interested personnel concerning online searching and to discuss future topics for periodic meetings. Judith will continue to pursue the idea.

Rich suggested a field trip to Allen Press in Lawrence this winter. If possible, arrangements will be made for Feb. or March.

Saralinda presented the draft of suggestions that the Ad Hoc Task Force on Staff Orientation wants to add to the Staff Development Committee's ongoing responsibilities.

Next, the committee discussed meetings and workshops that would require the use of the funds allocated by the Dean for professional development. Suggestions from the library staff are:

A) A seminar on research for librarians. The committee found this topic rather difficult to define and to identify a qualified person to provide a presentation. The committee will seek input from the library staff.

B) Field trips to Truman and Eisenhower Libraries.

C) One day workshop on CD-ROM. This idea would be of interest to many staff members. Rich will contact BCR for information on their workshops.

D) A seminar on scholarly publishing. Representatives from a large publisher, university publisher, society press would be invited along with a librarian who is very knowledgeable on pricing activities of publishers. Possibilities of publishers might be Elsevier or Pergamon, Regents Press, Allen Press, and Chuck Hammacker from LSU as the library representative. The topic might be of interest to faculty and members of the student senate plus librarians outside of the confines of the Lawrence campus. The committee could advertise the seminar and perhaps charge a small fee to individuals not connected with the University. A room could be rented at the Adams Center. Rich will pursue this thought.

The next meeting will be held Tuesday, January 5th, at 1:30 p.m.

Judith Emde, Secretary
Minutes of the Salary Committee meeting, November 25, 1987

Members present: Aimee Baxter, Susan Craig, Shelley Miller, Sandy Gilliland (e-

Shelley will work on a first draft of the Committee's letter to the TEA Board o-
Directors about the ranking of Librarians II with Librarians I and KU Instructo-
in Class 1 of the Equitable Life Assurance Society Group Policy (life insurance. 
Assistant Professors are ranked in Class 2, which has different policy rates an-
benefits. The Faculty Handbook suggests L II corresponds to the rank of Assis-
Professor, and this is what our letter will communicate to the insurance company. 
We'll send a copy to Academic Affairs. Meet on Friday, Dec. 4 to review/edit the 
draft.

More discussion of attempting to find a (free?) tax consultant to brown bag lunch 
with us and discuss changes in the new tax laws.

We'll talk next Friday too about dividing up the benefits list for detailed inve-
tigation and verification. (What employees receive when and how...)

Minutes of the Salary Committee meeting, December 4, 1987

Members present: AB, SC, SM, SG (ex-o)

We edited our letter to the TEA life insurance Board of Directors. The letter w-
be signed by Sandra Brandt for the LFA, and sent to Doug Whitman of the School c 
Business, President of the B. of D. The Board meets next Tuesday and then not a-
until January, so we will attempt to mail the letter yet today. (Sandy found the 
proper contact for our correspondence.)

In other business, the Committee reviewed Edward Flentje's response to the Class 
Conference about Blue Cross/Blue Shield health coverage for 1988. Sandra Brandt 
received the same letter for the LFA, as well as a historical packet.

The Committee received a 1987 ARL Salary Survey which may be used in 1989 Budget 
projection and narration, justification, etc. We will check into the compilation 
of figures...it seems some KU salaries are lower than the lowest on the ARL list.

Each Committee member will study the retirement plan of the companies from which 
we have to choose. We will chart out the benefits offered at our next meeting, 
10:30, Tuesday, December 15. Sandy told us which other benefits she can provide 
information on. The Committee will look at other campus benefits as we attempt 
clarify all employee benefits this year.

Sandy will contact two possible speakers for a January brown bag lunch about tax 
law.

Next meeting: Tues., Dec. 15 10:30 a.m.

Submitted by Shelley Mill
The 19th National Convention of the American Association for the Advancement of Slavic Studies, November 5-8, 1987

The annual convention of AAASS was held conveniently in Boston this year. I say "conveniently" because I had just spent my vacation eating and talking my way around New York and New England (I didn't stop doing either when I got to the convention).

The first event on the program was a reception for Slavic librarians at Harvard's Widener Library, with a visit to the Pushkin exhibit being held in the Houghton Library (we had quite a trek through the labyrinth of Widener stacks). Although the reception was short, it was nice to have a chance to talk to other Slavic librarians before the convention actually began.

The next day was fairly hectic. The first meeting, promptly at eight in the morning, was the most important for librarians: the Bibliography and Documentation Committee meeting. We heard reports on the activities of ACRL's Slavic and East European section, on a new US-Soviet Commission on libraries and information (see October American Libraries), on what is going on at the Library of Congress (the new Librarian of Congress, I'm pleased to say, is a slavicist). A new incarnation of a journal of interest to Slavic librarians was announced. One topic mentioned in passing was the problem of Slavic backlogs—we are not alone. Not surprisingly, no solutions were proposed. Last year the hot topic in the B and D committee meeting was collection evaluation; this year it was preservation. The problems of microfilming were discussed: the loss of the book as artifact, the chance of the film being poorly done, the possibility of missing parts of serials runs due to bad filming, to name but a few. Other announcements were made in this meeting: the next edition of the international directory of Slavic librarians and information specialists should be issued soon, as will a guide to Slavic collections in the New York metropolitan area.

