CLASSIFIED VACANCY

The Government Documents Department has announced a full-time Library Assistant I vacancy, due to Jennifer Mellenbruch's transfer to the Regents Center Library. This position is available immediately. The working hours are Monday-Thursday 9:00 a.m. - 6:00 p.m.; Friday 8:00 a.m. - 5:00 p.m. and the incumbent will be assigned to work one Saturday per month. Responsibilities of this position include: 1) Providing reference service a minimum of two hours a day, plus one Saturday per month; 2) Performing binding duties; 3) Ordering all documents and maintaining acquisition files; 4) Providing collection maintenance; 5) Supervising students; and 6) Other miscellaneous duties. Minimum Qualifications (as specified by the State of Kansas): three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years. Strongly Prefer: Good interpersonal, organizational, and communication skills; demonstrated capacity to assume supervisory responsibilities; ability to provide effective public service. Prefer: Ability to maintain accurate records and perform simple bookkeeping procedures; familiarity with OCLC procedures; familiarity with the concepts of bibliographic control, indexing and abstracting.

The Library Assistant I classification is funded at salary range 14 on the State Civil Service salary scale, at a beginning annual salary of $15,048. Library staff interested in applying for this vacancy should contact Ruth Hurst by 5:00 p.m. Wednesday, January 13, 1988. A copy of the position description is on file in the Library Office for review.  

Sandy Gilliland

Library Automation Analyst. One of three programmer/analysts who develop, enhance, and maintain systems for the University of Kansas Libraries. Job includes analysis, design, programming, testing, writing documentation, and communication with library staff. The KU Libraries have locally developed circulation, cataloging/authority, serials control, and online catalog systems. REQUIREMENTS: (1) ALA-MLS or 1 yr. experience in library environment or 1 yr. experience working on library computer systems or 2 yr. experience computer programming; (2) experience with computer programming (courses, self-instruction, or job experience); (3) good communication skills; and (4) B.A. PREFERRED (in this order): (1) ALA-MLS; (2) experience designing large computer systems; (3) technical experience with MARC bibliographic, authority, and holdings formats; (4) knowledge of existing library computer systems; (5) experience with CICS, PL/I, POCUS, COBOL, BAL and VSAM; and (6) experience programming and using microcomputers. SALARY: $20-$25,000. APPOINTMENT: permanent, 12-mo./fiscal year. Cover letter and resume by Jan. 25, 1988 to David M. Gardner, Associate Director, Office of Information Systems, Computer Center, University of Kansas. Full job description available.  

Sandy Gilliland

REMINDER OF KANSAS COLLECTION VACANCY

As a reminder, the Kansas Collection is offering a full-time Manuscript Specialist position (a Program Assistant) responsible for processing manuscripts primarily for a Black History project; assisting in providing general departmental reference services, assisting with preservation activities, supervision of students, and assisting the Curator with appraisal and accessioning of manuscript collections. For a complete description of duties,
FYI - 1/7/87

qualifications, salary information, etc. consult last week's FYI, or contact Sandy Gilliland, 4-3601. The application deadline is January 13th.

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

Sandy Gilliland

PERSONNEL

Jennifer Mellenbruch has transferred from her L.A. I position in the Government Documents Department to an Extension Assistant position with the Regents Center Library, effective 1/4/88.

Esther Boyd has been appointed as a half-time Office Assistant III in the Science Library, effective 12/18/87.

Ruth Hurst

TIMECARD DEADLINE-REMINDER

All Classified, unclassified and student timecards are due in the Library Office by 9:00 a.m. Wednesday, January 13, 1988.

Sandy Gilliland

MARTIN LUTHER KING HOLIDAY

Monday, January 18th, is an official State holiday to observe Martin Luther King Day. Classes will not be held on this date, and most Library departments will be closed. Please consult your copy of the Spring 1988 Semester Hours for your department's schedule. Classified staff required to work on this official holiday will earn compensatory time off at a later date, at the rate of 1.5 hours for each hour worked (not to exceed 12 hours compensatory time).

Sandy Gilliland

PERSONNEL SERVICES OFFERS TRAINING PROGRAMS

During the months of January, February and March, the Department of Personnel Services is offering a variety of training programs for all University staff. Attached to this issue of FYI is a complete listing of programs, and a brief description of each program content. To register, call the Department of Personnel Services, 4-4946.

Sandy Gilliland

CDC EXECUTIVE COMMITTEE MEETING

The CDC Executive Committee will meet on Monday, January 25 in Conference Room A at 1:30 p.m. An agenda will be published before the meeting.

Rich Ring

CDC COLLECTION DEVELOPMENT COUNCIL TO MEET

The Collection Development Council will meet on Wednesday January 27 in Conference Room A at 10:00 a.m. Items on the agenda will include:
- Budget Prospects for FY89
- The New Budget Structure: Comment and Review
- Gifts and Exchange Issues

If you have other items for the agenda please send them to Rich Ring by January 20.

Rich Ring

CAMPUS MAILERS REQUEST

Once again, I would like to request that you send me any extra campus mailers that you might have. Thank you.

Ruth Miller

PARTY, PARTY, PARTY!

All staff are invited to a party on January 22nd to celebrate the birth of the online public catalog. A brief program is scheduled for 3:00 p.m. with refreshments to follow in the West Reading Room. If you can help with setting up for the party or cleaning up afterwards, please call Sandy Gilliland, 4-3601. Additional information will be forthcoming.

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

Applications will be accepted through Friday, January 8, 1988.

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<th>SALARY RANGE</th>
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<tr>
<td>R-16/18</td>
<td>Administrative Assistant I</td>
<td>Cathy Estes (913) 296-4505</td>
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<td></td>
<td>(Unclassified)</td>
<td>State Board of Indigents' Defense</td>
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<td>R-18</td>
<td>Consultant for the Handicapped</td>
<td>Michael Lichner (913) 296-1722</td>
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<td>Handicapped</td>
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<td>R-13</td>
<td>Office Assistant III</td>
<td>Peggy Forbes (913) 296-4288</td>
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<td></td>
<td>(Word Processing Preferred)</td>
<td>Equal Employment Opportunity Office</td>
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<tr>
<td>R-25</td>
<td>Programmer III</td>
<td>JoAnn Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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WINFIELD

| R-31         | Active Treatment Program Director            | Farrel Oard (316) 221-1200          |
| R-20         | Occupational Therapist I                     | Winfield State Hospital and Training Center |
| 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                        |                                      |
January

8  NEW EMPLOYEE ORIENTATION; 10:00 a.m.- 12:00 noon.
12 & 14  INTRODUCTION TO SUPERVISION; 8:00 a.m.- 12:00 noon, both days.
13  WRITING POSITION DESCRIPTIONS; 9:00 a.m.- 12:00 noon. How to complete the position description form for classified civil service positions and procedures for submitting requests to establish or reclassify positions.
20  SEMINAR FOR PERMANENT EMPLOYEES; 8:00 a.m.- 12:00 noon.
22  NEW EMPLOYEE ORIENTATION; 10:00 a.m.- 12:00 noon.

February

2 & 9  COMMUNICATION; 8:00 a.m.- 12:00 noon, both days.
5  NEW EMPLOYEE ORIENTATION; 10:00 a.m.- 12:00 noon.
17  WRITING POSITION DESCRIPTIONS; 9:00 a.m.- 12:00 noon.
19  NEW EMPLOYEE ORIENTATION; 10:00 a.m.- 12:00 noon.
23 & 25  INTERVIEWING; 9:00 a.m.- 12:00 noon, both days.

March

4  NEW EMPLOYEE ORIENTATION; 10:00 a.m.- 12:00 noon.
8 & 10  ADVANCED SUPERVISION; 8:00 a.m.- 12:00 noon, both days.
9  WRITING POSITION DESCRIPTIONS; 9:00 a.m.- 12:00 noon.
23  PERFORMANCE EVALUATION; 9:00 a.m.- 12:00 noon.

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

An Equal Opportunity Affirmative Action Employer
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.
The following chart indicates the title of programs offered by the Department of Personnel Services Staff Training and Development Unit. These programs will be announced on a regular and recurring basis during the course of the year, or, as in the case of Principles of Supervision, will be provided to select audiences.

**NEW EMPLOYEE ORIENTATION** - provides information on policies and procedures, staff benefits and opportunities and allows new employees the time to ask any initial questions about their employment. The program is offered at least once a month.

**SEMINAR FOR PERMANENT EMPLOYEES** - conducted after a person completes their probationary period, the program elaborates on policies and procedures, promotions and transfers, benefits, and other pertinent information.

**PERFORMANCE EVALUATION** - for all staff who will conduct performance appraisals, this program presents the myths and realities of evaluation and discusses both formal and informal means of performance evaluation.

**INTRODUCTION TO SUPERVISION** - an eight hour program for people who have limited supervisory responsibility or who are considering promotion to a position of supervision.

**PRINCIPLES OF SUPERVISION** - a comprehensive, 32 hour, program required for anyone who supervises two or more full time staff. The program covers management style, group dynamics, motivation, delegation, equal opportunity, and planning among other topics.

**ADVANCED SUPERVISION** - a review course and opportunity for working supervisors to refresh their thinking and skills as well as have an opportunity to dialogue with their peers. Specific problem-solving.

**COMMUNICATION** - a program designed to increase participants' awareness of themselves and others, to learn specific skills in sending and receiving communications, and to expand their choices about what, when, and how they communicate to increase accuracy.

**CONFLICT MANAGEMENT** - establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for your self and other parties involved in conflict.

**INTERVIEWING** - provides information and activities which help to assure the most reliable selection interviewing procedures, covers EEO considerations and the logistics of the University hiring process.

**WRITING POSITION DESCRIPTIONS** - how to complete the position description form for classified civil service positions and procedures for submitting requests to establish or reclassify positions.

**KEY PEOPLE** - the half-day program acknowledges the vital role which office staff have in the accomplishment of the University mission and presents information and skills which facilitate their role as Key People.
LIBRARY TOURS

The Staff Development Committee has been discussing some tours of other libraries that may be of interest to members of the library staff. These tours would take from a half a day to a day. Transportation in the university's van probably would be provided.

The committee would like to know how many people would be interested in visiting the libraries listed below. Please indicate whether you are: 1. very interested; 2. somewhat interested; 3. not interested at all.

Are there other libraries that you would like to visit that could be reached in a day? Please indicate these.

Please return this questionnaire to Rich Ring by Friday 29 January.

Thanks for your cooperation.

POTENTIAL TOURS:

Kansas City
KU Medical Center
KU Regents' Center
Linda Hall Library
UMKC Library
Johnson County Public Library

Topeka
State Library
State Historical Society
Supreme Court Library
Washburn University

Truman Library, Independence, MO

Eisenhower Library, Abilene, KS

Kansas State University, Manhattan, KS

Others:_________________________________________
MARTIN LUTHER KING HOLIDAY

As a reminder, most Library departments and branches will be closed on Monday, January 18th, in observance of Martin Luther King Day. Consult the current Library Schedule of Hours for your specific department's schedule.

Sandy Gilliland

COURIER SCHEDULE

The Regents' Schools Courier will pick up and drop off items on Tuesday, Jan. 19, instead of Monday, Jan 18., due to the Martin Luther King Day holiday. Normal Thursday service will be provided Jan. 21.

Judy Brow

BROWN BAG LUNCH

The Staff Development Committee will hold a brown bag lunch on Wednesday, January 20 at 11:30 a.m. in Conference Room A for those who went to ALA to tell about what went on at ALA. Everyone is welcome! See you there! Rich Ring

LFA/CLASSIFIED CONFERENCE FILE OF LETTERS MISSING

The LFA/Classified Conference file of letters in response to the health insurance protest has been absent from the Reference Desk for over a week. If this red file is resting on your desk, will you please return it to the Reference Desk. Several staff are waiting to read it. Thanks. Sandra Brandt

LOST PERIODICALS

The following periodicals have disappeared from the shelves in the Periodicals Reading Room. Please check your desks to see if you have these issues, and if so, please return them as soon as possible. We do have requests from other library staff. Thank you for your assistance.

Collection Building, v.8:1 (1987)
Government Information Quarterly, v.4:3 (1987)

Janet Revenew

LIBRARY INFORMATION FOR CAMPAIGN FOR EXCELLENCE

The 50-page "Library Information for Campaign for Excellence", is available at the Reference Desk. If you have addendae, comments, changes, please see me soon. The campaign fundraisers are using information from this document for a brochure about the library for the campaign.

Marilyn Clark

ATTACHMENTS

Letter from Governor Mike Hayden to Sandra Brandt, and State Promotion and Transfer List.
Sandra Brandt
The University of Kansas Libraries
Lawrence KS 66045-2800

Dear Sandra:

Thank you for your recent letter in which you expressed concern over the health contract recently negotiated between the State Employee Health Care Commission and Blue Cross and Blue Shield.

I sympathize with your concerns and I have urged the Commission to work with the legislative leaders to achieve my goal to have a health benefit program which serves the long-range interests of state employees and the State of Kansas.

On November 17, 1987 I called on the State Employee Health Care Commission to insist on a 90 day cancellation provision in the contracts providing health benefits for 1988.

Also at my urging the Secretary of Administration is reconstituting the State Employees Health Care Advisory Committee which will provide state employees with an opportunity to review health benefit plans, study the various options available including self insurance and recommend improvements.

Furthermore, I am in full support of hiring a full time employee benefits coordinator who has the capacity to analyze health benefits from the perspective of state employees and the state and advise policy makers concerning health insurance.

I genuinely appreciate you taking the time to share your concerns with me.

Sincerely,

MIKE HAYDEN
Governor
PERSONNEL MANAGEMENT SPECIALIST II
Research Unit

The Division of Personnel Services will be accepting applications for the position of Personnel Management Specialist II, salary range 23 ($1,942-$2,602), until 5:00 p.m., Friday, January 15, 1988. The position is located in the Research Unit.

The incumbent will:

1) identify, formulate, research, and analyze issues related to human resource management;

2) gather, analyze, and interpret data using appropriate statistical techniques and computer software;

3) write reports, briefing and issue papers, and other documents.

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

Persons interested in this position should submit a standard State of Kansas application and transcripts to Vicki Harding, Department of Administration Personnel Office, 951 South, Landon State Office Building, Topeka, Kansas 66612, (913) 296-3140. All applicants should submit a cover letter expressing their interest in the position and describing those qualifications and experiences they wish to emphasize.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, January 15, 1988.

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<tr>
<td>Hiawatha</td>
<td>Social Worker I</td>
<td>Shirley Holle (913) 742-7186</td>
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<td>Dept. of Social and Rehabilitation Services</td>
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<td>Hiawatha Area Office</td>
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<tr>
<td>Hutchinson</td>
<td>Office Assistant II (3/4 Time)</td>
<td>Clarence Weber (316) 662-7121</td>
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<td>Kansas Commission on Veterans Affairs</td>
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<tr>
<td>Kansas City</td>
<td>Dietitian II</td>
<td>Warren Hurst (913) 291-3308</td>
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<td>School for the Visually Handicapped</td>
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<td>Topérea</td>
<td>Office Assistant II (Typing)</td>
<td>Gail Smith (913) 296-5700</td>
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<td>The Kansas Lottery</td>
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<td></td>
<td>Personnel Management Specialist II (Research Unit)</td>
<td>Vicki Harding (913) 296-3140</td>
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<td>Division of Personnel Services</td>
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W-2's MAILED

The 1987 W-2's will be mailed to employees the latter part of this month. If you have not received a W-2 by Feb. 2nd, please notify Ruth Hurst or Sandy Gilliland. (4-3601)

Ruth Hurst

STUDENT CONSENT FORM

Effective immediately, a student consent form has been added to the student employment packet due to the "apparent conflict" between the Immigration Reform & Control Act and the Family Education Rights & Privacy Act. This form is necessary only for student employment and must be signed anytime an I-9 is completed. I am in the process of sending out more detailed information to supervisors of students.

Ruth Hurst

CIVIL SERVICE TESTING CALENDAR

The State Civil Service testing calendar for the month of January, 1988, is attached. As a reminder, Library student employees who are interested in permanent civil service employment must take a civil service exam to become eligible for consideration. Contact Ruth Hurst or Sandy Gilliland in the Library Office, 502 Watson, (4-3601), for additional information.

Sandy Gilliland

AFFIRMATIVE ACTION WORKSHOPS ANNOUNCED

The Office of Affirmative Action has announced several workshops for University staff during the Spring 1988 semester. A schedule of workshops is attached to this issue of FYI. Call the Affirmative Action Office, 4-3686, to register. As a reminder, anyone serving on a search committee should attend a "Search, Screening and Selection" workshop, if possible.