I attended various panels at the conference as well. One, Bibliophiles, Publishers and Collectors in the Russian Emigrations, 1920s-1950s, was a fascinating glimpse of Russian émigré intellectual life. While the papers read at the panel on political leadership in Bulgaria were interesting in themselves, I found the questions posed afterward as enlightening. Three papers read at a panel entitled Publishing and Libraries in 19th Century Russia treated widely varying subjects: the Russian intelligentsia and the Imperial Public Library, Russian literary journals, and Soviet research on 19th century Russian publishing.

It was wonderful to be back in New England. As I had already had lobster and fish chowder at my parents' house in Maine, I contented myself with bluefish and clam chowder in Boston. What more can I say?

Priscilla Howe
You are invited to attend
KULSA
Holiday Party
to be held in the
West Reading Room, Watson Library
Thursday, December 17, 1987
2:00 pm to 4:00 pm
Instrumental music at 2:45
Program begins at 3:00
Student assistants welcome

Season's Greetings
The Department of Special Collections invites you to help us celebrate the holidays. Come join us for music and mirth, good food and good company, on Thursday, December 17th at 4pm in the Kenneth Spencer Research Library
PROMOTION AND TRANSFER LIST

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

December 7, 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, December 11, 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>(5 Positions)</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-20</td>
<td>Registered Nurse I</td>
<td></td>
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<tr>
<td>R-21</td>
<td>Registered Nurse II</td>
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<tr>
<td>R-18</td>
<td>Activity Therapist I</td>
<td>Judy Randolph (913) 727-3553 (Ext. 206)</td>
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<td></td>
<td>Kansas Correctional Institution at Lansing</td>
</tr>
<tr>
<td>R-22</td>
<td>Computer Systems Analyst I</td>
<td>Thomas Kuhn (913) 877-3301</td>
</tr>
<tr>
<td></td>
<td>(50% Position)</td>
<td>Norton State Hospital</td>
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<td></td>
<td>(1:00 p.m. till 5:00 p.m.)</td>
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<tr>
<td>R-15</td>
<td>Corrections Officer I</td>
<td>Harry Lumley (913) 296-5262</td>
</tr>
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<td></td>
<td>Div. of Information Systems and Communications</td>
</tr>
<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Board of Healing Arts</td>
</tr>
<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Sandra Nichols (913) 296-3185</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas Water Office</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Revenue</td>
</tr>
<tr>
<td></td>
<td>Physician Specialist (Unclassified)</td>
<td>Dr. Gordon Abbo (913) 296-5306</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas Neurological Institute</td>
</tr>
</tbody>
</table>

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

R-26  Psychologist II

Public Health Nurse V
   (Unclassified - Special Project)
Secretary I
   (Unclassified - Special Project)

R-23  Research Analyst III
   (ESSI)

R-23  Research Analyst III
   (Research and Analysis)

R-17  Resource Protection Officer
   (2 Positions - Unclassified)
   (Law Enforcement)
   (Closes December 17, 1987)

WICHITA

R-19  Environmental Technician III

WINFIELD

R-31  Active Treatment Program Director
R-20  Occupational Therapist I
R-20  Physical Therapist I
R-23  Qualified Mental Retardation Professional
R-23  Registered Nurse III (3-11 shift and 7-3 shift)
R-23  Social Service Administrator I
   (Patient Ombudsman)
R-21  Speech Pathologist I
R-23  Speech Pathologist II

Linda Kraus (913) 296-3936
   Youth Center at Topeka

JoAnn Moran (913) 296-1290
   Department of Health and Environment

Ford Sanders (913) 296-2118
   Department of Human Resources

William Layes (913) 296-5058
   Department of Human Resources

Teresa Parsons (913) 233-7560 (Ext. 192)
   Adjutant General's Department

JoAnn Moran (913) 296-1290
   Department of Health and Environment

Farrel Oard (316) 221-1200
   Winfield State Hospital and Training Center
UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY (Revised 12/9/87)

ACQUISITIONS, 2nd Level Watson .................3476
Lohrenz, Cundiff, Froese, Hack, Jeffries, Leon, Lodwick, Stephens, Trainer

ARCHIVAL LIBRARY OFFICE, 5th Level Watson ....3601
Ranz, Gilliland, M. Hawkins, Howard, Hurst Jaeger, Mears, Miller (Ruth), Penny

ARCHIVE R. DIVES LIBRARY-RMCS ...Kansan 8-560-7166
James Bingham, Director

ARCHIVES .........................................................................................................................4188
J. Nugent, bunch, Khede

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

BINDER PREPARATIONS, 1st Level Watson ....3753
Felt, J. D., Dingle

CATALOGING, 2nd Level Watson ....3038/3049/4165

Serials Cat.: Algdier, Fry, Neugebauer, Wilson

CIRCULATION, 3rd level Watson .................4715
Simmons, Bishop, Clark, Gelhaus, Griepp, Samuelson, Shively

CIRCULATION DEPARTMENT, 2nd Level Watson......3476
Ring, R. Anderson

COPYING SERVICES, 4th Level Watson .......4209
Buckner

DOCUMENTS, 117 SRL ................................3462
Krieger, Barkey, Bower, Mellenbruch, Sturr, Warren

EAST ASIAN LIBRARY .................................................4669
Carvalho, Doll

ENGINEERING LIBRARY, 1012 Learned ........3866
Wall, R. Burton, Hendricks-Backus, Toddlin

EXCHANGE AND GIFTS, 2nd Level Watson ......3425
Hamilton

HOME READING ROOM, 102 Summerfield ....3404
Cheville Salle

INFORMATION PROCESSING, 3rd Level Watson ......3347
Interlibrary Services

INTERLIBRARY SERVICES, 3rd Level Watson ....3960
Brandt, Brow, Diener, Donaldson, Owens, Sharratt, Spray

KANSAS COLLECTION, 224 SRL .................4274
N. Williams, Benjam, B. McCombs, Minor, (Title II-C/Wilcox Projects: Schulte, Darting, Richerson, Otto) (Black History Grant: Dandridge)

LAW LIBRARY, 200-A Green Hall .................3025
Peter Schanen, Director

MAIL ROOM, 1st Level Watson .................3080
Coburn, Galloway

MAP LIBRARY, 110 SRL ...................................4420
Kosse

MATH LIBRARY, 209 Strong .........................3440
Pauhl

MICROFORMS, 4th Level Watson ..................4661
S. Hawkins

MAY LIBRARY, 448 Murphy .........................3496
Ritchey, Johnson, Smith

PERIODICALS READING ROOM, 4th Level Wat...3950
Couch, Revell

REFERENCE DEPT. & INFORMATION ..................3347
Gaal, Information Officers, 3rd Level Watson ....3366
J. Neely, Clark, Evans, Jones, Melton, Mcdonough, K. Miller, Owens, Rhodes, Stahr, Rorem, Symons

REGENTS CENTER LIBRARY ..........841-2147
3525 Mission Road, Overland Park, KS 66206
Burich, Olausson, Scott

RESERVE, 3rd Level Watson .........................3396
Barah

SCIENCE LIBRARY, 6040 Malott ..................4928
B. Neely, Cran, Denton, Endo, Franklin, S. Hewitt, Kirby, Taylor

SERIALS, 2nd Level Watson .........................3535
R. Miller, Reuer, Cook, Copp, J. Denton, GJ, Jepson, Hamlin, Lachrom, Lynch, Nugent

SERIALS CATALOGING, 2nd Level Watson .....3535
Algard, Fry, Neugebauer, Wilson

SLAVIC, 2nd Level Watson .........................3957
G. Anderson, Alexander, Howe, Jernovik, SLATE (Dept. for Spain, Portugal, and Latin America), 2nd Level Watson ............3951
R. Miller

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

LIBRARY STAFF
Alexander, Maria, Program Assistant, Slavic ....3957
Algard, Aimee, Li Serials Cataloging ....3535
Altenbernd, L. Jan, LAAI Art Library ...........3020
Anderson, Gordon, LII Slavic ......................3957
Anderson, Roger, LII Collection Dev..............3476
Baker, Mary Ann, LAAI Special Coll .............4234
Barkley, L. L. Documents, 3025 ..................4662
Bauer, Lois, OAII Serials Collections .............3535
Benjamin, David, LAAI Kansas Collections ....4274
Bishop, Norma, LAAI Circulation .................4715
Borton, Mary, LAAI Engineering ..................3366
Borton, Richard, LAAI Cataloging .................3038
Bower, Kerry, LAAI Cataloging ....................3038
Borah, Dick, Program Assistant, Documents ....4662
Bramble, Sadie, LAAI Cataloging ..................3038
Brannot, Sandra, LII ILS ..............................3020
Broberg, Nicolette, Program Assist. 3020 ........4274
Brow, Judy, LAAI ILS .................................3490
Buckner, G. Wesley, OAII Copying Serv............4209
Bunch, Larry, LAAI Archives .......................4188
Burich, Nancy, LII Regent Libr. Lib. 84, 1345 ...
Butler, Karen, LAAI Cataloging ....................3038
Carvalho, Gene, LII East Asian Lib ...............4669
Clark, Marilyn, LII Reference ......................3366
Clark, Victor, LAAI Circulation .....................4713
Clement, Richard, Li Special Coll .................4199
Clodfelter, J. Katherine, LAAI Cataloging ........3038
Coburn, Bruce, OAII Mail Room ...................3080
Coker, Jennifer, LAAI Cataloging .................3038
Cook, Muriel, LAAI Serials .........................3535
Copp, Linda, OAII Serials ............................3535
Couch, Sarah, LAAI Periodicals ....................3950
Craig, Susan, LII Art Library .......................3020
Crank, Richard, LAAI Science .....................4928
Cundiff, L. Hope, LAAI Acquisitions .............3366
Cunningham, Susan, LAAI Special Coll ............3038
Dandridge, Deborah, Prog. Asst. 3020 ...........4274
Darting, Jan, Prog. Ass. 3020 ......................4274
Denton, Barbara, LAAI Library .....................4928
Denton, Jeannette, OAII Serials ....................3535
Dickerson, Martha, Sec. 3038 ......................3344
Dienes, Jennie, LII Interlibrary Serv ..............3960
DiFilippo, Paulette, LAAI Cataloging .............3038
Doll, Victoria, LII East Asian Lib .................4669
Donaldson, Penny, OAII ILS .......................3960
Dyai, Diana, LAAI Cataloging .....................3038
Eden, Brad LAAI Cataloging .......................3038
Elliott, Joyce, OAII Bindery Prep ..................3753
Ende, Judith, Li Science ............................4928
Evans, Linda LAAI Reference .....................3535
Fauhl, Ruth, LAAI Math Library ....................3440
Franklin, Janice, Li Science .........................4928
Frederickson, Lin, LII Ks. Collection .............4274
Froese, Verna, OAII Acquisitions ..................3476
Fry, Joy, LAAI Serials Cataloging .................3538
Gaedde, Barbara, LII Cataloging ..................3038
Galloway, Angella, OAII Mail Room ..............3080
Gates, Earl, LII Cataloging .........................3038
Gelhaus, Evelyn, LAAI Circulation .................4715
Gillespie, E. Gaede, LII Serials .....................4715
Gilliland, Sandy, Asst. to Dean Admin. Off. 3601 ..4715
Goldstein, Stan, OAII Cataloging ..................3038
Griepp, Aciell, OAII Circulation .................3476
Hacket, L. Maxine, OAII Acquisitions .............3476
Haines, Sally, LII Special Collections .............3034
Hamilton, Susan LAAI Exchange & Gift ...........3425
FYI DEADLINES ANNOUNCED FOR HOLIDAY
Due to the shortened work week for the Christmas holiday, the FYI will be published on Wednesday, December 23rd. Therefore, the deadline for submission of articles for the December 23rd issue will be 3:00 p.m. TUESDAY, DECEMBER 22nd. Articles should be submitted to Ruth Miller's attention. Sandy Gilliland