Sandy Gilliland

JAN DARTING PROMOTED

Due to a change in her responsibilities with the Wilcox Collection Cataloging Project, Jan Darting's Program Assistant position has been upgraded to a Librarian I, effective January 18, 1988. Jan has been working on the grant project since January, 1986. She received her MLS from Emporia State University in 1980.

Sandy Gilliland

PHOTOCOPIER UPDATE

As of today, nineteen of the twenty-one public use copiers have been installed. The Library has issued 2,075 of the new copy cards to university departments and for over-the-counter sales. There were 377 copy cards sold in the fee payment area during spring enrollment. Much appreciation to volunteers for sales during enrollment: David Benjamin, Susan Craig, Judith Emde, Janice Franklin, Channette Kirby, Kathleen Neely, Suzanne Perry, and Mary Hawkins. Most of all, our thanks to all of the Library departments with new copiers for their assistance and wonderful support during the installation and initial start-up period. The public's acceptance of the new equipment is attributed to all of your hard work.

Janet Mears
"TESTOCAT" BECOMES "OCAT"

Beginning Friday morning, January 22, there will be a slight change in how one transfers from another library system (circ, serials, etc.) to the online catalog. Under the "UNIVERSITY OF KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK" banner, you should now type "ocat" rather than "testocat". John Miller

"HELP NEWS"

Remember to look at the "news" help screen on the online catalog for updated information on terminal installations and other aspects of the online catalog project. John Miller

LPA "EMERGENCY" MEETING CALLED

Governor Hayden in his Margin of Excellence budget recommendation to increase faculty salaries has excluded librarians and other professionals. An emergency session of the Library Faculty Assembly to discuss our response to this dreadful development has been scheduled for Tuesday, February 2nd at 10:00 a.m., in Conference rooms A and B. Sandra Brandt

OPAC PARTY

In response to questions, the party in Watson (with punch and cookies) is for all library personnel plus lots of important university faculty, administrators, computer center folks, and others (e.g. local legislators, etc.). The party at the Adams Alumni Center is just for library and computer folks, shoes would be nice. Annie Williams

ATTACHMENTS

Affirmative Action Training Sessions (below), January, 1988 Civil Service Testing Calendar, and minutes of Staff Development Committee for 1/5/88 meeting.

OFFICE OF AFFIRMATIVE ACTION
TRAINING SESSIONS
SPRING 1988

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<th>Time</th>
<th>Location</th>
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<tr>
<td>January 26</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Affirmative Action/Equal Opportunity Governor's Room, Kansas Union</td>
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<td>January 27</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>Search, Screening &amp; Selection Governor's Room, Kansas Union</td>
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<td>February 8</td>
<td>Monday</td>
<td>2:00-4:00</td>
<td>Preventing Sexual Harassment Pine Room, Kansas Union</td>
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<td>February 16</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Search, Screening &amp; Selection Governor's Room, Kansas Union</td>
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<td>March 10</td>
<td>Thursday</td>
<td>10:00-12:00</td>
<td>Search, Screening &amp; Selection Governor's Room, Kansas Union</td>
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<td>March 22</td>
<td>Tuesday</td>
<td>2:00-4:00</td>
<td>Accommodating Persons with Disabilities/ Vietnam Era Veterans, Governor's Rm., KS Union</td>
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<td>April 13</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>Search, Screening &amp; Selection Governor's Room, Kansas Union</td>
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<td>April 19</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Human Relations Skills Pine Room, Kansas Union</td>
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**JANUARY**

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*Written examinations offered:*
- Office Assistant II, III
- Cook I, II
- Food Service Supervisor I, II

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*Written* 8:30am

K0 I, II 1:15pm

K0 I, II 8:30am
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: January 5, 1988
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring, S. Tronier

The committee met to report on workshops and tours suggested at the last meeting.

Suzanne will set up a time in February with Barb Gaeddert for a presentation. A tour by Ellen Johnson of the archives of pre-recorded sound will be decided upon in March. The times for these presentations will be late in the afternoon. A brown bag lunch will be planned for the week of Jan. 18th for the ALA mid-winter participants to report on the meeting.

Rich will contact BCR for information on CD-ROM workshops. The extent of time required to organize a scholarly publishing workshop has presently placed the idea on the wayside.

Allen Press will be contacted for a tour and a date set.

The committee decided to query the library staff to discover the level of interest on excursions to area libraries. Possibilities are Linda Hall Library, KU-Med Center library, UMKC library, State Library, State Historical Society Library in Topeka, K-State libraries, Truman Library in Independence and the Eisenhower Library in Salina. A questionnaire will be placed in this week's FYI. University vans could be used for travel.

Judith talked to Barbara Jones about the formation of a very informal online searching group. Initially, the meetings will be held at all locations that provide online reference searching as a service. Fritz Snyder in the Law Library was contacted to organize a meeting in early February. Library staff attending will learn about hardware and software used, vendors and databases accessed, procedures for billing, etc.

Lois reported on questions raised at a classified conference meeting. Is funding available for classified staff for training in computer applications and software such as the classes held at the computer center? Money for training seems to come from other funds than staff development. Since the interests of the classified staff are so diverse, how can their needs be met? As for computer training, possibly a PC group would be helpful. First, a list could be compiled as to who works on what microcomputers and what software is used. Perhaps, individuals could be identified to teach the techniques of a software package. The committee decided to talk to people in their areas and bring to the next meeting their reactions.

The next meeting will be in early February.

Judith Emde
Secretary
PERSONNEL

Maxine Hack, Office Assistant IV in Acquisitions, has announced her retirement, effective February 17th. Maxine began working for the Library as a temporary Clerk II in the Cataloging Department, from September-November, 1975. She was later appointed to a full-time Clerk I position in Acquisitions, effective July, 1977. That position was later reallocated to the Clerk III level. In August, 1981, Maxine transferred to the Cataloging Department. She returned to the Acquisitions Department in May, 1985, having been hired as a Clerk IV (Office Assistant IV) where she has remained employed. Maxine retires with over 10 years of service to the Libraries and the University. We wish her well.

Sandy Gilliland

FEBRUARY 1 PAYCHECKS

February 1 paychecks will be available after 10:00 a.m. on Monday, Feb. 1, 1988.

Ruth Hurst

W-2 REMINDER

The 1987 W-2's are in the process of being mailed. If you have not received a W-2 by Feb. 2nd, please notify Ruth Hurst or Sandy Gilliland (4-3601). Ruth Hurst

NEW STUDENT EMPLOYEE ORIENTATION SESSIONS

All new student employees (those appointed since the fall orientation session) will be required to attend a new student employee orientation session on one of the following dates in the Library Conference Rooms.

- Monday, Feb. 8 — 7:00 p.m.
- Wednesday, Feb. 10 — 4:00 p.m.
- Thursday, Feb. 11 — 7:00 p.m.

I will be sending out more detailed information early next week to students and their supervisors. Feel free to contact me at 4-3601 if you have any questions.

Ruth Hurst

TAX FORMS

For all the brave souls who have the nerve to face "The Tax Reform Act of 1986" so early in the year, Government Documents has the reproducible tax form package as well as an ample supply of federal tax forms for your convenience.

Mary Lou Warren

LIBRARY MANAGEMENT CONSULTANTS

The Library Administration and Management Association of the American Library Association has announced that consultants wishing to be included in the library management consultants list (to be published by the LAMA, ALA) can request an application form and guidelines from Robert F. Moran, Jr.; Indiana University Northwest; Gary, IN 46408. Experienced library consultants in the areas of automation, finance, governance, organization, organizational Development, planning, and risk management will be listed. Completion of five library consulting projects in one or more of these areas is required.

Sandy Gilliland

LFA MEETING CANCELLED

The LFA meeting previously scheduled for Tuesday, February 2nd, has been cancelled.

Rachel Miller
LOST PERIODICAL

The following periodical has disappeared from the shelves in the Periodicals Reading Room. Please check your desks to see if you have these issues, and if so, please return them as soon as possible. We do have requests from other library staff. Thank you for your assistance.

Government Information quarterly, v.4:3 (1987) Janet Revenew

NICOLETTE BROMBERG TO GIVE TALK AT KC MUSEUM

Nicolette Bromberg, Kansas Collection, will be giving a talk at the Kansas City Museum Sunday, February 7, at 2:00 p.m., on the "History of the Camera". Nicolette's talk will be the first in a series of programs presented on the history and use of photography, a program series offered in conjunction with the Museum's exhibit "Writing with Light: Kansas City's Photographic Heritage". If you are interested in attending (a registration fee of $3 is charged for each talk), please contact Nicolette or the Kansas Collection. Sheryl Williams

WEEKLY LEGISLATIVE UPDATES

KU is offering weekly legislative updates for staff who want to keep informed about what is happening in the Statehouse. LPA Executive Committee members are planning to attend and want to urge other members to attend also. The next update will be at 9:00 Sat., Jan. 30, in the KS Union Pine Room. Rachel Miller

ATTACHMENTS

Minutes, Classified Conference Exec. Board Meeting 1/21/88 (below), State Promotion and Transfer List and Travel Report from Gordon Anderson.

MINUTES, Classified Conference Executive Board
January 21, 1988

Present: Lars Leon, Lance Tomlin, Malcolm Lodwick, Janet Revenew, Linda Evans, Sally Nugent, Cynthia Shively, Verma Foose, Brad Eden, Kellen Tricker, David Benjamin, Diana Dal, Ruth Hurst, Sue Hewitt, Lois Bauer

Absent: Chanette Kirby

New officers and reps were introduced. The president for this year is Lars Leon; vice president is Lance Tomlin; secretary is Malcolm Lodwick.

The staff Development committee is in the process of calculating responses to the tour questionnaire. Regarding computer training, they hope to use staff within the library who know how to use certain programs to teach those who don't.

Diana Dal reported for the Personnel committee that they are seeking a way to solve the problem of late evaluations. She also reported that the half-time position in the science library, most recently a student position but formerly a Clerk III position, has reverted back to an Office Assistant III. The reclass study for paraprofessionals has been "delayed." Diana will try to provide more information about this at our next meeting.

The Budget and Planning committee is reviewing the budget, compiling a list of items some people would like to see included. As a result of their survey, they will also be looking into the overall decision/communication process in the library system.

The Classified Senate will be holding elections for officers at their January 26th meeting. There are still some vacancies on the Classified Senate. If you are willing to serve, please talk to Diana Dal. She will report the election results as well as library staff serving Classified Senate in next week's FYI.

The constitutional change voted on at the general meeting passed--required number of general meetings is now three instead of four each year. The next general meeting is tentatively scheduled for late April.

Governor Hayden's plan for longevity bonuses was well received, with hopes it passes the legislature.

Lastly, it was suggested that we survey the classified workers to see what they expect from the classified conference, what they expect from a general meeting, and why they do or do not attend the general meetings. Feedback is eagerly sought.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, January 29, 1988
POLAND

The University of Kansas has had extensive relations with Polish universities for many years. During the 1960s and 1970s the library's Polish collection grew rapidly, due in part to the easy availability of Polish books and periodicals to western collectors. Also, many materials were available through the PL-480 Food for Peace program, and federal funds were readily available for the purchase of Slavic materials, and key individuals were instrumental in building Slavic collections in those years.

KU has also had a fairly extensive program of academic exchange with Polish universities, first with Poznan University between 1971 and 1975, and then with Warsaw University from 1976 to 1987. I would venture to say that KU has had one of the largest Polish studies programs in the Midwest, and this program is fairly large in national comparison. Through the Rose Morgan fund several leading Polish intelligentsia have spent semesters in residence at KU, including recently the well-known philosophy professor Jerzy Pelc and the film director Janusz Majewski. Last year the KU-Warsaw University (UW) faculty-exchange sponsored Prof. Grant Goodman (Asian studies) and Daniel Politoske (Music) in extended stays in Warsaw, and KU hosted in return the year-long visit of prof. Miroslaw Perz, a renaissance musicologist from Warsaw University.

In February 1987 Dr. Grzegorz Bialkowski, Rector of Warsaw University, and Ms. Ilona Tomulis-Nedew, director of UW's Foreign Studies Office, visited KU for three days as guests of Chancellor Budig. At that time I asked these two individuals for, and I later received, an invitation to visit Poland. From 16 September to 15 October 1987, then, I was in Poland, Czechoslovakia and West Germany, primarily on library business, and also for personal reasons.

Warsaw

The American Studies Center

I was invited to Poland by Warsaw University's American Studies Center. Established in 1976, the Center is a relatively small and unique institution in what is politically known as Eastern Europe. Currently Dr. Michal Rozbicki is the director of the Center, which grants a PhD in American Culture and which handles the UW end of the exchange of Polish and US students at the university. Dr. Rozbicki received his PhD in American Culture in 1976, the first degree of its kind from Warsaw University. ("Studies" was felt to be too broad - and too low-brow? - a term)

In these twelve years the Center has doubled in size, and its library has grown to over 45,000 volumes of US imprints: books, serials and microforms. The library is basically independent of the main library, as are the many other departmental and institute libraries at the University. It is short of space, as usual, but the staff have made extremely good use of the two rooms available, and they are very proud of their collection.
The Center library has relied mainly on gifts and donations to build its collection, especially from the US Information Agency. The American Studies Center has a close relationship with the Polish Studies Center at Indiana University, with some benefits for the ASC library.

The KU Slavic Department will begin an exchange with the ASC library this year, which is a new arrangement for the Center library. It is staffed by two librarians, Mr. Slawomir Polotnicki and Ms. Krystyna Purowska, who also serves as the Center's secretary. Their former long-time secretary was lured away by Pan American Airways and a much higher salary.

Warsaw University Library

I met several people from this library, which co-sponsored my visit. Ms. Bozena Krzyzanowska of the library's Office of Public Information and Instruction, spent many hours helping me with the many small tasks I needed to do: make telephone calls around Warsaw and the country, secure train reservations, meal tickets and so on. Shy persons are at a double disadvantage when travelling in Europe: the highly structured society and the foreign language make reaching out difficult, to say the least. I was thus very thankful for her support and help.

At the Biblioteka Uniwersytetu Warszawskiego (BUW) I first met with Dr. Wanda Kronman-Czaja, then deputy director of the library, and Dr. Andrzej Mezynski, former deputy director. Over morning tea they told me much of BUW's history. We also compared notes on library development and the status of the profession in our respective countries. In general, Polish libraries are very similar to their West European counterparts, although the lower standard of living and the frustratingly inefficient economy have taken their toll on library development. Despite the economic gap, one finds much the same sorts of people in Polish librarianship as in the United States. Librarianship is a respected profession, with substantial university and library training required — more than here. However, the pay is probably much lower than in the United States, although the perks of university association are valuable in a country which runs more on personal contacts than on the exchange of money. Polish librarianship is highly feminized, and men tend to occupy disproportionately more of the higher administrative positions than to women, although there are quite a number of women deputy directors, I noticed.

The Library was founded in 1816 along with the Royal University of Warsaw, after the defeat of Napoleon and the restoration of the tripartite partition of Poland. (Warsaw reverted to the provincial capital of Russian-occupied Poland, known as the Congress Kingdom.) The library's first director was Samuel Bogumill Linde, who was to the Polish language what Noah Webster was to American English. Linde's first deputy director was Joachim Lelewel, the greatest Polish historian in the 19th century.

The library was first located in the Kazimierz (Casimir) Palace, which is now the offices of the Rector and the University administration. After the unsuccessful 1831 uprising the university, and the library, were closed, until 1834. The library's non-Polish collection was removed to St. Petersburg. Following the ill-fated 1863-64 insurrection, academic life in Russian Poland became intensely russified, although by the end of the 19th century Polish culture had fully recovered and was flourishing in an intense burst of energy. In 1981-94 the present main library was built. Although attractive, neo-classical in style, the building is woefully inadequate for today's needs. Currently the library building houses the catalogs, reference collections and reading rooms, and the circulation services. The stacks are closed to users, as is typical for European libraries.
The exchanges and gifts section is located, along with the administrative offices and the Manuscripts & Engravings collections, in the Tyszkiewicz-Potocki Palace, north of the main entrance to the campus. Dr. Stanislaw Kaminski is in charge of exchanges with western countries, and he is well known to many Slavic librarians around the United States and Europe. We agreed to broaden our exchange from just each institution's publications to include trade books also. (This kind of expansion was the result of most of my talks with other librarians, too.) And we briefly discussed exchange procedures.