JANUARY 1 CHECKS MAILED-REMININDER
Any student or staff member who will not be here to pick up their January 1, 1988 paycheck may leave a self-addressed stamped envelope with Ruth Hurst in the Library Office. The paycheck will then be mailed to you. Ruth Hurst

JANUARY 1 CHECK DISTRIBUTION
January 1, 1988 paychecks will be distributed Thursday, Dec. 31 after 3:30 p.m. They cannot be distributed before this time. Ruth Hurst

JANUARY 1, 1988 PAYCHEXS
All staff should be aware that the January 1st net take-home pay may be different than in previous months due to a number of changes: social security deductions have increased, staff are now required to pay a portion of their health insurance, etc. If you have any questions regarding your January 1st paycheck, contact Sandy Gilliland or Ruth Hurst in the Library Office. Sandy Gilliland

HOLIDAYS
Two holidays designated as State Holidays, will be observed by classified and unclassified staff during the next two weeks:

Thursday and Friday, December 24 and 25: Christmas
Friday, January 1, 1988: New Year's Day

Sandy Gilliland

INCLEMENT WEATHER POLICY
Due to severe weather conditions, the University implemented the Inclement Weather Policy on Monday, December 14th and Tuesday, December 15th. Staff who left work up to one hour early on Monday (4:00 p.m. or later) and/or arrived at work up to one hour late on Tuesday do not need to charge their vacation or compensatory time, nor does that time need to be made up. If you have any questions regarding the Inclement Weather Policy, contact Sandy Gilliland or Ruth Hurst in the Library Office. Sandy Gilliland

FALL APPLICATIONS DUE
All fall applications for student positions should be turned in to Ruth Hurst in the Library Office by Thursday, Jan. 7, 1988. Ruth Hurst

COURIER SCHEDULE
The Regents School's Courier will make its last delivery and drop off for the year on Thursday, December 17th. Service will resume on Monday, January 4th. Judy Brow
LIBRARY SCHOOL COURSES OFFERED IN KANSAS CITY

Emporia State University School of Library and Information Management is offering two library science courses at the Regents Center, 99th & Mission Road, Shawnee Mission, KS during the Spring, 1988 semester. The courses, "Research in Library and Information Systems", (LI 813), and "Psychology of Information Use", (LI 802), will meet on Mondays, beginning January 11 through May 2. For additional information, contact Sandy Gilliland or Ruth Hurst in the Library Office, or call the Continuing Education Department, ESU, 316-343-1200, ext. 5385.

Sandy Gilliland

HELP NEEDED

If anyone has any extra time on his/her hands, I could use some help digging out from the mountain of books in the Circ Department!

Cynthia Shively

CLASSIFIED CONFERENCE BALLOTS DUE

Classified Conference ballots are due back to Ruth Hurst by Monday, Dec. 21, 1987. Results will be published in a later edition of the FYI.

Ruth Hurst

RESPONSES TO HEALTH INSURANCE PROTEST

The Classified Conference and the LFA have received several letters in response to the two letters recently sent to state officials protesting the health insurance situation. A file of these letters has been placed at the Watson Reference Desk for those interested in reading them.

Sandra Brandt and Ruth Hurst

LFA ELECTION RESULTS

All October 1987 changes recommended by the Peer Review Task Force for changes to the peer review process passed, and will go into effect with the evaluation period beginning January 1, 1988. New LFA Peer Review Committee representatives for FY 87-89 are:

Librarian I: Janice Franklin
Librarian II: Susan Hitchens

Thanks to all who voted!

Kathleen Neeley

ATTACHMENTS

Minutes of December 10, 1987 Classified Conference General meeting, Travel Report by Becky Schulte 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, December 18, 1987

Vacancies to be listed on the Promotion and Transfer List for the week of December 28 through December 31, 1987 must reach the Division of Personnel Services by 12:00 p.m. on Wednesday, December 23, 1987.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Lt. Jerry Dietz (913) 625-3518</td>
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<tr>
<td></td>
<td></td>
<td>Kansas Highway Patrol - Division 3</td>
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<tr>
<td>R-21</td>
<td>Architect I (Architectural Group Leader)</td>
<td>Lynn George (913) 864-4942</td>
</tr>
<tr>
<td></td>
<td>(Deadline - December 22, 1987)</td>
<td>University of Kansas</td>
</tr>
<tr>
<td>R-21</td>
<td>Accountant II</td>
<td>Ted Maupin (913) 296-2591</td>
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<tr>
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<td>Dept. of Social and Rehabilitation Services Grants Unit - Finance Section</td>
</tr>
<tr>
<td>R-26</td>
<td>Civil Engineer II</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
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<td>Board of Agriculture</td>
</tr>
<tr>
<td>R-18</td>
<td>Computer Operator III (6 Month Temporary)</td>
<td>Janette Pucci (913) 296-4921</td>
</tr>
<tr>
<td></td>
<td>(Open to Non-State Employees)</td>
<td>Board of Nursing</td>
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<tr>
<td>R-12</td>
<td>Cook II (Rotating Shifts)</td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>R-27</td>
<td>Data Processing Training Specialist II</td>
<td>Merlin Strahm (913) 296-5118</td>
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<td>Department of Human Resources</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-26 Emergency Operations Coordinator
   (Statewide Travel Required)
   (Subject to Duty Anytime - Day or Night)
   (Closes December 31, 1987)
   Teresa Parsons (913) 233-7560 (Ext. 192)
   Adjutant General's Department

R-11 Office Assistant II
   Donna Krier (913) 296-3077
   Department of Revenue

R-11 Office Assistant II
   Carla Rowley (913) 296-3886
   Dept. of Social and Rehabilitation Services

R-13 Office Assistant III
   (Bookkeeping)
   George Carter (913) 296-7278
   State Reception and Diagnostic Center

R-23 Registered Nurse III
   (Salary Range 25 Effective December 18, 1987)
   Gloria Weir (913) 296-7295
   Kansas Correctional-Vocational Training Center

R-21 Social Worker II
   (1/3 Time)
   George Carter (913) 296-7278
   State Reception and Diagnostic Center

WICHITA

R-8 Cook I
   (9 a.m. - 2 p.m. for Nine Months)
   Frankie Brown (316) 689-3065
   The Wichita State University

R-13 Printer II

WINFIELD

R-31 Active Treatment Program Director
   Farrel Oard (316) 221-1200
   Winfield State Hospital and Training Center

R-20 Occupational Therapist I
R-20 Physical Therapist I
R-23 Qualified Mental Retardation Professional
R-23 Registered Nurse III (3-11 shift and 7-3 shift)
R-23 Social Service Administrator I
   (Patient Ombudsman)
R-21 Speech Pathologist I
R-23 Speech Pathologist II
Classified Conference General Meeting
Minutes of the December 10, 1987 meeting

The meeting was opened by Lance Tomlin. 22 staff members were present. The proposed amendment changing the number of meetings for the general classified conference from 4 a year to 3 a year passed.

Committee reports followed. Lance, reporting for the Personnel committee, said that Fletcher Bell had sent a letter in response to our letter and one to LFA. Both of these letters are long. They are on file at the reference desk. Lars Leon explained that the Budget and Planning committee had just finished receiving back some questionnaires that were sent out to the staff. The committee will be looking over the answers and then see where to go from there. Lois Bauer reported for the Staff Development committee. The committee met recently and divided up next quarter's travel funds. The question was raised as to what can be done for classified staff members. Lois will be looking into this. LFA will be writing a letter to Parking Services concerning the parking problem at night. If anyone has any input talk with Ruth or Sandra. Staff was reminded that ballots for officers and representatives are due in by December 21. They will try to have the results published in the December 23 FYI. The meeting was closed.

Our scheduled speaker, Sgt. John Brothers, was unable to talk to us because of an emergency. We will try to re-schedule him at some future time.

Submitted by,

Lars Leon
Secretary

To the Staff Development Committee:

The Fall Midwest Archives Conference was held in Columbia, Missouri from Oct. 15-17. On Thursday I attended several enjoyable and informative sessions, "Documenting our Times" given by F. Gerald Ham from the State Historical Society of Wisconsin, "Conquering the Paper Mountain" a discussion of the processing of very large collections and "From Prohibition to MADD" concerning the documentation of alcohol-related groups and historical occurrences.

On Friday I attended a panel discussion of "Documenting Religious Movements." One of the speakers, John Hall, who has just written a book on the People's Temple and the Jonestown incident, explained some of the difficulties which he experienced while writing the book. In the afternoon I chaired a session entitled "Collecting, Documenting, and Preserving Contemporary Culture" and then attended a plenary session enlivened by a wonderful speech by Senator Thomas F. Eagleton.

Many thanks to the Collection Development Committee for providing funds enabling me to attend this conference.