I also talked with Dr. Maria Biernacka, who was soon to be the new deputy director, replacing Dr. Czaja. Dr. Biernacka and Dr. Kaminski had come to BUW from the National Library (BN) in 1984, following a general shake-up and purge of the latter's directorate and staff. I had met these two persons at the BN in 1980, when I attended a summer seminar there on Polish librarianship. Dr. Biernacka is a widely-published and well-known scholar of Polish and European book studies. She was excited to inform me that her book on Joachim Lelewel was about to be published, after a delay of 11 years! Censorship was not the problem, she said, because her book is in no way ideologically controversial. Rather, the delay was caused by the usual problems: paper shortages, bottlenecks in production, and general inefficiency.

Warsaw University is a "poor university", people told me often, both at UW and in other libraries. UW has recently, and historically, been a center of protest against the regime and its dogmatic centralism, and consequently the university has chronic budget difficulties. Warsaw University was an active center of Solidarity organization and support. The faculty and students succeeded in pushing through a reform of selection of administrators, so that they were now elected by secret ballot rather than appointed by the Ministry of Higher Education (i.e., the authorities). In 1980 the distinguished historian Henryk Samsonowicz was elected rector, and numerous party hacks were removed from their administrative posts. However, Martial Law ("War" in Polish legal vocabulary) brought the reversal of all these reforms, and the party faithful were largely restored to their positions, sometimes in military uniform.

The battle over the rectorship continued, however, and it wasn't until 1984 that all could agree on Dr. Bialkowski, who was felt by the faculty and students to be a pragmatic, perhaps liberal, individual. He was recently appointed to another three-year term, although he told me that he would return to his teaching and research in nuclear physics after that.

The Polish Academy of Sciences

We have an extensive exchange with the Polska Akademia Nauk (PAN), receiving a large number of science, social-science and language serial titles. We also have a separate exchange with several PAN institutes, one of whom I visited this time. In 1988 we will expand our exchange with the main office to include current monographs from PAN and PWN, the Polish Scientific Publishers.

I met with Ms. Elzbieta Motyl, head of PAN's exchanges section. She is quite familiar with US libraries, having spent a year at SUNY Buffalo, and she has extensive acquaintances with many western Slavic librarians. Her office is on the 16th floor of the Palace of Culture and Science, a large, imposing, unaesthetic building in the center of Warsaw. Built by the Soviets after World War II as a gift from Stalin to the Polish people, this gesture is not greatly appreciated in Poland.
The building is, however, something of a Mecca for scholars and students of Russian, because the bookstore has an excellent and extensive stock of Soviet books at extremely low prices. The Soviets are anxious that Poles have, see and read the best about the Soviet Union, its culture and people. But the average Pole is not very interested.

I also met with Mr. Janusz Siek, who directs the library of the Institute of Philosophy and Sociology of the Polish Academy of Sciences. This library is located right across the street from Warsaw University, not in the Palace of Culture. The Institute library is heavily used by university students in general, not just in the Institute, because of the shortage of space and services in the main library. The atmosphere here was also considerably brighter. KU will now be receiving more of the Institute's monographs, in addition to the journals we now get.

Mr. Siek and I discussed library automation, which is on everyone's minds in Poland. It is obvious that the Poles face severe handicaps in securing the best hardware and software, and it is equally obvious that Polish libraries have a long way to go in systems development. Mr. Siek is strongly opposed to any significant automation in libraries now, because of the lack of library-network bibliographic and cataloging standards. Until Polish libraries can coordinate better their collections and collection data, automation will only create more chaos than obtains presently.

The costs of automation are also staggering, especially when measured in Polish currency. An average salary for academic librarians is about 20,000 zloty per month (take-home pay). At the September official rate of exchange (260 zloty per US dollar), that sum equals less than $80.00 -- at the black-market exchange rate of 1,000 zloty per dollar, $20.00. It should be noted, however, that money in Poland does not have the kind of exchange value that western currency does. Statistically, Poles spend significantly more than they earn, implying that barter and possibly theft are necessary for survival.

The National Library

I met with Mr. Wojciech Pawlak, head of acquisitions, and Ms. Wanda Zielinska and Hanna Tomczewska, director and assistant director of the gifts and exchanges division. KU had had a serials exchange with the Biblioteka Narodowa until 1980, when contact unexplicably ceased. They were sending us their Bibliografia Zawartosci Czasopism - Bibliography of Periodical Contents - our holdings of which now stop in 1979. Reviving this exchange will bring us back into contact with an important source of many Polish materials on bibliography & indexing, and on book studies and librarianship.

The National Library is the "biblioteca patriae", and it receives four copies of every item published in Poland. BN still resides in a most inadequate building. For ten years now the new building has been under construction, with the project only half completed. The post-Solidarity period has been quite hard on staff morale and productivity, although I was most impressed with my colleagues' knowledge of their field and their dedication to their work.
Cracow

I visited two libraries here in Poland's historical capital: the Jagiellonian Library and the library of the Institute of Information Science at the Jagiellonian University. Dr. Jerzy Martyna, the Institute's director, was my guide in Cracow. Our two libraries had begun a small exchange of books a year before, the exchange program with Jagiellonian Library is much older.

Built in 1938-39 and undamaged during World War II (the whole city was spared) the Jagiellonian Library is Poland's largest and best-kept library. Because it is pre-war, it is also one of the most spacious and efficient. The Jagiellonian University has been the home of the Estreicher family - grandfather Karol, son Stanislaw and grandson Karol - who have led the Bibliografia Polska project for a century. This national bibliography covers the period from the fifteenth century to 1918. The 1919-39 edition is now being published.

Founded in 1386, the Jagiellonian University is the second oldest university in Central Europe, after the Charles University in Prague. I met with Ms. Janina Tyszkiewicz, deputy director of the Jagiellonian Library, and with Ms. Ewa Lechowa, assistant director of the exchanges & gifts division. For their library KU Library buys the Cumulative Book Index each year. This was to date the only exchange with a Polish library whereby we actually purchase an item outside our university. Jagiellonian library has supplied us with most of the Jagiellonian University's major papers and journal series.

Wrocław

Formerly the German Breslau, this city has held a special fascination for me because of the complete change of nationality in 1945. Completely destroyed in 1945, Wrocław has been rebuilt and restored, but with a Polish flavor.

Wrocław is the home of three major Polish academic institutions: the Wrocław University (named after Bolesław Bierut, the echo of Stalin in Poland), the Polytechnic, and the Ossolineum library & publishing house. We have had a major exchange with the University, which was the only place I visited in Wrocław. The Ossolineum is perhaps Poland's largest publisher, and is the publishing-house for the Polish Academy of Sciences as well. This library receives many books each year published by Ossolineum, through exchange and direct purchase.

I met with Dr. Krystyna Rohozynska-Owczarek, deputy director of the Wrocław University Library, Ms. Teresa Osiecka, head of exchanges, and some of her staff. Shortly before my departure for Poland from Lawrence, they had notified us of a large imbalance in our exchanges, and we discussed that in more detail at our meeting. Wrocław University has a much larger series of publications than we do, and they have been very good about sending us all they publish in the social sciences and humanities. We have not been able to reciprocate, however. We agreed to correct the imbalance, and to expand the exchange, with KU purchasing extra monographs to balance things out. This library is a good source of publications from Ossolineum, which makes them a valuable partner.

I learned from my trip that these libraries have the best luck getting materials published in their own cities, and conversely, have not so good luck with materials published elsewhere. Therefore, Warsaw is our prime source, since most major Polish publishers are located there. But these three other cities are major centers as well.
Ms. Ewa Glodowska, from the University Library's Office of Public Information, gave me a great tour of the Old Town on a fine autumn afternoon, one of the rare nice days of the whole year in Poland. I stayed overnight at the Assistants' Hotel, which is supposed to be temporary quarters for junior university faculty & guests, but which, because of the chronic housing shortage, has evolved quickly into a sort of married student housing complex. Imagine a college dormitory, and fairly primitive at that, housing young faculty, single and those with families of small children, and you have a fairly accurate image of this "hotel". I found the same situation in Poznan, but not in Warsaw. Warsaw University is so poor that it cannot even afford to build and run this kind of operation.

Poznan

Mr. Tomasz Beba, assistant exchanges librarian at Adam Mickiewicz University Library, was my host and guide for my visits to that library, the library of the Poznan Society of the Friends of Science and the library of the Polish Western Institute.

UAM has the largest university press in Poland, and we have been receiving a number of their social science and humanities publications in monographic series. PTPN sends us several journals in philology, and the Western Institute sends its books and serial publications, which mainly cover topics about West Germany or Germany in World War II.

Poznan was the scene of an intense cultural and national struggle between Germans and Poles in the last two hundred years. As the capital of Poland under Prussian rule during the partitions, and as the capital of a duchy formerly a significant part of the Polish commonwealth, Poznan has always had important cultural status in Poland. Having acquired a large German population over several centuries, Poznan was also the object of German colonization efforts in the 19th century and during World War II. A legacy of this struggle is the Poznan Poles' reputation for thoroughness, efficiency and tidiness, which is easily visible both in town and in the countryside.

The Raczynski Library was founded in 1929, the Society for the Friends of Science in 1857. I visited the Raczynski Library because my colleague at Nebraska, Elsie Thomas, worked there for two years (1940-42) as a young German settler (although not by choice: German policy was to re-settle, as it were, all Germans outside Germany in the newly-conquered Polish territories.) Elsie was on good terms with the Poles who worked there, and I managed to find one woman who had worked with Elsie and remembered her.

The Society was founded to be the source of support for future learned Polish academies, one of which became Poznan University after 1918 and the restoration of Poland. I met with the librarians of the Society, and with Dr. Emilia Kihl-Szymanska, director of the UAM Library. And I met with the librarians of the Western Institute. Our exchanges have been running smoothly before and since then, and no major changes took place.
One of the highlights of my trip was the overnight train ride from Warsaw to Prague, on Sept 30. I shared a first-class compartment with Dr. Jozef Pinkowski, who was prime minister of Poland between August 1980 and March 1981. He took over this position during the Gdansk and Szczecin strikes of August which led to the formation of Solidarity, and he presided over the country in a period of great political change. Pinkowski was removed from this position by General Jaruzelski, who assumed the position for himself until about a year ago. The post of prime minister is not a powerful one, on the contrary, the prime minister is often the one who must take the heat in issues of economic severity. In 1970, 1976 and again this past year it has been the prime minister who has announced drastic price increases, in some cases precipitating large riots from the workers.

Pinkowski did not talk about this aspect of his life; indeed I did not at the time know exactly who he was, other than that he had been a high official. We talked about Poland and her history; he was intrigued that this American with no Polish background was speaking his language. During our conversations he filled me in on the "second stage" of reforms - a package of significant political and economic changes about to be proposed. At the time these proposals seemed to me to be desirable; the referendum in November showed that the people were not in favor of any party-sponsored initiatives.

Here I visited two exchange partners: the Czech State Library and the Philosophical Faculty of Charles University. With the latter we have had an exchange of publications much in their favor. This exchange has been rather like the one with the Institute of Philosophy & Sociology of the Polish Academy of Sciences. The Charles University exchange does supply us with philosophy and sociology monographs, as well as publications in anthropology.

The exchange with the Czech State Library was developed by Marilyn Clark a few years ago. They supply us with new books from the catalog Nove Knihy, allowing us to select new trade books without regard to subject matter. The State Library is located in the Klementinum, originally part of an 18th-century Jesuit college. The Rare Books section of the State Library is a large, ornate and very impressive rococo chamber in the building.

I met with Mr. Adolf Knoll, who is now running the exchanges division's activities with western libraries. The head of exchanges, Dr. Jarmila Krivanova, was about to retire, although she takes a strong and active interest in many library matters. She was a wealth of history and facts, and gave me a very detailed tour of the library. The State Library has many contacts with western libraries, and is well known for its extensive stocks of new and older books available for exchange, and for its prompt service.

Prague is Europe's most beautiful city. It is in a spectacular setting on a wide meander of the Vltava (Moldau) River. It contains a wealth of architectural styles, from romanesque to the most modern, and the city has a mysterious, ethereal quality unlike any other. Undamaged during World War II (for the most part), Prague was in real danger of death by neglect. Recently the city has undertaken a thorough renovation project, which when finished will have transformed the city without diminishing any of its resources.
Czechoslovakia has been something of a puzzle under communist rule. Before World War II Czechoslovakia was a model democracy. Czech history is a fount of intellectual and religious treasures, both spiritual and material. Bohemia (the Czech portion of the present country) enjoyed a long period of glorious royal power, two centuries of dynamic religious thought, a century of political and cultural re-awakening and a period of thriving democracy and economic growth. Obviously all of these periods contained strong elements of irrationality and illiberalism, but the changes which occurred under communist rule are rather out of line with her legacy.

Czech communism is a paragon of dogmatism, incompetence, rigidity and police terror and corruption, all of which have eroded the country's spiritual life seriously. Czechoslovakia is the last bastion of reaction in Eastern Europe (with the exception of Romania), and has been noticeably slow in accommodating the new reformist thinking of Gorbachev. Visitors to Czechoslovakia have often commented on the atmosphere of fear and suspicion which seems to prevail. Lately, however, this seems to be changing. While one does not sense any open defiance of communist thinking, as one daily encounters in Poland, one does feel that things are more relaxed than previously in Prague. Certainly the city looks much more prosperous than Warsaw. I noticed large supplies of meat and alcohol in Prague stores, which are in very short supply in Warsaw. The social contract is writ large here: no political opposition in exchange for a modicum of prosperity. In Poland the reverse is true.

WEST GERMANY

I spent twelve days here, in large part visiting friends from the past, but also spending some time visiting places of relevance to East European politics and libraries.

Frankfurt

I stayed with a friend from the University of Iowa, a German who received his PhD in journalism from there and now is one of the North American affairs editors of the Frankfurter Allgemeine Zeitung, Germany's leading newspaper and one of the world's best ("Dahinter steckt immer ein kluger Kopf") Michael had been busy covering George Bush's European visit (the V.P. had spent four days in Poland, to the great, but reserved pleasure of the Poles). Also during my visit Alf Landon died, and Michael and I worked on a brief obituary -- the only one to appear in a German newspaper, I think.

Munich

I visited Radio Free Europe and met with a number of the Polish staff. RFE not only broadcasts to the East, they also generate an impressive array of research materials and monographs for Western use. The Polish unit also maintains an archive of independent Polish journals, maybe the best outside Poland. This collection is, along with other libraries' collections, being microfilmed by IDC, the first portion of which (1976-82) KU Library owns.

I met with Anna Pomian and Witold Pronobis of the Solidarity Archive, who answered many questions for me about what currently is going on in Poland. Ironically it is often easier to get a clear answer about Poland in the West than in Poland, where people must be a bit circumspect about discussing things. Currently the underground press is in a period of calm and low activity, in part because everyone is quite tired of searching for new ideas only to have them rejected by the party. Therefore there are few new works of literature or other prose being generated by the independent publishing firms, and translations of western literature and
political thought predominate right now. Also, it is somewhat fashionable to be critical of the underground press. I suppose there's an element of blaming the victim which is at work, but it also reflects the current mood of political despair, or at least resignation in Poland.

I also met with Jan de Weydenthal and Roman Stefanowski, who are analysts for the Polish research unit. They write English-language reports on both current events and background issues. De Weydenthal concentrates on political and party issues, Stefanowski on economic and social issues. Both are in close agreement that the situation in Poland is quite bad, almost hopeless, with no prospects for improvement anywhere in sight. The communist party insists on absolute control over every aspect of life, and the people are demanding less party control. These positions are simply not reconcilable. Past political issues and crises have involved popular demands for local sovereignty, and the party has dealt with these by first appearing to give up control and then insidiously working to thwart any change. Now the situation has evolved where society is developing an alternative to state institutions and state control. The Solidarity period was notable for its non-mention of the party. People simply wanted control over their lives independent of politics, and there was no place for the communist party in the future order of things, hence the imposition of martial law in 1981.

I also talked with Ms. Iwonna Rebet, the head of the RFE library. Even though each research unit has its own source files, the Radios do maintain a library of current periodicals, books and other general sources. They also have a collection of some 90,000 older books on all of Eastern Europe. Cramped for space, they have made very efficient use of what they have. Compact shelving has enabled them to store many more books than traditionally possible. The library does, however, tend to become a dumping-ground for little-used or out-of-date monographs.

Marburg

I also paid a visit to my friend and colleague, Dr. Horst von Chmielewski, director of the library of the Johann Gottfried Herder-Institut in Marburg. This institute, named for the 18th-century philologist and philosopher and pan-Slavist, was established after World War II to conduct research on the territories formerly inhabited by Germans in Central Europe. The Institute now covers both the German heritage of Poland, Czechoslovakia and the Baltic States, and the current and historical aspects of the other peoples who now live there. The Herder-Institut library is well known to Slavic scholars as a singularly important source of books and periodicals about these countries. The KU Library owns a copy of their catalog, published by G.K. Hall in 6 volumes, similar to the NUC.