Becky Schulte
FYI DEADLINE FOR WEEK OF 12/28/87

The FYI will be published on Thursday, December 31st. Please submit articles for inclusion by 3:00 p.m. Wednesday, December 30th. Sandy Gilliland

JANUARY 1st CHECK DISTRIBUTION

As a reminder, the January 1, 1988 paychecks will be distributed after 3:30 pm on Thursday, December 31st. They cannot be distributed prior to 3:30. R. Hurst

FALL APPLICATIONS DUE

All fall applications for student positions should be turned in to Ruth Hurst in the Library Office by Thursday, January 7, 1988. Ruth Hurst

CLASSIFIED CONFERENCE ELECTION RESULTS

Following are the results of the Classified Conference elections. These individuals will serve in 1988. Questions should be addressed to the following. Congratulations and thanks to all.

Chairperson: Lars Leon (4-3476)
Vice-Chair: Lance Tomlin (4-3866)
Secretary: Malcolm Lodwick (4-3476)

Group Representatives:
Group I: Janet Revenew (4-3950)
Group II: Linda Evans (4-3366)
Group III: Sally Nugent (4-3535)
Group IV: Cynthia Shively (4-4715)
Group V: Verna Froese (4-3476)
Group VI and VII: Brad Eden and Helen Tricker (4-3038)
Group VIII: Channette Kirby (4-4928)
Group IX: David Benjamin (4-4274) Ruth Hurst

LFA COMMITTEE ANNUAL REPORTS

FY 1986/87 annual reports from the following LFA committees are published in this issue of FYI: Committee on Promotion and Tenure, Committee on Salaries, Committee on Staff Development, and Nominating and Ballot Committee. The FY 1986/87 report of the Peer Review Committee also appears in this issue. Reports from the LFA Executive Committee and the Committee on Budget and Planning were published previously. Rachel Miller, 1987/88 LFA Secretary

ATTACHMENTS

In addition to the annual reports of LFA Committees mentioned above, the following items are also included as attachments to this issue of FYI: minutes of the 11/11/87 Budget and Planning Committee meeting, the 10/30/87 and 11/11/87 meetings of the LFA Exec. Committee, the 11/12/87 LFA General Meeting, and minutes of LCPT meetings from October through December, 1987. S. Gilliland

HAPPY HOLIDAYS!
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: October 30, 1987

Present: Sandra Brandt, Gordon Anderson, Susan Hitchens, Lorraine Moore, Rachel Miller

Absent: Rebecca Stuhr-Rommereim, Nicolette Bromberg

1. Peer Review Task Force Report, Cover Letter and Sample Ballot: The Committee revised a draft of the letter to LFA members that will accompany the distribution of the Peer Review Task Force report. The cover letter announces the fall LFA meeting at which the report will be discussed and contains a sample ballot regarding the changes to the peer review process recommended by the Task Force.

2. Committee on Salaries: Sandra Brandt met with the committee to discuss their new charge to study staff benefits. Suggestions which Sandra presented to the Committee on Salaries included: a) investigating how librarians’ titles determine TIAA/CREF benefits; b) planning a tax workshop for library staff; and c) preparing a letter stating LFA opposition to the recent reduction in state employees’ health benefits.

3. Letter to Nominating and Ballot Committee: LFA Exec revised a draft of a letter to the Nominating and Ballot Committee, which asks them to prepare a ballot for the election of Librarian I and II representatives to the Peer Review Committee.

4. Future Meetings: The Committee will meet again on Wednesday, November 11, at 1:00.

Reported by Rachel Miller

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: November 11, 1987

Present: Sandra Brandt, Gordon Anderson, Susan Hitchens, Lorraine Moore, Rebecca Stuhr-Rommereim, Nicolette Bromberg, Rachel Miller

1. LFA Letter to Governor Hayden: The Committee reviewed and approved a letter to the Governor prepared by the Committee on Salaries to voice the LFA’s protest of the 1988 health insurance contract for state employees. The letter will be presented to the entire LFA membership at the general meeting.

2. LFA General Meeting: The Committee discussed the agenda and made preparations for the November 12 general meeting.

3. Future Meetings: The Committee agreed to meet again on Wednesday December 2nd, at 1:30, and/or Wednesday December 9th, at 1:30.

Submitted by Rachel Miller
MINUTES: LIBRARY FACULTY ASSEMBLY GENERAL MEETING
DATE: November 12, 1987

Present: Sandra Brandt, Dan Barkley, Rhonda Neugebauer, Kathleen Neeley, Rick Clement, LeAnn Weller, Susan Craig, Ken Lohrentz, Gordon Anderson, Sherry Williams, Ellen Johnson, Barbara Jones, Jim Neeley, Gene Carvalho, Saralinda Rhodes, Rebecca Stuhr-Rommereim, Susan Hitchens, Donna Koepp, Rob Melton, Rachel Miller, Geoff Husic, Colleen Valente, Barb Gaeddert, Janice Franklin, Judith Emde, Wendy Wood, Suzanne Tronier, Priscilla Howe, Rich Ring, Margaret Wilson, Earl Gates, Shelley Miller, Becky Schulte, Susan Shaw, Rosemary McDonough, Marilyn Clark, Sally Haines, Annie Williams, Clint Howard, Mary Roach

1. Introduction of New Members: Donna Koepp introduced Dan Barkley, of the Government Documents and Maps Department. Mary Roach introduced Susan Shaw, Geoff Husic, and Colleen Valente, of the Cataloging Department, and Wendy Wood, a student from the Emporia State University Graduate Library School who is serving a practicum in the KU Libraries this semester.

2. Committee Reports: Reports were heard from the Executive, Promotion and Tenure, Budget and Planning, Salaries, Nominating and Ballot, and Staff Development Committees, and from the Task Force on Staff Orientation.

3. Librarians' Salaries: Following the report of the Committee on Salaries, Rosemary McDonough moved that the LFA ask Dean Ranz to inform Chancellor Budig of the fact that KU librarians' salaries rank 96th out of 106 research libraries according to the 1987 salaries survey of the Association of Research Libraries. This motion was seconded and passed.

4. LFA Letter to Governor Hayden: Susan Craig read a letter, composed by the Committee on Salaries, which communicates to Governor Hayden the LFA membership's strong protest of the 1988 group health insurance contract for state employees. The letter was ratified by acclamation.

5. Peer Review Task Force Report: The report had been distributed one week prior to the meeting along with a sample proposition for a mail ballot prepared by the LFA Executive Committee. After a few brief words by Rob Melton the membership discussed the Task Force's recommendations, the issue of peer review in general, and the proposed mail ballot. Rebecca Stuhr-Rommereim moved to accept the sample mail ballot. Barbara Jones seconded the motion. Jim Neeley proposed a friendly amendment to revise the ballot so that each point and sub-point in the Task Force recommendations might be voted on individually. The motion, thus amended, was passed. Jim Neeley moved that the ballot be sent only to library faculty. This motion was seconded and passed. Sandra Brandt reminded the membership that the recommendations, if approved by the mail ballot, would take effect in 1988.

Submitted by Rachel Miller
TO: Sandra Brandt, LFA Chair
FROM: Gordon Anderson, former chair, LFA Salary Committee
RE: Revised report of Committee activities for 1986-1987

This report supersedes an earlier one addressed to Jim Neeley, and apparently lost.

Members of the LFA Salary Committee for 1986-1987 were: Gordon Anderson, Chair; Aimee Algier, Secretary; and Robert Melton. Sandra Gilliland attended all meetings ex officio.

The Committee met several times during the year to discuss and make recommendations on salary ranges for advertised positions and for salary offers to successful candidates. In all instances our recommendations were close to or matched those of the search committees.

In April and May the Committee conducted a faculty-wide ballot to determine the distribution of merit increases for FY 1988. The faculty voted significantly in favor of a 3-4-5-6 shares plan and an equal distribution formula.

During the year the Library's de facto entry-level salary for librarians increased from $17,000 to $18,000, reflecting a national trend. Dean Ranz informed the Committee about this, saying that the Committee should have this in mind when deliberating salary ranges and offers. The Committee concurred with this.

During the past year's meetings, the issue of salary inequities within the Library was a constant factor in salary deliberations. The Committee found it frustrating and disappointing to be faced with offering an entering librarian a higher salary than that received by KU librarians with equal qualifications plus 1 or more years' experience on the KU Library staff.

Thus, the Salary Committee for 1986-1987 wishes to recommend that the issue of salary inequity between entering librarians and relatively new librarians already on the faculty be addressed in the coming year.

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
To: Sandra Brandt, Chair, Library Faculty Assembly

From: Barb Gaeddert, Secretary, Libraries' Committee on Promotion and Tenure

Date: 31 Aug 87

Subject: Annual report of LCPT for FY 87

The Libraries' Committee on Promotion and Tenure met nine times between September and December 1986.

There was one candidate for tenure and promotion to Librarian II.

There were two candidates for tenure at the rank of Librarian II.

There was one candidate for promotion to Librarian III.

All four candidates were recommended by LCPT for their respective promotions and/or tenure. The UCPT concurred with each.

A subcommittee of the LCPT met twice in December 1986 to write final drafts.

STAFF DEVELOPMENT COMMITTEE
ANNUAL REPORT FOR FY 87

During the fiscal year 1987 (July 1986 - June 1987) the Staff Development Committee allocated the meagre funds for professional travel available to twenty-two different members of the library staff. Altogether $2,043.70 was allocated and used.

The committee also sponsored several brown-bag lunches for library staff on developments at the annual and mid-winter American Library Association meetings.

The members of the Staff Development Committee in FY87 were:

Roger Anderson, Secretary
Ruth Hurst
Nancy Jaeger
Rich Ring, Chairperson
Ju-yen Teng
Oct. 16, 1987

Annual Report of the LFA Nominating and Ballot Committee, FY 1986-87

Members of the committee during the year were Rick Clement, Susan Hitchens and Rhonda Neugebauer, who served as chair.

The committee first met in April to discuss procedures for reproducing and distributing ballots for the FY86 LFA elections. The call for nominations was published in the April 30 FYI. Some nominations were received, but much of the slate was filled by LFA members who volunteered when asked. All positions were filled easily.

The ballots were mailed to LFA members in May and were returned by May 29, with the committee making a report regarding the results to the LFA Executive Committee in early June. The committee also notified the winners of their election as a courtesy before the results were published in FYI. The election for membership to the Grievance Committee was held at the same time with results also reported to the LFA Executive Committee.