Frankfurt again

I also spent many hours at the Frankfurt Book Fair. This is not exactly an event for librarians, but it is helpful for us to visit it at least once in one's lifetime. The Fair is, it seems to me, mainly for publishers and dealers to get together in. It is also a quite vivid image of the scope of the book both as an item of commerce and as a reading tool. The German press, especially the TV news, emphasised the effects of inflation and television on reading: there were fewer books displayed this year, at a higher per-book price.

One rainy afternoon Michael and I drove to Wiesbaden to visit Dr. Knut Dorn and the Harrassowitz firm. The similarity with the Ossolineum was apparent, especially the fate of postwar dislocation and renewed prosperity at the new location. Harrassowitz is not a major vendor of Slavic materials, although they do try very hard to locate materials in Europe, with much success.
CONCLUSIONS

This trip was a delight for me personally and, I hope, a success for the KU Library. I relished the opportunity to practice my Polish in situ, likewise for Czech and German, and I was gratified to renew old friendships and make new acquaintances. I had a wealth of experiences, and I saw some wonderful cities and magnificent sites. My colleagues and my hosts were most gracious with me, and they gave me more than I can ever hope to repay.

As I wrote this report I often stopped to reflect on encounters, places visited, meetings attended, conversations led, visual impressions recalled. Central Europe - and in particular these three important components: Germany, Poland and Czechoslovakia - is indeed one cultural and historical unit, despite the bizarre boundary which divides them. I especially remember parties I was invited to: one in Warsaw and one in Frankfurt. If one could remove the language differences and not be aware of the city, one would think these are the same people: their topics of conversation and their style of socializing were exactly the same.

Polish librarians were happy to meet with me and expand our exchanges, because this is the one way they can acquire Western materials. These libraries have no hard-currency budget and are prohibited from buying any foreign materials. They do, however, receive several "duplicate" copies which they are allowed to trade. This they do with libraries both in the East and in the West, for they are also prohibited from purchasing outright materials published in the Soviet Union or any of the other fraternally allied countries.

Poles in general are extremely warm toward the United States and Americans. Dr. Bialkowski, Warsaw University Rector, explained to me that relations with the United States are of highest priority for Poles, and when an American visitor comes to town, Poles are anxious to show the person that this relationship is that important. That George Bush would spend 4 days in Poland is important not only in regard to getting the U.S. Polish vote, but is also very important to Poles in Europe. They made a big deal out of the fact that Bush spent more time in Poland than in any other country on his tour. The U.S. dollar has not de-valued in Poland, but has increased in value since October.

I feel sometimes like I undertook more visits and agreed to more exchanges than may have been otherwise prudent, especially at a time when our acquisitions budget has again gone through the wringer. I think, however, that over time these exchange arrangements will prove very much worth the effort. I look forward now to the challenge of working out the many details which these new and improved exchanges entail.

I wish to thank the University of Kansas Library for their wholehearted and generous support of my trip and for my efforts at expanding Polish bibliography in this library. I have made many new and gratifying acquaintances in Poland and Czechoslovakia, and they mean a lot to me.

Gordon Anderson
January 1988
FYI

University of Kansas Libraries

Number 951 February 4, 1988

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

PERSONNEL

Effective January 18th, Rosemary McDonough's assignment as Reference Librarian/Bibliographer was reduced to half-time. This reduction in appointment has been made at Rosemary's request, and will continue indefinitely.

Aimee Algier Baxter, Serials Cataloging Librarian, has announced her resignation effective March 17th. Aimee was hired as a Reference Librarian/Cataloger in October, 1985 and later assumed full-time responsibility for cataloging serials. She has accepted a position as the Latin American Serials Cataloger, supervising 1.5 FTE staff, in the University of Texas' Benson Collection. Sandy Gilliland

TIMECARD DEADLINE

All classified, unclassified and student timecards will be due Monday, Feb. 15, 1988, by 9:00 a.m. Ruth Hurst

NEW STUDENT EMPLOYEE ORIENTATION REMINDER

All new student employees (those appointed since the fall orientation session) will be required to attend a new student employee orientation session on one of the following dates in the Library conference rooms:

   Monday, Feb. 8 - 7:00 p.m.
   Wednesday, Feb. 10 - 4:00 p.m.
   Thursday, Feb. 11 - 7:00 p.m.

Feel free to contact me at 4-3601 if you have any questions. Ruth Hurst

SEMINAR ON INCOME TAX LAW CHANGES

Library staff interested in learning about recent changes in laws affecting income taxes are invited to attend a seminar sponsored by the LFA Salary Committee. Ms. Peggy Hite, Assistant Professor of Business at K.U., and an income tax specialist, will give a 30-minute presentation summarizing changes in the laws, and will be available for questions from the audience following her presentation. The seminar will be held on Tuesday, February 16th, from 3:00-4:00 in Conference Room A, Level 5, Watson Library. Refreshments will be served. Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR

Attached is a copy of the State Civil Service Examination schedule for the month of February. Several written exams are offered this month. Library students interested in permanent civil service employment may be interested in taking the Office Assistant III examination, since this is the entry-level classification for the Library system and for the University. For additional information, contact Ruth Hurst or Sandy Gilliland. Sandy Gilliland

SHELLEY MILLER RECEIVES SUGGESTION AWARD

Shelley Miller, Cataloging Librarian, received a $100 award from the State's Employee Suggestion Awards Program for her suggestion last March that the heaters in KU's traffic control booths be turned off while the booths were not in use. Although Shelley's suggestion has not as yet been implemented, she was formally recognized for her suggestion in a brief ceremony with Executive Vice
Chancellor Ramaley, on Wednesday, February 3rd. Shelley's supervisor, Lorraine Moore, also benefits from her suggestion, receiving a financial award equivalent to 10% of Shelley's award.

Library staff interested in learning more about the State's Employee Suggestion Awards Program should contact Sandy Gilliland, 4-3601. Sandy Gilliland

LIBRARY STAFF ELECTED TO CLASSIFIED SENATE

The following staff from the library have been elected to the Classified Senate at KU:

EE04 (clerical OAI-IV)
Ruth Hurst (Administrative Office, 4-3601)
Layne Pierce (Cataloging, 4-3038)
Carmella Sibley (Cataloging, 4-3038)

EE05 (Paraprofessional LAI-II, Library Associate)
Diana Dyal (Cataloging, 4-3038)

There remain some vacancies in these two categories. There are 3 EE04 vacancies and 2 EE05 vacancies. If you wish to be on the Classified Senate, please contact one of the representatives above. Thank you. Diana Dyal

ATTACHMENTS

State Promotion and Transfer List, Civil Service Examination Calendar, Minutes of the following meetings: Library Faculty Executive Committee, 12/16/87 and 1/20/88; Ad-Hoc Task Force on Staff Orientation, 1/19/88; Letter from Betty Jo Charlton, Representative, 46th Dist., to Sandra Brandt and Diana Dyal regarding health insurance; letter from Senator Wint Winter, Jr. to Jim Ranz regarding the Governor's Margin of Excellence; Online Catalog Update and Public Online Catalog Terminals—Handling Problems (these two last attachments may be torn off and kept for your use.)
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

Applications will be accepted through Friday, February 5, 1988

<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</td>
</tr>
<tr>
<td>R-21</td>
<td>Social Worker II</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-21</td>
<td>Corrections Counselor I (Experience in Alcohol and Drug Abuse Counseling) (2 Positions)</td>
<td>Richard Burd (913) 877-3380</td>
</tr>
<tr>
<td>R-21</td>
<td>*Accountant II</td>
<td>Orion Jordan (913) 296-4614</td>
</tr>
</tbody>
</table>

*Interested applicants may send an application and transcripts to Central Motor Pool, 400 Van Buren, Topeka, KS 66603.

R-19 Environmental Officer (Unclassified) Teresa Parsons (913) 233-7560 (Ext. 192) Adjutant General's Department
R-17 General Maintenance and Repair Technician II Norman Bacon (913) 296-7202 Department of Corrections
R-11 Keyboard Operator I Donna Krier (913) 296-3077 Department of Revenue
R-11 Office Assistant II (Typing) (2 Positions) Orion Jordan (913) 296-4614 Central Motor Pool
R-23 Tax Specialist I
R-26 Tax Specialist II
R-26 Nutrition/Dietetic Consultant (One Year - Possible Extension Up to Three Years) Richard Wagner (913) 296-4966 Department on Aging

R-13 Office Assistant III (Typing) Vicki Harding (913) 296-1140 Department of Administration Division of Personnel Services
R-21 Research Analyst II Angela Castardo (913) 296-4171 Board of Agriculture
R-27 Personnel Management Specialist III
R-25 Programmer III Joanna Moran (913) 296-1290 Department of Health and Environment
R-13 Secretary I (Unclassified) (Special Project) Shannon Manzanares (913) 296-4645 Dept. of Social and Rehabilitation Services Youth Services
R-15 Secretary II Sandy Russell (913) 296-2436 Department of Administration Division of Budget
R-16 Veterans Service Representative I Stan Teasley (913) 296-3976 Commission on Veterans Affairs

WINFIELD
R-23 Occupational Therapist I Farrel Gard (316) 221-1200
R-24 Physical Therapist I Winfield State Hospital and Training Center
R-24 Physical Therapist I Winfield State Hospital and Training Center
R-25 Registered Nurse II (3-11 shift and 7-3 shift)
R-26 Speech Pathologist/Audiologist I

EQUAL OPPORTUNITY EMPLOYER
The Calendar of Civil Service Examinations for the Month of February

For Testing Information, call 864-4942.

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<tr>
<td>KO I, II</td>
<td>Secretary</td>
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<td>8:30am</td>
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<tr>
<td>Written*</td>
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*Written exams offered this month:
Cook I, II
Office Assistant II, III
Food Service Supervisor II
Storekeeper I, II, III
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: December 16, 1987

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

Absent: Nicolette Bromberg

1. Responses to Hayden letter: Sandra Brandt announced that several replies have been received in response to our protest of the 1988 group health insurance contract for state employees, and they are on file at the Watson Reference Desk. A state-wide personnel committee has been set up to look at health insurance issues. Sandra also reported that hearings are being held regarding the 60-day period that new employees must wait before their coverage begins; the waiting period may be waived if it is determined that it impedes recruitment.

2. Letter to TEA Board concerning life insurance benefits: In response to a letter from the Committee on Salaries, the TEA Board agreed to change the classification of Librarian II's from Class 1 to Class 2. This qualifies those participating for greater benefits. Department heads are eligible for Class 3. A notice announcing these changes has appeared in FYI; Sandra will also draft a letter to LFA members.

3. Self study for Regents Review: A final copy is being routed to the LFA Executive Committee and the Budget and Planning Committee. The report includes a strong statement on librarians' salaries.

4. LFA Committee annual reports from 1986/87: All committee reports have been received and will be published in FYI.

5. Peer Review election results: Sandra reported that all the changes in the present process recommended by the Peer Review Task Force were approved, with 44 of 58 librarians voting. Two new members were elected to the Peer Review Committee: Janice Franklin (LI representative) and Susan Hitchens (LII representative). The Executive Committee discussed the desirability of codifying the Peer Review Committee, and decided that it would be best to delay consideration of this issue until after the new process has been tested for at least one year.

6. Other items:
   --Gordon Anderson reported on the second meeting of the Senate Libraries Committee;
   --Sandra Brandt reported that the Faculty Senate's Planning and Resources Committee will be studying how each university department determines its faculty merit increases;
   --Sandra Brandt will look into the possibility of library funding for future LFA presidents to attend an ALA meeting;
   --The library administration has received budget preparation instructions; the library's request is due January 15.

7. Future meetings: The Committee scheduled its next meeting for January 20 at 1:30.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 20, 1988

Present: Sandra Brandt, Lorraine Moore, Gordon Anderson, Susan Hitchens, Nicolette Bromberg, Rachel Miller

Absent: Rebecca Stuhr-Rommereim

The purpose of the meeting was to discuss Governor Hayden's Margin of Excellence salary recommendation and possible LFA responses to it. The Governor has recommended a 5% across-the-board average increase for all unclassified staff, and an additional 2.8% percent increase that is limited to teaching faculty only, excluding all non-teaching faculty and other unclassified staff.

After considerable discussion, the committee decided to meet as soon as possible with Dean Ranz to obtain more information, and also to call an emergency meeting of the LFA for Wednesday, February 3rd, at 10:00. The purpose of that meeting will be: 1) to provide members with all available information on the Governor's recommendation and how the University is responding to it; 2) to distribute a full, up-to-date fact sheet on KU librarians' salaries (which will be compiled by the Committee on Salaries); and 3) to discuss and possibly agree on an LFA plan of action. The plan could include, if LFA members agreed, writing letters to legislators and members of the Board of Regents, and asking for support from such organizations as the Kansas Library Association, the School Librarians Association, the Kansas Network Library Board, and the Emporia State University Library School.

Reported by Rachel Miller
January 27, 1988

Sandra Brandt, Chair
Library Faculty Assembly,
and the LFA Members

Diana Dyal, Chair
Personnel Committee

Thank you for sending me copies of your letters to the governor and the commissioner of insurance about the health insurance plan for state employees.

I postponed answering letters about the health insurance for state employees, awaiting the Legislative Post Audit Report. As you know, the report was simply a re-hash of the excuses given by the Health Care Commission.

Members of the legislature have asked for further investigation. We have been told nothing can be done this year. There is one thing that can be done: the legislature can appropriate money to help state employees pay for the outrageous plan this year. I am urging employees to keep pressure on the members of the Senate Ways and Means Committee and the House Appropriations Committee to make such an appropriation with no strings attached in regard, for example, to state employees' pay raises. The governor's budget contains the pay increases but nothing for health insurance.

I lost my doctor under the plan and I know of other members who did, but I'm afraid the legislature may not deal seriously with the issue for next year if the furor raised by state employees abates.

Sincerely yours,

Betty Jo Charlton

BJC/js
MINUTES: AD-HOC TASK FORCE ON STAFF ORIENTATION
date: January 19, 1988

Present: Gene Carvalho, Barb Gaeddert, Saralinda Rhodes, Becky Schulte.

This short meeting was called to review the progress of various projects by its members and to schedule meetings to complete the activities of the Task Force by its deadline.

Saralinda reported that her Who's Who in the Libraries project has picked up after a slow start, and that she was ready to begin typing the information into a computer disc. Because of the extent of the project, this project may continue beyond the life of the Task Force.

Barb reported that she has been working on setting up orientation tours of areas in Watson Library where the existing orientation programs often miss. She has completed the Microforms Dept. and Sandy Gilliland is working on the Dean's Office. Gene will work on the Photo Copying Service and Becky will work on the Bindery-prep and the Mail Room.

The agenda for the next meeting on 2/2/88 will include review of the completed information file and the month-to-month schedule of orientation activities to be recommended.

Saralinda will have a draft of the Who's Who in KU Libraries at the following meeting on February 23, 1988.
Jim Ranz, Dean of Libraries
University of Kansas
502 Watson Library
Lawrence, Kansas 66045

Dear Jim:

Just a quick note to follow up our telephone conversation of Monday, January 25. I called to let you know that, while I think the Governor has made a very positive start in funding the "Margin of Excellence" program, all he has done is make a "start" and we must increase the funding for the Universities if we are to finish the job properly. In particular, I note the following:

1. The Governor's budget recommendations are unacceptable with respect to the funding of "instructional faculty" salaries at one level and librarian and research faculty salaries at a lower level.

2. The problems in the Governor's budget in regard to under-funding of librarians' salaries is self-evident from the beginning, but has been pointed out very strongly and articulately by the University administration and their representatives in Topeka.

3. I have been, and will continue to work as hard and imaginatively as I know how to reverse the situation and provide additional funding so that we can compensate librarians and researchers at the level commensurate with their skill and very important function and position in the University. Dreadfully low librarian salaries are simply not acceptable.

Continued ...
Please drop me a copy of the study that you mentioned and any other information that you think might be helpful in conveying the message to my colleagues in Topeka. I will continue to work as best as I know how to solve the problem and look forward to continuing to work with you and others at the University.

Best personal regards.

Very truly yours,

Senator Wint Winter, Jr.

WW:gc
Online Catalog Update
February 3, 1988

I. Terminals.

First of all, please see the two-page attachment to this FYI that gives instructions on how to handle problems with online catalog terminals.

The BACKSPACE key now works the same as the back arrow key.

"INSERT" now appears in the lower left corner of the screen instead of "ECHO" when you press the insert key. It stays there until you press the insert key again or until you display another screen.