A ballot for revision of the LFA Code of Governance, Sec. 2.2.6 (Committee on Salaries), was mailed on June 16, 1987 as called for by voice vote in the LFA general meeting on May 13, 1987. The results were tabulated and reported to the LFA Executive Committee after the July 31 ballot return deadline.

The work of the committee during the year, as can be seen, was relatively straightforward. With respect to all past Nominating and Ballot Committee members and chairs, I admit that a substantial portion of this text, the grammatical style as well as the format of this report, was lifted from past annual reports. Past committee chair, Roger Anderson, deserves special recognition.

Respectfully submitted,

Rhonda L. Neugebauer, Chair
TO: LFA Executive Committee, Sandra Brandt, Chair

FROM: Peer Review Committee, G. Anderson, secretary

RE: 1986-1987 Annual report of activities

DATE: 7 August 1987

Members of the Committee

Gordon Anderson (Slavic), 1987-88 -- Librarian at large representative -- Secretary
Sally Haines (Special Collections), 1987-88 -- Librarian at large representative
Ned Kehde (Archives), 1987-88 -- Librarian III representative
Rachel Miller (SPLAT), 1986-87 -- Librarian I representative -- Chair
Kathleen Neeley (Science), 1987 -- Librarian II representative (2nd year of Gaele Gillespie's term)

Procedures

On 19 November 1986 the Committee met with Jim Neeley, LFA chair, to discuss the 1985-86 Peer Review Committee's recommendation that the PRC be abolished. This year's Committee agreed that this issue should be handled by the PRC Task Force, which was being formed to study the status and future of the PRC, and the LFA as a whole. This year's Peer Review Committee decided to proceed with its charge as usual.

On 25 November 1986 the Committee met to select a chair and a secretary and to draw up procedures for the peer-review process. Sandy Gilliland was present at this meeting. The library faculty members' annual reports (FASARs) were to be available for Committee study beginning 26 January 1987.

Following the deadline for submitting FASARs, the Committee spent the next two weeks reading and taking notes on these annual reports. The Committee then met for nine three-hour sessions, from 9 February through 23 February 1987. The Committee agreed that its deliberations would:

1) be confidential;
2) consider only each librarian's past year's performance; and
3) center on the FASAR, the supervisor's evaluation and the comparison with other librarians in the same rank.

Voting would be by secret ballot. No discussions would take place outside the scheduled meetings or without all members present.

The Committee began its deliberations with the Librarian IIs and worked through the Librarian Is and IIIs, alphabetically within ranks. Dean Ranz was present during these deliberations. Each Committee member recorded the voting results on a chart for each rank. When a member of the Committee was
being discussed, that person left the room. When a librarian was being discussed whose supervisor or spouse was a member of the Committee, that member left the room. In these cases, the Committee member did not vote on that particular librarian. Committee members did, however, participate in the discussion and evaluation of their supervisors. Following the completion of the first round of voting, the second round of deliberations and voting took place. A third round of discussion and voting was conducted in some cases.

The Committee completed its deliberations and rankings on 20 February 1987, and on 23 February the Committee once more reviewed its recommendations. One librarian still had not submitted the FASAR by this date. The Committee decided to go ahead and forward its recommendations to librarians, their supervisors and the Assistant Deans, except for the librarian in question. A two-day period, from 26 through 27 February 1987, was set aside for appeals. There were no appeals. On 6 April the Committee drafted the final report.

The Committee met again on 8 May 1987 to review the last FASAR. At that time the Committee assigned a rating and notified the librarian and supervisor per the usual procedures.

On 20 July the Committee approved the final report.

Library Committee on Promotion & Tenure

MINUTES OF MEETINGS  October thru December 1987

The committee met once in early October to review a request for sabbatical leave.

Barbara Jones replaced N. Burich on the committee in December.

There was one candidate for tenure and two candidates for promotion to Librarian III.

The Committee met December 1-3 to discuss individual dossiers and Dec. 7 to tie up loose ends and begin to approve final summaries.

A subcommittee consisting of S. Williams, M. Clark, and S. Miller met Dec. 1, 7 and 9 to draft individual summaries.

The whole committee met for a final time on Dec. 10 to approve final summaries.
UNIVERSITY OF KANSAS LIBRARIES
SCHEDULE OF HOURS: AUGUST 24, 1987 – JANUARY 12, 1988

WATSON LIBRARY (864-3347)
CIRCULATION* (864-4715)
RESERVE
MICROFORMS (864-4661)
PERIODICALS READING ROOM (864-3950)
Mon-Thu 7:30am – midnight
Fri 7:30am – 10pm
Sat 9am – 5pm
Sun noon – midnight

Hours During Class Breaks and Holidays:
Sept. 7 Closed
Nov. 24 7:30am – 5pm
Nov. 25 8:30am – 5pm
Nov. 26 Closed
Dec. 24-25 Closed
Dec. 26-27 Closed
Dec. 28-31 8am – 5pm
Jan. 1-12 Mon-Fri 8am – 5pm
Sat & Sun Closed

ART & ARCHITECTURE LIBRARY (864-3020) Spencer Museum
Mon-Thu 8am – 10pm
Fri 8am – 5pm
Sat 9am – 5pm
Sun noon – 10pm

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.
PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.