Phase 1 of terminal installations is almost complete. It called for the installation of 54 terminals -- 45 public and 9 staff. As of today (Wednesday, Feb. 3), the following terminals are installed and working:

- Watson, 2nd floor - 1 public, 2 staff
- 3rd floor - 13 public, 2 staff
- 4th floor - 4 public, 1 staff
- Art - 3 public
- Engineering - 4 public, 1 staff
- Government Documents - 1 public, 1 staff
- Maps - 1 public
- Math & Computer Science - 1 public
- Kansas Collection - 1 public
- Music - 3 public
- Regents Center - 3 public, 1 staff
- Science - 8 public
- Special Collections - 1 public, 1 staff

TOTAL - 44 public, 9 staff

Still to be installed is 1 public terminal on the 5th floor of Watson. Its installation date is uncertain.

The online catalog terminals are connected to the computer through the campus packet switch network and through an IBM 7171 protocol converter. The terminals talk one language (ASCI1); the computer talks another (EBCDIC). The protocol converter allows them to communicate.

Last week, a limitation of the 7171 raised its head. The 7171 theoretically can handle 64 terminals at once. When we attempted to connect more than 38 terminals, however, the 39th, 40th, etc., did not work. It turns out that the 7171 has a set amount of screen buffer memory that is divided among the terminals that are attached to it. Because of the large screens that the online catalog often sends to a terminal, we had enlarged the buffer size for each terminal from about 2000 characters to about 3500 characters. When the 39th terminal tried to attach itself to the 7171, there was no buffer left. Late last week we changed the online programs so that they would never send a stream of data longer than 1920 characters. Monday morning, the buffer size was changed in the 7171 so that up to 64 terminals can operate at once.
We also have had problems with the campus packet switch network, most particularly with the PAD on 3rd floor, Watson. The problem the weekend of January 30-31 was a new one, which is one reason it took so long to fix. By the way, "PAD" stands for "packet-assembler-deassembler," sort of like "modem" is short for "modulator-demodulator." Data passes over the network in small packets such that a packet of your data may be followed by a packet of someone else's, followed by another of yours, etc. This is the way Tymnet and Telenet work also. A PAD connects up to 16 terminals to the network and controls their communication with the 7171 and the computer through the network. PAD's are actually installed in pairs, one in the library and one in the computer center.

II. Schedule of loading new catalogs.

Due to some program bugs and due to a great deal of weekend processing time being devoted to testing the new operating system upgrade, we were behind on our goal of creating and loading a new catalog each weekend.

The major bug was finally found late last Friday and we were able to do about 19 hours of processing this weekend. We have finished the rest during the day and will try to load a new catalog Wednesday night if there is time. The new catalog will be up-to-date, reflecting records existing in the cataloging database as of January 29.

III. Check-out information on full record displays.

There is no fixed date when this will be available. We are awaiting the installation of Multi-Region CICS (MRO). Right now the circulation system is in production CICS, while the online catalog is in a separate CICS (TESTOCAT). The catalog cannot get to the circulation files so it cannot see whether or not an item is checked out.

IV. Serials holdings information.

This is also dependent on MRO (see above). Unlike the circulation interface, however, it is still to be programmed. Its completion therefore depends on how soon I can start on it, what all will be included in the project, and whether or not anyone will be available to help with it. We are currently trying to hire Morry Anderson's replacement, but it will surely be at least a few months before anyone is hired and trained.

V. Dial-access.

This is delayed because the people who need to do something to make entry into the catalog simpler and more straightforward have more important concerns at the moment. We have been told a couple of weeks, but don't hold your breath.
VI. Remaining bugs.

There are a number of remaining bugs, both in the online programs and in the batch programs that create the catalog indexes. We will try to fix them over the next couple of months. I will let you know when changes are made.

VII. Statistics:

A. File statistics:

| Individual titles represented in the catalog: | 429,213 |
| Author index entries (including "see" references): | 536,773 |
| Subject index entries (including "see" references): | 581,018 |
| Title index entries (including "see" references): | 629,365 |
| Total "see also" references: | 94,303 |

B. Use statistics (1 day, Monday, February 1):

| Total searches: | 5,017 |
| Total commands processed: | 29,085 |
| Author index screens displayed: | 2,041 |
| Author + title screens displayed: | 2,678 |
| Subject index screens displayed: | 6,323 |
| Subject + title screens displayed: | 5,421 |
| Title index screens displayed: | 2,666 |
| Call Number index screens displayed: | 206 |
| Jump commands processed: | 52 |
| See also screens displayed: | 113 |
| Cross reference screens displayed: | 545 |
| Full records displayed: | 1,024 |
| General help screens displayed: | 870 |
| Basic searching help displayed (function 1): | 660 |
| Catalog instruction screens displayed (function 2): | 214 |
| Catalog contents screens displayed (function 3): | 229 |
| Library information screens displayed (function 4): | 167 |
C. Public terminal statistics (1 day, Monday, February 1):

These are statistics for TRANSACTIONS (roughly equal to the number of commands) for public terminals for Monday, February 1, the first day 43 public terminals were operating.

These statistics probably don't mean very much at this point, but we will come back to them from time to time to see how they change. I hope to compile statistics for the entire month of February. We assume the use on all terminals will increase as the semester progresses.

These "public" figures do not include staff terminals.

<table>
<thead>
<tr>
<th>Terminal</th>
<th>Average per terminal</th>
<th>Total</th>
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<tbody>
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<td>1,262</td>
<td>16,403</td>
</tr>
<tr>
<td>Watson, 2nd floor (1 terminal):</td>
<td>477</td>
<td>477</td>
</tr>
<tr>
<td>Watson, 4th floor (4 terminals):</td>
<td>534</td>
<td>2,137</td>
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<tr>
<td>Art (3 terminals):</td>
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<td>Engineering (4 terminals):</td>
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<td>6</td>
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<tr>
<td>Kansas Coll (1 terminal):</td>
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</tr>
<tr>
<td>Maps (1 terminal):</td>
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<tr>
<td>Math (1 terminal):</td>
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<tr>
<td>Music (3 terminals):</td>
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<td>515</td>
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<td>Regents Center (2 terminals):</td>
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<tr>
<td>Science (8 terminals):</td>
<td>318</td>
<td>2,544</td>
</tr>
<tr>
<td>Special Collections (1 terminal):</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>(43 terminals)</td>
<td>633</td>
<td>27,218</td>
</tr>
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</table>

In all, there were 30,097 transactions. Besides the public ones listed above, there were 190 transactions on network ports and 2,689 transactions on staff terminals.

-- John Miller
Public Online Catalog Terminals -- Handling Problems

If a terminal does not seem to work, try the following steps (in this order) to try and return to the online catalog:

1 - Press the CLEAR key.

2 - If no catalog screen appears, type "ocat" in the upper left corner of the screen - then press the SEND key.

3 - If no characters appear when you type, hold down the CONTROL key and press the "g" key - then try step 2 again.

4 - Turn off the terminal (use the big red switch in the lower left of the front of the terminal). Wait a few seconds, turn it back on again, wait a few more seconds, then press the CLEAR key. If CLEAR doesn't work, then try step 2 again.

   -- if the catalog does return after you turn it off and back on again, do the following:

   - type "qqqq" on the command line and press the SEND key.
   - when the screen says, "you have exited the online catalog," type "ocat" and press the SEND key.

*******************************
*** IMPORTANT ***
*******************************
Whenever the terminal is turned off or the test switch is pushed, the terminal dumps its memory. The special characters used in the public terminals disappear. Typing "qqqq" to leave the catalog and then reentering reloads the special characters.

5 - If all else fails (with the exception listed below), call operations at the computer center (864-0110). This number is on the sticker on the top of each terminal. Be prepared to tell the operator the terminal id (for example, T335) and the telephone circuit (a 5-digit number beginning with "9"). Both of these numbers are also on the sticker on top of the terminal. If the problem is not fixed in a day or so, feel free to call operations again to find out the prognosis.

EXCEPTION: If you have any general questions about terminal operation, please call John Miller (864-0223) instead of calling the computer center. If John is not available, you might try Gary Susott (864-0203) or Kent Miller (864-3535).

(over for more)
In addition, a number of error messages might appear on the bottom line of the terminal. If you see one, first press the RESET key and, if that doesn't get rid of the message, try turning the terminal off and on again. Also make sure all the cables are firmly connected to the back of the terminal, the keyboard is plugged in, and the cable is plugged into the wall phone jack. If the message remains, call John Miller.

Examples of ERROR MESSAGES that appear on the bottom lines of terminals and their usual causes:

<table>
<thead>
<tr>
<th>Message</th>
<th>Cause</th>
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<tbody>
<tr>
<td>COMM NOT READY 2</td>
<td>cable between terminal and wall jack not connected</td>
</tr>
<tr>
<td>HOST PROG WRONG</td>
<td>data transmission error - press RESET</td>
</tr>
<tr>
<td>NO KEYBOARD</td>
<td>keyboard unplugged</td>
</tr>
<tr>
<td>PROBLEM IN KEYBOARD</td>
<td>bad keyboard</td>
</tr>
<tr>
<td>PROBLEM IN LOGIC ELEMENT</td>
<td>bad cable or bad logic unit</td>
</tr>
<tr>
<td>PROBLEM IN LOGIC ELEMENT OR KEYBOARD</td>
<td>bad cable, bad logic unit, or bad keyboard</td>
</tr>
</tbody>
</table>
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL
Carmen Orth has been hired as a Library Assistant I in the Documents Department effective March 1, 1988. Carmen is currently employed by Baker University Library in their Government Documents section. She worked previously for the K.U. Libraries as a student assistant. Carmen replaces Jennifer Mellenbruch.

Sandy Gilliland

TIMECARD DEADLINE-REMINDER
All classified, unclassified and student timecards will be due in the Library Office 9:00 a.m., Monday, Feb. 15, 1988.

Ruth Hurst

REQUESTS FOR TRAVEL FUNDING
Applications for reimbursement of travel during April-June 1988, should be submitted to Judith Emde by Thursday, February 25th. Travel request forms are available from Judith Emde or Rich Ring.

Judith Emde

INCLEMENT WEATHER POLICY REVISION
Attached to this issue of FYI is a copy of the revised "Inclement Weather Procedures and Policies" statement. All library staff are encouraged to familiarize themselves of this policy. Contact Sandy Gilliland or Ruth Hurst if you have any questions.

Sandy Gilliland

STATEMENT ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
Executive Vice Chancellor Judith Ramaley has issued a statement on AIDS, AIDS-Related Complex (ARC), and Sero-Positivity (SP), upon the recommendation of the Lawrence Campus Task Force on AIDS. The statement is attached, in its entirety, to this issue of FYI.

Sandy Gilliland

REMINDER OF TAX SEMINAR
As a reminder, Assistant Professor of Business, Peggy Hite, will present a 30-minute report on changes in tax laws on Tuesday, February 16th, at 1:30 p.m. Professor Hite will also be available for questions following her presentation. The seminar will be held in Watson Library Conference Room A.

Sandy Gilliland

COLLECTION DEVELOPMENT COUNCIL
The CDC Executive Committee has scheduled meetings for Tuesdays at 1:30 p.m. on February 16, and March 8, both to be held in the Cataloging Conference Room, and March 29th, to be held in Conference Room A.

The CDC is scheduled to meet on Thursday March 10 at 10:30 a.m. in Conference Room A. The main item for discussion at this meeting will be serials. If you have particular questions about serials that you would like answered or particular serial topics you would like discussed please send them in writing to Rich Ring before Friday, March 4.

Rich Ring

An Equal Opportunity/Affirmative Action Employer
FYI - 2/11/88

ALLEN PRESS TOUR

The Staff Development Committee has arranged for a tour and seminar/discussion on serials issues at the Allen Press in Lawrence for KU staff. This tour will be held on Wednesday March 9 from 1 to 4:30 p.m.

The Allen Press prints more than 200 scholarly periodicals, mainly in scientific and technical areas. It also provides membership, marketing and publishing services for a number of learned societies. Its facilities for composition, printing and binding are automated and quite up-to-date. In the past KU librarians have participated in a number of interesting seminars at the Allen Press for their editors and society officials. Now the Allen Press would like to give the whole library staff the opportunity to see their operations. Arly Allen and the staff of the press also hope to learn something from us about the serials problems faced by libraries.

If you are interested in participating in the tour of Allen Press, please let Rich Ring know by Tuesday, March 1.

BYE BYE BACKLOG

Before we thank everyone profusely for helping us shelve books, we have one last favor to ask. Would everyone who helped shelve give us an estimate of how many hours you put in. We would like to determine the total number of hours spent. Please let us know as soon as possible. Thanks.

We have been estimating that the backlog would be cleared by Friday, February 12. It appears we're right on target. Many, many thanks to everyone who made this possible.

NEW DEADLINE FOR SUBMITTING BIOGRAPHIES FOR WHO'S WHO

"Thank you" to all of you who have submitted your biographies for the Spring 1988 edition of Who's Who in the KU Libraries. Thanks, also, to those of you who have contemplated writing one but haven't been able to for one reason or another. So far, I have received more than 70 biographies, and at least one to two dozen more are promised! I would like to hear from more of you and am setting a new deadline of Friday, February 26 to get your biographies in. Please let me know if you do not wish to be included. Thank you.

ABOUT OUR REFRIGERATOR!

Several rotten and/or moldy food items (yuck!) were taken out of the refrigerator Wednesday morning. The refrigerator belongs to all of us. Please, please, if you put something in, don't forget to take it out.

ATTACHMENTS

Statement on AIDS, ARC, & SP by Dr. Ramaley, Inclement Weather Procedures and Policies Revision, State Promotion and Transfer List.
To: Vice Chancellors, Directors, Deans and Chairpersons

From: Judith A. Ramaley

Re: Inclement Weather Procedures and Policies

The following revised inclement weather procedures and policies apply to the Lawrence campus. We ask that you review these procedures and policies, as they will govern our decision to cancel classes or to restrict campus activities.

Inclement Weather Policy

As a condition of employment, employees are expected to be at work during their regularly assigned times. However, in certain situations, severe weather conditions may prevent or delay arrival for work or require that employees leave work early. In such situations, the Chancellor or Executive Vice Chancellor may declare an inclement weather emergency. Once made, the declaration will be communicated by such means as the local news media (after 6:15 a.m.), Personnel Services Dial-a-Job line (4-4623, after 6:30 a.m.), and the use of "calling trees" on campus during the work day.

When an inclement weather emergency has been declared, employees may have up to the time period announced for the emergency to cover late arrival or early departure necessitated by the weather. (In the absence of an ending time for the declaration, a period of one hour is to be assumed.) Employees who do not report for work, or who elect to return home after reporting for work, because of the inclement weather or other emergency condition can select one or a combination of the following options for covering any lost time.

a. Charge accrued compensatory time;
b. Charge accrued vacation time;
c. Charge leave without pay
d. With supervisory approval, absent-from-duty hours may be made up in the balance of the work week.

No employee, including those who are unable to report for work, shall be charged leave time for the period covered by the declaration of inclement weather. However, employees who are unable to report for work because of the inclement weather are expected to so notify their departments in a timely fashion. Employees on authorized leave, holidays, or rest days will not be affected by these emergency procedures. In any case, unit directors and departmental chairpersons should determine staffing requirements for their respective units to insure maintenance of essential programs and activities.
Procedures to Cancel Classes or Curtail Other University Operations

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

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

2. By 5:00 a.m., the Director of Facilities Operations or representative shall provide the University Director of Support Services with an up-to-date, complete status report about street and parking lot conditions on the Lawrence campus and major feeder streets. The University Director of Support Services will consult with the Police Department on the current local and regional weather conditions and on anticipated weather changes.

3. Once the necessary information has been gathered, the University Director of Support Services shall, by no later than 5:30 a.m., contact the Executive Vice Chancellor and provide this information along with appropriate recommendations.

4. The Executive Vice Chancellor shall contact the Vice Chancellor for Academic Affairs and any other administrators deemed appropriate in order to reach a decision about whether to cancel classes. A decision to curtail other activities of the University may require consultation with others, such as the Vice Chancellor for Student Affairs, the Director of Personnel Services, and the University Director of Support Services.

5. By no later than 6:00 a.m., a decision will be made by the Executive Vice Chancellor or the Chancellor.

6. The Executive Vice Chancellor or designate shall inform University Relations.

7. University Relations will attempt to notify the University Information Center and the news media by 6:15 a.m. This notification should include Lawrence, Leavenworth, Kansas City, Ottawa, and Topeka media. Additionally, a message will be placed on Personnel Services Dial-a-Job line by 6:30 a.m.

8. In the event that severe weather develops during the course of a work day, the procedures listed above shall be followed so that a decision can be made about whether to dismiss employees early and/or cancel evening classes. In such cases, the appropriate information should be forwarded to the Office of the Executive Vice Chancellor on a timely basis and by no later than 3:00 p.m.

9. Personnel Services shall establish and disseminate a "calling tree" to assist in the prompt notification of staff. Additionally, this department will be responsible for notifying the State that a declaration of inclement weather has been made.

10. The University maintains several 24-hours-per-day, 7-day-per-week operations. Each department shall include in their operational plans the means by which these critical, continuous service operations are to be staffed so that inclement weather will not affect these operations.

cc: Personnel Related Staff Members
Supervisors

February 1, 1988
Executive Vice Chancellor  
Lawrence Campus  

February 8, 1988

Memorandum

TO: Vice Chancellors, Deans, Directors, and Chairpersons  
FROM: Judith A. Ramaley  
SUBJECT: Statement on Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Sero-Positivity (SP)

Upon the recommendation of the Lawrence Campus Task Force on AIDS, I developed the statement that is reproduced below. Please bring it to the attention of faculty, staff, and students in your areas. Thank you for your assistance.

The Office of the Executive Vice Chancellor, University of Kansas, Lawrence, on the basis of information from the National Centers for Disease Control, Kansas Department of Health, and the American College Health Association, issues the following statement:

The University of Kansas is committed to providing a safe educational and work environment for students and staff. There is no current evidence that persons who are infected with human immuno-deficiency virus (HIV) spread the infection by casual, ordinary contact. Accordingly, there is no reason to exclude persons with AIDS, ARC, or SP from campus academic, social, or cultural activities. Shared classrooms, study areas, libraries, theatres, etc., do not present problems. Decisions about institutional housing for persons with AIDS, ARC, and SP will be made on an individual basis.

The University seeks to protect the lives and rights of persons who contract the virus and of those who may come into contact with it. It is the responsibility of individuals who know that they have AIDS, ARC, or SP to take appropriate precautions to protect their own health and that of others. Individuals seeking assistance on campus should consult the Student Health Services at Watkins Hospital, which will assess the circumstances and make recommendations about appropriate institutional accommodations for the individual student, faculty, or staff member. Though no disclosure is required of persons who have AIDS, ARC, or SP, information that is voluntarily disclosed will be held confidential in accordance with University policy.

This statement may be updated as more information about the disease, its prevention, and its treatment becomes available.
**PROMOTION AND TRANSFER LIST**

State of Kansas -- Department of Administration  
DIVISION OF PERSONNEL SERVICES  
Laddot State Office Building, 900 S.W. Jackson Street  
Topeka, Kansas 66612-1251  
913-296-4278  
February 8, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, February 12, 1988

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-21</td>
<td>Facilities Maintenance Supervisor (6 Positions)</td>
<td>Earl Haehl (913) 296-4495 Ellsworth Correctional Facility</td>
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<tr>
<td>R-13</td>
<td>Office Assistant III (2 Positions)</td>
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<tr>
<td>R-13</td>
<td>*Storekeeper II</td>
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<td>R-25</td>
<td>*Architect II</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<td>R-16</td>
<td>*Electrician I</td>
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<td>R-22</td>
<td>*Registered Nurse II (Public Health Education)</td>
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<td>R-21</td>
<td>*Accountant II</td>
<td>Orion Jordan (913) 296-4614 Central Motor Pool</td>
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<tr>
<td>R-21</td>
<td>*Accountant II</td>
<td>Debbie Evans (913) 296-5211 Department of Human Resources</td>
</tr>
<tr>
<td>R-21</td>
<td>Accountant II (Part-Time Intermittent)</td>
<td>Patricia Katsbulas (913) 296-3961 Dept. of Social and Rehabilitation Services Medical Programs</td>
</tr>
<tr>
<td>R-21</td>
<td>*EDP Policy and Systems Analyst</td>
<td>Virgil Basgall (913) 296-3343 Div. of Information Systems and Communications</td>
</tr>
<tr>
<td>R-24</td>
<td>ESSI Programmer</td>
<td>Ford Sanders (913) 296-2118 Department of Human Resources Employment Systems Security Institute</td>
</tr>
<tr>
<td>R-19</td>
<td>*Medical Technologist I (Monday-Friday Daytime Hours)</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (Typing)</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-21</td>
<td>Research Analyst II</td>
<td>Debbie Manuel (913) 296-2373 Department of Administration Division of Purchases</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
</tr>
<tr>
<td>R-24</td>
<td>Social Worker IV</td>
<td>Boyce McCarter (913) 296-3343 Div. of Information Systems and Communications</td>
</tr>
<tr>
<td>R-29</td>
<td>Systems Analysis and Programming Manager</td>
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<th>WINFIELD</th>
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EQUAL OPPORTUNITY EMPLOYER
UNCLASSIFIED VACANCY

Reference Librarian, a full-time, 12-month, tenure-track appointment available June 18, 1988. **Duties:** Primary responsibility will be to provide reference services to undergraduate and graduate students and faculty in the humanities and social sciences and in the professional fields of business, education, journalism and mass communications, social welfare, and communications and theater. Services include reference desk duty, online searching, library orientation and instruction, preparation of printed guides, and special projects. Reference staff utilize a sophisticated, locally developed online catalog with automated authority control, locally developed circulation and serials systems, the Innovacq acquisitions system, and OCLC. Other duties include participation in the development of computer assisted reference services and responsibility for collection development in one or more fields of the library's main research collections. **Required Qualifications:** ALA-accredited MLS; ability to work effectively with library users and staff. **Preferred Qualifications:** (listed in order of preference): Evidence of an ability to think creatively, to grow professionally, to work cooperatively, and to accomplish objectives. Enthusiasm for public service, particularly with undergraduates. Experience with microcomputer hardware and software and the ability to apply this to reference services in research libraries. Strong subject background in an area of the humanities, social sciences, or related professional fields served by the Reference Department. Training and experience in reference services, including online searching. Experience in a research library in public or technical services. Knowledge of one or more Western European foreign languages. **Salary:** $18,500 - $22,500 dependent upon qualifications. The University of Kansas offers a variety of benefit options.

To apply, candidates should submit a letter of introduction outlining ability to meet each of the required and preferred qualifications, a current résumé, copies of undergraduate and graduate transcripts, and three letters of reference to: Sandra Gilliland, 502 Watson. Applications must be postmarked no later than Friday, April 1, 1988.

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

VACANCY ANNOUNCEMENTS FOR LIBRARIAN POSITIONS

Did you know that vacancy announcements for librarian positions available at institutions across the U.S. are retained for staff review? A large notebook, located in Watson Library's Staff Lounge contains these and other vacancy announcements, and is updated periodically. Contact Sandy Gilliland, 4-3601, if you have any comments/questions/suggestions regarding this service.

Sandy Gilliland

LEGISLATIVE UPDATE FOR LFA

The House Appropriations Committee last Thursday voted (12-11) to fund all unclassified salaries within the Margin of Excellence proposal. A "cautious optimism" was expressed by KU officials at Saturday's Legislative Update.
session, since the House could still "fine-tune" or eliminate a group of the unclassified staff from the recommendation. The full House vote is expected during the second week of March.  

Sandra Brandt

PUBLIC COPIER INSTALLATION STATUS

The current status of the new copying equipment installation, maintenance and service will be the topic of a meeting scheduled for 10:30 a.m., Thursday, February 25, in Watson Conference Room A. Public Service unit heads and key operators from those locations which are served by the new 3M 6040 copiers are encouraged to attend. It is our hope to thoroughly review where we are after two months of operation, and to identify and resolve any outstanding problems or concerns.  

Kent Miller

KANSAS FAX NET

Interlibrary Services has been awarded one of eight $2500 grants from the Kansas Library Network Board to participate in a telefacsimile pilot project in resource sharing within the state. The other recipients are Ft. Hays State, Pittsburg State, Southwest Kansas Library System, South Central Library System, Leavenworth Public, Marymount College and Barton County Community College. The fax machine sends text and graphics over phone lines to a distant location where it will print out on another fax. ILS will be able to send and receive rush materials quickly using telefacsimile, since a page of text can be transmitted in less than a minute. Start up date for the project is late April or May.  

Sandra Brandt

NEW EXHIBITS IN SPECIAL COLLECTIONS

"Covering Science Fiction: magazines and books, 1926-1987" is a very colorful display of sixty years of fashions and approaches to illustrating (and selling) science fiction. It is made up of a chronological series of the first issues of science fiction magazines, and also features books by five science fiction authors.

"The British West Indies in the 18th century" presents a selection of the 18th-century books on the West Indies, particularly concerned with slavery and the sugar trade, which Prof. Richard B. Sheridan of the Department of Economics has used in some thirty years of published research. The exhibit also includes copies of Prof. Sheridan's publications.  

L.E. James Helyar

KANSAS COLLECTION IS HOSTING RECEPTION FOR NEW EXHIBIT

The Kansas Collection is hosting a reception for a new exhibit entitled "African Americans in the Practice of Law", on Friday, Feb. 19th, from 5-6:00 p.m. Featured in the exhibit will be the careers of Elmer C. Jackson, a 1935 graduate at KU's Law School; Judge Sherman Parks, the first African-American appointed to the Kansas Court of Appeals; and Charles C. Scott, a counselor for the plaintiffs in the 1954 Supreme Court case, Brown versus the Topeka Board of Education.

Everyone is invited to attend. The exhibit will be on display through April.  

Sherry Williams

INVITATION TO ATTEND SLIDE PRESENTATION

The Staff Development Committee invites everyone to attend Barb Gaeddert's slide presentation on "Kansas Homes of Yesterday", February 24, at 3:00 p.m., Conference Rooms A & B.  

Suzanne Tronier

KULSA POTLUCK "GOING AWAY" PARTY FOR AIMEE

Following Barb Gaeddert's presentation on Feb. 24th, at 3:30 p.m., KULSA welcomes everyone to a potluck going away party for Aimee Algier Baxter. We will also be celebrating the loading of 10 years worth of back tapes into the online catalog. Feel free to bring food. (Conference Rooms A & B)  

Suzanne Tronier & Al Mauler
POSITION OPEN IMMEDIATELY
Under the auspices of AHPPPI (Federal Program)

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.
4th Annual Hazel Anderson Memorial BOOK SALE

The School of Law Library of the University of Kansas has accumulated many volumes of gifts. These volumes were donated to but not incorporated into the collection. We will be offering these choice selections for sale at popular prices on Wednesday, March 2nd from 8:30am - 3pm in the Law School Commons on the first floor.

Proceeds will be used to buy books for the library.

THERE WILL ALSO BE COFFEE AND DONUTS FOR SALE.
Minutes: Ad-Hoc Task Force on Staff Orientation
Date: Feb. 2, 1988

Present: Barb Gaeddert, Gene Carvalho, Saralinda Rhodes, Becky Schulte, Sandy Gilliland

The Task Force reviewed progress made in establishing a file of informational materials collected concerning the libraries, the University and the city of Lawrence.

Barb discussed the mailing she had sent to Task Force members on the Watson support services tour for new staff. Information concerning a tour of Bindery Preparations was added. The completed tour description will be presented by Barb at the next meeting.

The group approved the final draft of the month-to-month schedule of orientation activities.

Saralinda stated that she had made phone calls to staff concerning the Who's Who in the Libraries project. Barb and Becky offered to help her make more calls in an effort to make the list as complete as possible.

The next meeting will be on Feb. 23.

Becky Schulte
Acting Secretary
I recently returned from a 10 day trip to Texas where I attended the 16th Annual Conference of the Art Libraries Society of North America and the annual meeting of the College Art Association. The Dallas ARLIS/NA conference began February 4 with the Executive Board Meetings. As Past-President of the organization I felt both nostalgia and relief attending my last Board meetings. The Society has achieved a stable financial outlook, published four Occasional Papers, established a new headquarters office, computerized many of the operations and continued to increase in membership (now over 1250) during the three years I served on the Board. I was the first person in the Society's history to be twice elected to the Board, first serving in 1975-77 as Secretary and then in 1985-88 as Vice-President/President-Elect, so I have had a unique opportunity to view the development of this organization.

The conference sessions I found most useful focused on space planning. Several art libraries have recently installed moveable compact shelving or dealt creatively with utilizing existing space. These sessions not only provided facts and figures but also gave me names of colleagues to contact when we need some advice. The Standards Committee of the organization has been working on standards for space for the last three years and their eagerly awaited report seems to be expected in the next year.

Other conference sessions dealt with the exhibition catalog, original prints in libraries, reference services, and bibliographic instruction for art and design students.

ARLIS/NA conferences are particularly noteworthy for their lavish receptions, open to all attendees and sponsored by publishers and dealers. This year we held the convocation and reception at the Dallas Museum of Art, attended a buffet reception at the LTV Center, had a sponsored breakfast to open the exhibits and fajitas to close them and visited three museums in Fort Worth. There also was a visit to InfoMart where various computer hardware and software firms have showroom space.

After ARLIS/NA I flew to Houston for the College Art Association meeting. The book exhibitions there were particularly useful and I also enjoyed seeing the Houston Museum of Fine Arts, the Menil Collection, the Contemporary Arts Museum and the Rothko Chapel.

I find attendance at conferences like these extremely important and am grateful for the support provided.

Susan Craig
**PERSONNEL**

Kathryn Otto has been appointed as a Manuscript Specialist (Program Assistant) in the Kansas Collection, effective February 18. Kathy was formerly a cataloger with the Kansas Collection's Wilcox Collection of Contemporary Political Movements, a Dept. of Education Title IIC grant-funded project. She replaced John Mark Lambertson.

Sandy Gilliland

**SEARCH COMMITTEE APPOINTED**

The following library staff have been appointed to the Reference Librarian search committee: Jim Neeley, Chair; Mary Hawkins; Channette Kirby; Gene Carvalho; Sandra Brandt; Rebecca Stuhr-Rommereim; Sandy Gilliland.

Sandy Gilliland

**MODIFICATIONS IN THE U.S. SAVINGS BOND PROGRAM**

Effective with bond deductions made on or after February 1, 1988, new allotments for Series EE $50 and $75 savings bonds will not be offered through payroll deduction. The minimum denomination for a new allotment will be $100 purchased at the discounted price of $50. This change will not affect current allotments for Series EE bonds (including the $50 and $75 denomination). All staff are eligible to participate in this payroll deduction savings plan. For additional information, contact Sandy Gilliland.

Sandy Gilliland

**LFA EXECUTIVE COMMITTEE CHANGE**

Gordon Anderson has resigned from his position as vice chair/chair elect of the LFA Executive Committee. Rick Clement has graciously agreed to be co-opted and will fill Gordon's position as vice chair/chair elect for the remainder of this year and will be the LFA chair for next year. Thanks to Gordon for the work he has done this year and we welcome Rick to the LFA Executive Committee.

Sandra Brandt

**ATTACHMENTS**

Staff Committee—New Science Library minutes of 1/15/88 meeting; minutes of the following meetings: LFA Executive Committee, 1/25/88; LFA General meeting of 1/25/88; LFA meeting with Executive Vice-Chancellor Ramaley, 1/26/88; LFA Executive Committee, 1/27/88; Staff Development Committee, 2/10/88; State Promotion and Transfer List.
Staff Committee-New Science Library
Minutes of the 1/15/88 Meeting
Present: S. Couch, B. Denton, J. Franklin, S. Hawkins, R. Hurst, R. Melton, J. Ranz, C. Sibley, A. Williams, S. Williams, N. Burich

Annie reported on the progress of retrospective conversion being made by the Cataloging Department. Architecture materials are nearing completion and Mathematics materials are being worked on.

Ranz reported that the recent fire at the construction site will have no practical effect on completion of the building. Only the wooden form for some of the concrete for the basement wall and a few columns will need to be re-done. At most, this will constitute a 3-4 day delay.

Melton asked the status of the statistical serials which had been discussed much earlier. The question will be reviewed at the next meeting which will be held on February 19, 1988.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 25, 1988

Present: Sandra Brandt, Lorraine Moore, Gordon Anderson, Susan Hitchens, Rachel Miller, Nicolette Bromberg, Rebecca Stuhr-Rommereim, Jim Ranz, Aimee Algier, Shelley Miller, Susan Craig, Sandra Gilliland

The LFA Executive Committee and the Committee on Salaries met with Dean Ranz to discuss Governor Hayden's Margin of Excellence salary recommendations, and to prepare for the meeting of the full LFA scheduled for January 25 at 1:30, and for the meeting of the LFA with Executive Vice-Chancellor Judith Ramaley, to be held January 26 at 9.

Dean Ranz reported that the Margin of Excellence request submitted by the University and the Board of Regents included salary increases for all faculty (including librarians) and unclassified staff, both in its program maintenance portion (5%) and in its program enhancement portion (an additional 2.8%). The Governor is recommending the 5% increase for everyone, but limiting the additional 2.8% increase only to teaching faculty. No library programs included in the Margin of Excellence request (retrocon, acquisitions funds) were funded.

Chancellor Gene Budig has informed Dean Ranz that the University administration is now lobbying to correct the omission of librarians from the 2.8% salary increase recommended by the Governor. Dean Ranz in turn conveyed to the Chancellor our extreme disappointment with the Governor's recommendation. He told the Chancellor that because of our long history of low and non-competitive salaries librarians may want to take action to encourage the legislature to reinstate this portion of the Regents' request. In response to this information, Executive Vice-Chancellor Ramaley requested, through Dean Ranz, a meeting with LFA members.

The Executive and Salary committee members decided on a possible plan of action to be presented to the LFA for discussion at the afternoon meeting, and agreed to prepare a list of questions to submit to Executive Vice-Chancellor Ramaley in advance.

Reported by Rachel Miller
The LFA met to discuss Governor Hayden's Margin of Excellence salary recommendations, and to prepare for the meeting with Executive Vice-Chancellor Judith Ramaley that would be held the next morning.

Sandra Brandt began the session with a chronology of the events that followed Governor Hayden's recommendation to fund one year of the salary enhancement portion of the Margin of Excellence, but only for "teaching" faculty. The Margin of Excellence request submitted by the University and the Board of Regents had called for salary increases for all faculty (including librarians) and for unclassified staff, both in its program maintenance portion (5%) and in its program enhancement portion (an additional 2.8%). The governor is recommending that other faculty and unclassified staff receive only the 5% average increase. The Margin of Excellence request had also included funding for retrocon and acquisitions; these library programs were excluded from the governor's budget as well.

Sandra also reported what Dean Ranz had told the Executive Committee and the Committee on Salaries that morning regarding his conversation with Chancellor Budig (see Jan. 25 minutes of Executive Committee meeting), and the meeting with the LFA requested by Executive Vice-Chancellor Ramaley.

Next she presented for the members' consideration a possible plan of action, which included: a) asking each LFA member to write letters to legislators and key committee members; b) requesting the support of other Regents school libraries, of the Kansas Library Association and its Legislative Committee, of the Emporia State University library school, and other librarians' organizations; c) meeting with KU lobbyist Jon Josserand; d) bringing up the issue in the Senate Libraries Committee, the Faculty Senate; and e) asking AAUP members to contact their lobbyist.

A variety of views were expressed:

--We should express publicly our disappointment that a distinction was made between librarians, who are faculty, and other faculty.

--We should also express our disappointment that essential library programs were cut from the Margin of Excellence.

--We should oppose the view that the library and librarians represent a "support" rather than an "integral" function of the university.

--The LFA as an organization includes not just librarians, but also other unclassified staff who are not faculty; therefore we must also represent their interests.

--Librarians are more likely to be included in the final salary package if the argument for this is based narrowly on the fact that
librarians are faculty; to try to include other unclassified staff weakens this argument.

--The University administration wishes to control lobbying efforts carried out on behalf of the university.

--We should not "muddy the waters" by lobbying independently of the University administration.

--The University administration has made good use of the students' lobbying campaign; it should therefore look favorably on a similar action by the LFA.

--It is doubtful that school librarians and other librarians' groups in the state will be concerned about our situation.

A motion that LFA proceed with the plan of action proposed by Sandra was introduced, seconded, amended, and passed.

Members agreed that a list of questions should be compiled and submitted to Executive Vice-Chancellor Ramaley in advance of the next day's meeting, and suggested possible questions.

Reported by Rachel Miller
MINUTES: Meeting of the Library Faculty Assembly with Executive Vice-Chancellor Judith Ramaley

DATE: January 26, 1988

Dr. Ramaley began the meeting by stating that she had received the list of questions prepared by LFA members and would try to answer them. (The list of questions accompanies these minutes.)

Dr. Ramaley said that the University regards all unclassified staff as a unit, although three separate groups of faculty are recognized: 1) instruction, 2) library, and 3) organized research. For budget purposes this year these groups were listed on separate budget lines. This made it possible for budget people in Topeka to split up what had formerly been a single unit of University unclassified staff, and to pluck out for funding only the teaching faculty. The Governor and his staff did this because they believed that this was the Board of Regents' first priority.

In response to the Governor's proposal, Board of Regents chairman Donald C. Sloan is now negotiating with the Legislature to restore the 2.8% salary enrichment requested for the remainder of the faculty. She herself will attempt to make the librarians' case, which she believes is very strong. She asked for the LFA's help in compiling information to use in this effort. She needs not just statistics on our salary rankings, although these are important and she and Chancellor Budig are well aware of them, but also information to demonstrate that these low salaries matter because librarians have a critical role to play in the University. This needs to be explained in terms that legislators can understand. Dr. Ramaley stated that the University has never made the case externally that librarians are faculty because it did not think it was necessary to do so; the University itself did not differentiate between librarians and other faculty. The University has attempted in recent years to make additional merit monies available to the library, but the total amount available to it was small; in FY 86 the library received the largest increase of any unit in Academic Affairs, and in FY 87 the second largest. Salary inequities exist in all units, and the University administration has not been able to do much for any of the groups in need.

Should the University effort to restore salary funds in the budget fail, she hopes (but cannot promise) that monies from vacant teaching faculty positions could be used to augment librarians' salaries.

Regarding the University's 300 other unclassified staff, Dr. Ramaley said that a strong case for improving their salaries could not be made in the current budget climate. If the additional 2.8% is obtained for librarians, she will try to fund some improvement in other unclassified salaries out of vacant faculty positions, but this may not be possible.
Dr. Ramaley said she believed that the mission-related enhancements, which included library acquisitions and retrocon, were dropped because the Governor wanted a balanced budget and had decided to fund only what he perceived was the Regents' first priority. Dr. Ramaley suggested that the terminology of "mission-related enhancements" may have been "mushier" language than the former "new and improved program requests." The Governor may also believe that increasing teaching faculty salaries will be sufficient to make the University competitive. He may think that the program budget is sufficient for the University to continue doing its job, and that to make the programs better the University must figure out how to do it from the existing budget. Many legislators continue to believe that there is fat that can be cut; they have little understanding of what faculty (including librarians) do. Dr. Ramaley agreed that the program enhancements were in fact not really enhancements to already adequate programs, but were actually meant to allow us to catch up with previous damage. The Margin of Excellence rhetoric, however, did not make this clear, allowing the Governor and legislators to believe that existing programs are "pretty good."

Dr. Ramaley confirmed a report that if the Margin of Excellence is not funded the Board of Regents will review the University's building plan and may decide to forego certain new buildings if staff and program needs are more compelling. Dr. Ramaley said that there is a danger however that this will be perceived externally as a demonstration that the budget is sufficient. The same risk is run by obtaining internally enrichment monies for the library. She compared the university's situation to frostbite: the body responds to cold by drawing blood inward to protect vital organs, and as a result the extremities suffer frostbite.

Dr. Ramaley pointed out that restoring funds to the Governor's budget will be difficult in light of the state's history and the national context; few states are granting even a 5% increase and some are cutting university budgets. However, she believes there is hope of obtaining a supplementary Governor's recommendation to amend his original budget. The Chancellor is working for this objective behind the scenes and through other people.

Dr. Ramaley closed the meeting by expressing her appreciation of the opportunity to hear our concerns, and indicated she would like to return in February to let us know the outcome of her efforts.

Reported by Rachel Miller
What specifically are the University administration and the Board of Regents doing to try to reinstate in the Governor's budget the requested salary increases for librarians and other non-teaching faculty?

Chancellor Budig's January 21 letter announcing the Governor's budget recommendations states that the salary increases for instructional faculty are based on comparisons with peers. Was he not aware of how KU librarians' salaries rank compared with those of librarians at peer institutions?

Why have KU librarians' salaries compared with those at other ARL Libraries been allowed to drop for the last 13 years, despite assurances of support from the University administration?

When the University administration tells librarians that it support increases in our salaries, what specifically does it mean by "support"?

How do librarians' salaries fit in the University's priorities within the Margin of Excellence monies not recommended by the governor? That is, do the University and the Board of Regents intend to make a special case with the legislature for librarians' salaries, or merely a case for all the excluded portions of the Regents' proposals? Are librarians' salaries in competition with the other excluded monies?

Whatever the outcome of the legislative session, what flexibility will the University have in dividing the salary pool that comes to it? What measures of its own will the university take to improve librarians' salaries after it has received its salary pool for next year?

Has the University considered the implications of the impact on the University's affirmative action record of assigning a lower salary increase to a faculty group that contains such a large number of women? Have these implications been pointed out to the legislature or the Governor's office?

Is there any reason for librarians to think that the University's effort to improve librarians' salaries are more likely to succeed now than in the past?

If librarians do end up included in the Margin of Excellence program, and it is not funded, or, if it is funded, but librarians are not included in the proposed salary increase, what will the University do to improve our situation for the future?

Is Dr. Stanley Koplik from the Board of Regents going to ask the House Appropriations Committee on Wednesday for the inclusion of librarians, or not?
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 27, 1988

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

Absent: Nicolette Bromberg

The Committee discussed the full LFA meeting January 25, at which the majority of members present voted to implement the plan of action proposed by Sandra Brandt. We reviewed the plan, assigning particular points to individual LFA members to carry out.

The Committee also discussed the LFA’s meeting with Executive Vice-Chancellor Judith Ramaley, held January 26. Lorraine Moore will prepare the information packet that Dr. Ramaley requested, and deliver it to her Friday afternoon.

The group agreed to cancel the general LFA meeting formerly scheduled for February 2, and decided instead to hold an Executive Committee meeting that day to review progress on the plan of action.

Reported by Rachel Miller
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: February 10, 1988
Present: L.Bauer, J.Emde, S.Rhodes, R.Ring, S.Tronier

The committee met to plan tours and discuss questionnaire results.

Rich placed a notice in FYI announcing a planned tour to Allen Press on Wednesday, March 9th, from 1:00 to 4:30. All interested staff should reply to Rich by March 1st.

Lois tabulated the results of the survey in FYI requesting input from library staff on area library tours. Rich recommended planning three tours for the remainder of the fiscal year. One to Topeka to the State Library and the State Historical Society which we'll try to plan for soon after spring break. Another to K-State in late April or early May. And a third to the Eisenhower Library in June. Suzanne will coordinate the trip to Topeka and call Kansas Collections for a contact person at the State Historical Society. Rich and Judith will plan the K-State trip and Saralinda the Eisenhower trip. Rich verified with Sandy G. that university vans could be used and the cost charged to the additional fund provided by the Dean earlier this year. Ruth Miller will arrange for van transportation.

Suzanne has arranged with Barb Gaeddert to present her slide show on Wednesday, February 24th at 3:00.

Judith reported that an online reference services meeting will be held in the law library Thursday, February 25th, at 9:00 for a presentation on services provided in law.

Everyone on the committee had received good feedback on forming a PC users group in the library. The committee will organize a brown bag lunch on discussing library applications of PCs. From that meeting, we will plan our next step.

As for a CD-ROM workshop, Rich recommended waiting until the end of the year before committing a potentially large sum of money for consultation fees.

Announcements to be placed in FYI include publicity about KLA and information on the faculty development fund which can be tapped for fees to workshops.

Saralinda will distribute a schedule to the committee members with suggestions of activities for the staff development committee to carry out through the year for new staff members.

Judith recommended writing a letter to Academic Affairs to request more adequate funds for travel during the next fiscal year. She will write a draft letter to be reviewed at the next meeting.

The next meeting is scheduled for Monday, February 29th, at 2:00. Travel funds for the 4th quarter will be allocated.

Judith Emde, 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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, February 26, 1988

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<td>R-21</td>
<td>Social Worker II</td>
<td>Evelyn McCormick (913) 296-3704 Dept. of Social and Rehabilitation Services</td>
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<td></td>
<td>Facilities Maintenance Supervisor</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<td>Psychologist I</td>
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<td>R-21</td>
<td>Industrial Inspector II</td>
<td>David F. Willisie (913) 296-4286 Department of Human Resources</td>
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<td>(80% Travel)</td>
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<td>R-24</td>
<td>Accountant III</td>
<td>Lyell Ocobock (913) 296-3372 Department of Administration Pooled Money Investment Board</td>
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TOPEKA

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<tr>
<th>R-15</th>
<th>Computer Operator II</th>
<th>Katie Harris (913) 296-7041 Dept. of Social and Rehabilitation Services Information Services</th>
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<tr>
<td></td>
<td>(3:30 p.m. - Midnight)</td>
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<td>R-11</td>
<td>Office Assistant II</td>
<td>Marie Peterson (913) 296-4056 Board of Pharmacy</td>
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<td>R-11</td>
<td>Office Assistant II</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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WINFIELD

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<th>R-15</th>
<th>Licensed Practical Nurse</th>
<th>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</th>
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<tr>
<td>R-23</td>
<td>Qualified Mental Retardation Professional</td>
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<td>R-25</td>
<td>Registered Nurse III (3-11 and 11-7 Shifts)</td>
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<td>R-26</td>
<td>Speech Pathologist/Audiologist I</td>
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EQUAL OPPORTUNITY EMPLOYER

*See back of this page
**ACCOUNTANT III**

Applications will be accepted in the Kansas Pooled Money Investment Board in Topeka for the position of Accountant III, salary range 24 ($24,468 to $32,796). Deadline for submitting applications is 5:00 p.m., March 1, 1988.

The position involves responsibility for arrangements for state agency bank accounts; including compiling and developing specifications, making contractual arrangements, and monitoring compliance. Performs duties related to investment activity including contractual arrangements. Supervises staff members performing accounting/investment administration functions, and prepares financial reports.

Position requires knowledge of general banking practices, accounting and auditing, investments, ability to interpret laws, regulations and policies, and analyze/interpret financial data. Minimum Qualifications: Graduation from an accredited four-year college or university, with 20 or more semester hours in accounting or business administration and 3 years of experience in accounting and business management; OR 7 years of appropriate professional accounting and business management experience.

Persons interested in this position must submit a completed state employment application form and a resume to:

Lyell Ocobock, Executive Officer  
Pooled Money Investment Board  
Suite 304-N, Landon State Office Building  
Topeka, Kansas 66612  
(913) 296-3372

**PERSONNEL MANAGEMENT SPECIALIST V**

Applications will be accepted in the Division of Personnel Services for the position of Personnel Management Specialist V, salary range 32 ($36,156 to $48,444), based on qualifications and experience. Deadline for submitting applications is 5:00 p.m., February 29, 1988.

The duties and responsibilities of the position include the management and direction of programs and activities related to human resource management. Responsible to provide services to state agencies that include planned assistance visits, agency personnel program audits, centralized and decentralized classification and examination program oversight and administration. Emphasis is placed on employer-employee relations, labor relations and the interpretation of statutes, regulations policies and procedures related to the Kansas Civil Service System.

 Applicants must have educational and experiential backgrounds that include successful demonstration of abilities to manage human resources, services to agencies, employee relations and labor relations.

Persons interested in this position must submit a completed state employment application form and a resume to:

Director  
Division of Personnel Services  
Room 951, Landon State Office Building  
Topeka, Kansas 66612  
(913) 296-4278
UNCLASSIFIED VACANCY

Library Cataloger, a full-time position available for 12 months, with a possibility of continuation. DUTIES: Catalog ephemeral materials in the Wilcox Collection of Contemporary Political Movements, a large and unique collection of U.S. political literature, comprised of approximately 5,000 serial titles, 5,000 books and pamphlets, 50,000 pieces of ephemera, audiotapes and manuscripts. The Wilcox Collection represents the views and ideological positions of approximately 7,000 left and right wing organizations in the U.S. including the John Birch Society, the American Nazi Party, the Christian Anti-Communism Crusade, the Socialist Workers Party, the Communism Party USA, and the Socialist Labor Party. During the grant project, the project team of 3.75 catalogers and 1 graduate student will arrange and catalog approximately 50,000 pieces of ephemera in accordance with AACR2, assign LC subject headings and input records into the OCLC database using the MARC Archives and Manuscript Control format. The funding for this project has been provided by the Department of Education Title IIc program.

REQUIRED QUALIFICATIONS: ALA-accredited MLS or master's degree in a related field; recent training or experience with cataloging principles; ability to work successfully within a time-limited project. STRONGLY PREFERRED QUALIFICATIONS: ALA accredited MLS. PREFERRED: Recent training or experience with AACR2, LC subject headings, MARC AMC Format, and OCLC or similar bibliographic utility; archival experience relevant to duties described above; background in the literature of American political movements. SALARY: $18,000. BENEFITS: 22 days paid vacation per year, 1 day paid sick leave per month; choice of 2 group health insurance programs; choice of 4 retirement programs. APPLICATION DEADLINE: Applications must be postmarked no later than March 18, 1988. To apply, submit a letter of application, resume, transcripts, and names of three references to Sandra K. Gilliland, University of Kansas Libraries, Lawrence, KS 66045-2800.

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

All classified, unclassified and student timecards will be due in the Library Office no later than 9:00 a.m., Thursday, Jan. 17, 1988. Timecards can be turned in earlier.

Ruth Hurst

STUDENT EVALUATION REMINDER

Student evaluation notices were sent out previously to supervisors. All supervisors that have not turned in these student evaluations should do so as soon as possible. If you have any questions, feel free to give Ruth Hurst a call.

Ruth Hurst

CIVIL SERVICE TESTING CALENDAR

Attached to this issue of FYI is a copy of the State Civil Service testing calendar for the month of March, 1988. Library student employees interested in

An Equal Opportunity/Affirmative Action Employer
working in permanent part-time or full-time positions must take the appropriate
civil service examination(s)—Office Assistant III, Library Assistant I, etc.
For additional information on Civil Service employment, contact Ruth Hurst
or Sandy Gilliland in the Library Office, 4-3601. Sandy Gilliland

HEALTHCHECK '88
The March, 1988 issue of the State's Employee Newsletter, Kansagram, announces
a new free health risk appraisal designed exclusively for state employees.
HEALTHCHECK '88 is designed to help you identify potential threats to your
health before they cause serious illness. All permanent staff are eligible
to participate in this program during working hours. Additional information
about HEALTHCHECK '88 is included as an attachment to this issue of FYI.
For further information, call toll free 1-800-255-3555. Sandy Gilliland

EMPLOYEE RECOGNITION CEREMONY SCHEDULED FOR APRIL 26th
The University has scheduled the annual Employee Recognition Ceremony, honoring
faculty and staff for years of service, on Tuesday, April 26th, at 1:30 p.m.
in the Kansas Union ballroom. During the ceremony, the classified and unclassified
"Employees of the Year" will be announced. K.U. Library faculty and staff
scheduled to be honored for years of service include: 30 years: Ruth Pauhl
(Math Library); Eleanor Symons (Reference); 25 years: Roger Anderson (Collection
Development); Ann Hyde (Special Collections); 15 years: Mary Ann Baker (Special
Collections); Joy Fry (Cataloging); Sherry Hawkins (Microforms); Sue Hewitt
(Science Library); Janet Revenew (Periodicals); Jim Smith (Music); Ingeburg
Starr (Documents); 10 years: Kerry Bower, Nancy Hawkins, Geri Slater, and
Margaret Wilson (Cataloging); Barry Bunch (Archives); Nancy Hollingsworth
(Kansas Collection); Kathleen Neely (Science Library); Gary Samuelson (Pines
Office); 5 years: Judy Brow (Interlibrary Services); Victor Clark (Circulation);
and Sally Nugent (Serials).
All library staff are invited to a Reception at approximately 3:30 p.m. in
Watson Library Conference Rooms A & B, following the University's Recognition
Ceremony. (Additional information to follow). Congratulations to all above-listed.
Sandy Gilliland

ANNUAL STEAM SHUT DOWN
Consistent with previous years, Facilities Operations will be shutting down
all steam on March 15 and 16, 1988. This is to service and repair equipment
in the Power Plant and steam tunnels that cannot be serviced with the boilers
in operation.
Should the weather be unfavorable at this time, we will postpone the shut
Nancy Jaeger

WHO'S WHO — FINAL DEADLINE
To those of you who want to submit a biography for the 1988 Who's Who — it's
still not too late!!! The new and final deadline is Monday, March 7th. Thanks
to the 110+ of you who have submitted something so far, and to the several
dozen more who have thought about it but just haven't been able to put pen
to paper...I'm looking forward to hearing from you. Saralinda
Rhodes

KU SMART USERS
The Jayhawk Innovative Software Users Group has recently announced a meeting
scheduled for March 10, at 7:00 p.m. in the auditorium at the Computer Services
building. SMART software users interested in sharing ideas, applications,
problems, or tips in using SMART systems are invited to attend this meeting.
For additional information, contact Jana Hinz (4-3136) or Alan Swartz (4-0403)
Nancy
FYI - 3/3/88

THANK YOU!

Thanks very much for the gift certificate. Relay my thanks to all concerned. Now I'll have time to read some of the books in that great library. Sincerely,

Maxine Hack

ATTACHMENTS

Civil Service Testing Calendar (below), State Promotion and Transfer List, Kansagram.
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
913-296-4378

February 29, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, March 4, 1988

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<td>R-21</td>
<td>Building Construction Inspector</td>
<td>Bernard Wanner (913) 233-9367</td>
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<td>Department of Administration</td>
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<td>Division of Architectural Services</td>
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<td>Facilities Maintenance Supervisor</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
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<td>Psychologist I</td>
<td>Kansas State Industrial Reformatory</td>
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<td>R-21</td>
<td>Industrial Inspector II (80% Travel)</td>
<td>David F. Willsie (913) 296-4386</td>
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<td>Department of Human Resources</td>
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<td>R-25</td>
<td>*Registered Nurse III</td>
<td>Judy Randolph (913) 727-3553</td>
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<td>Kansas Correctional Institution at Lansing</td>
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<td>R-25</td>
<td>*Registered Nurse III</td>
<td>Luis Wells (913) 755-3094</td>
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<td>*Social Worker II</td>
<td>Osawatomie Correctional Facility</td>
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<td>R-28</td>
<td>Attorney II</td>
<td>A. J. Kotich (913) 296-4902</td>
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<td>Department of Human Resources</td>
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<td>R-18</td>
<td>*Informational Writer I (See Page 3)</td>
<td>Vicki Harding (913) 296-4278</td>
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<td>Librarian I</td>
<td>Lois Snoe (913) 296-3296</td>
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<td>Office Assistant II</td>
<td>Vicki Harding (913) 296-4278</td>
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<td>Department of Administration</td>
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<td>R-16</td>
<td>Power Plant Operator II (Assistant Director of Nursing)</td>
<td>Don Pesmark (913) 296-4321</td>
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<td>Registered Nurse IV</td>
<td>Topeka State Hospital</td>
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<td>Secretary I</td>
<td>Donna Krier (913) 296-3077</td>
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<td>(Steno)</td>
<td>Department of Revenue</td>
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<td>R-13</td>
<td>Secretary I</td>
<td>Gail Smith (913) 296-5726</td>
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<td>The Kansas Lottery</td>
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<td>WICHITA</td>
<td>Environmental Engineer I</td>
<td>JoAnn Moran (913) 296-1290</td>
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<td>Dietitian II</td>
<td>Farrel Oard (316) 221-1200</td>
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</table>

*Description in Library Office.

EQUAL OPPORTUNITY EMPLOYER
HealthCheck '88

Q. What is HealthCheck '88?
A. HealthCheck '88 is a program designed to help you identify potential risks to your health (such as high blood pressure and cholesterol levels) and a way for you to take positive action in improving your own health and fitness.

Q. How does the program work?
A. First, you will schedule an appointment during working hours with our HealthCheck '88 personnel who will be coordinating the program at 25 convenient sites throughout the state. Medical personnel will take a detailed history from you and administer a 5-minute series of tests. You will be given a confidential evaluation of the state of your health during a counseling session a few weeks later. The results will help you determine what steps to take to protect your health now and in the future.

Q. What tests will be performed and by whom?
A. Stormont-Vail Regional Medical Center personnel will administer a blood test, check your blood pressure, weight and height, and evaluate your medical history. The only requirement is that you not eat within 10-12 hours prior to the blood test. A professional health counselor will present the results to you at your follow-up session, and will be able to answer any questions.

Q. Will I be paid for the time I am away from work?
A. Yes.
Because the evaluation is so valuable to you in maintaining good health and preventing future illness, the State of Kansas will pay you to be away from your job for the initial test and the follow-up session.
(Mileage reimbursement: 50 miles to 200 miles round trip maximum or 25 to 100 miles one way. Mileage under 50 miles round trip is not reimbursable. Employees must obtain approval from a supervisor concerning when the appointment time can be scheduled.)

Q. How much does it cost?
A. HealthCheck '88 is FREE to state employees. There will be no charge for the medical tests, and the information provided by the health counselor in conjunction with your evaluation is free also. In addition, the Health-Risk Appraisals will be offered during work hours for your personal convenience.

Q. How do I make my appointment?
A. Simply call our toll-free number: 1-800-255-3555. We will tell you when our HealthCheck '88 personnel will be at a work site in your area and help you set up the date and time for your visit. The medical history form will be provided in advance, or you can fill one out at the time of your initial visit. We will even send you a reminder card a few days before your appointment.

HealthCheck '88 was developed to meet the needs of a majority of state employees who requested support for health and fitness programs sponsored by the state.

The Health-Risk Appraisal program is just the first step in our efforts to help you improve your quality of life. Other programs are under development and will be announced in the near future in the Kansagram.

Below is a tentative, partial schedule of testing sites and dates the mobile van will begin HealthCheck '88. For additional information on testing sites please call 1-800-255-3555.

Salina
March 11, 14, 15, 16

Beloit
March 17, 18

Oakley
March 22

Hays
March 23, 24, 25, 29, 30, 31

El Dorado
April 1, 4

Emporia
April 5, 6, 7, 8, 11

Remember, HealthCheck '88 is absolutely free and completely confidential, and may add happier, healthier years to your life.
A letter from your Governor:

Dear Fellow Employee:

You are the state's most valuable asset. Your health is important to me and to the citizens of Kansas.

How is your health?

Stop and think about it. If you are like most of us, you have probably been too busy to find out. But the state of your health today and in the future does not have to be a mystery.

For this reason, we are introducing HEALTHCHECK '88 a FREE health risk appraisal program designed exclusively for state employees. HEALTHCHECK '88 will help you identify potential threats to your health before they cause serious illness. It can provide you with a roadmap to good health ... and it might even save your life.

The information you receive from HEALTHCHECK '88 is priceless. There is absolutely no cost to you, and the State of Kansas will even provide paid leave from work for your initial appointment and for the follow-up session.*

Simply call the toll-free number for HEALTHCHECK '88 and we will help you schedule an appointment for your confidential health-risk appraisal. It is as simple as that.

Your health is an asset to you and to Kansas. Call today. You will feel better for it tomorrow.

Sincerely,

Mike Hayden
Governor, Kansas

* Mileage reimbursement: 50 miles to 200 miles round trip maximum or 25 to 100 miles one way.
Mileage under 25 miles round trip is not reimbursable. Employees must obtain approval from a supervisor concerning when the appointment time can be scheduled.
HEALTHCHECK '88 UPDATE

HEALTHCHECK '88, a new health risk appraisal program for all state employees was announced in last week's FYI. According to HEALTHCHECK officials, health risk appraisals for the Lawrence-area state employees will be conducted in late September or October, 1988. Additional information will be forthcoming as it becomes available.

Sandy Gilliland

SERVICE AWARDS

Ellen Johnson will be among Library and other University staff honored for years of service during the April 27th ceremony. (Her name was erroneously omitted from last week's article in FYI. Ellen will be honored for 15 years of service.

Sandy Gilliland

TIMECARD DEADLINE-REMINDER

All Classified, unclassified and student timecards will be due in the Library Office by 9:00 a.m. Thursday, March 17, 1988. Timecards can be turned in earlier.

Ruth Hurst

COMMITTEE ON UNCLASSIFIED OTHER STAFF

A committee of librarians and "other unclassified" staff has been appointed by Jim Ranz to review, clarify, and recommend consistent policies for the description, recruitment, evaluation, promotion and awarding of merit salary increases for unclassified professional staff within the Library system. The committee is chaired by Sandy Gilliland and includes Sandra Brandt (LII), Gene Carvalho (LIII), and Vicki Bozarth, Nicolette Bromberg, and Rhonda Neugebauer (Program Assistants). Membership of the Committee was recommended by the LFA Executive Committee. The Committee hopes to have some preliminary findings by July 1st.

Jim Ranz

CLOSED STACK COMMITTEE'S INTERIM REPORT TO BE DISCUSSED

The Closed Stack Committee's Interim Report will be discussed at the March 10 meeting of the Collection Development Council (10:30, Conference Room A). If you are interested in participating in the discussion of this issue but have not received a copy of the report, call Rachel Miller (SPLAT, 4-3351).

Rachel Miller

SURPLUS MICROFICHE READERS

Does your department need a microfiche reader? If so, then contact Janet Mears or Nancy Jaeger in the Library Office (4-3601). As a result of the online catalog, a number of microfiche readers have become surplus and available for distribution to other departments.

Nancy Jaeger

TITLE IIC PREPARATION

It is time to begin cranking up for a new Title IIC application which will be due next fall around November 15th. Title IIC is the U.S. Department of Education grant for Strengthening Major Research Libraries. At present, the Kansas Collection has a Title IIC grant for processing and preserving materials in the

An Equal Opportunity/Affirmative Action Employer
Wilcox Collection, and that project will be complete at the end of this year. Projects funded can include processing, preservation or acquisitions, or a combination of these activities in connection with strong collections of unique materials.

Those interested in having a proposal considered for submission should write a brief summary of the project (a couple of paragraphs at the most), with emphasis on how valuable the project would be to scholars throughout the United States and internationally. Please use some method, such as sampling, to what extent materials involved in the project are unique...that is, not in OCLC, the NUC or some other major bibliographic source.

Please give this information to Marilyn Clark by April 15th so that the library administration can review various project proposals and decide which are the strongest possible projects to pursue for this grant. If you would like additional information, Marilyn Clark has the 1987 guidelines, lists of projects which have been funded, and several proposals written at KU.

Marilyn Clark

LC CENTER FOR THE BOOK DIRECTOR VISITS KANSAS

John Cole, Executive Director of the Center for the Book in the Library of Congress will be speaking on "The Community of the Book" on Monday, March 21, at 4 p.m. in Watson conference rooms A & B. Dr. Cole will be in Kansas to help celebrate the opening of the Kansas Center for the Book at the Topeka Public Library. He will be the keynote speaker at the banquet on Tuesday night, March 22, in Topeka. (Information regarding the dinner banquet is included as an attachment to this issue of FYI.) His talk on Monday at K.U. will cover the activities of the LC Center, the role of the new Kansas Center, and how we at KU can benefit from and be a part of new developments in the book community in Kansas.

Rick Clement

ATTACHMENTS

State Promotion & Transfer List, Minutes of Ad-Hoc Task Force on Staff Orientation meeting of 2/22/88, Status of OCLC Archive Tapes on the Online Catalog, Minutes of Classified Conference Executive Board of 3/8/88, and information brochure on "The Kansas Center for the Book".
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

March 7, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, March 11, 1988

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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>
</tr>
<tr>
<td>R-21</td>
<td>Industrial Inspector II (80% Travel)</td>
<td>David F. Willsie (913) 296-4386 Department of Human Resources</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II</td>
<td>Vicki Harding (913) 296-4278 Health Care Commission</td>
</tr>
<tr>
<td>R-21</td>
<td>*Social Worker II (12:30 pm - 9:00 pm)</td>
<td>Gloria Weir (913) 296-7295 Kansas Correctional-Vocational Training Center</td>
</tr>
</tbody>
</table>

WINFIELD

1-21 Dietitian II
1-15 Licensed Practical Nurse (7-3, 3-11 and 11-7 Shifts)
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1-26 Speech Pathologist/Audiologist I (2 Half-Time Positions)
1-29 Speech Pathologist/Audiologist II

EQUAL OPPORTUNITY EMPLOYER
Minutes: Ad-Hoc Task Force on Staff Orientation
Date: February 22, 1988

Present: Gene Carvalho, Barb Gaeddert, Sandy Gilliland, Saralinda Rhodes

The Task Force met for the last time to review the final drafts of various recommendations and information sheets. The members agreed that everything was in order. Barb presented her final report which she will submit to LFA-Ex. The members approved the report and adjourned.

Status of OCLC Archive Tapes on the Online Catalog

The loading of so called back tapes of OCLC records into the online catalog refers to the gradual inclusion in the online database of OCLC records produced before the beginning of that database. This project has occurred in two phases. The first phase was from the beginning of the project to create the database for the microfiche catalog to the date of the first issue of that catalog. This was a very concentrated intensive effort which created a data base that began with records created in January of 1981. This phase lasted from the beginning of 1983 until August 1 of 1984. The second phase, still in progress, is a much more gradual loading of records which are processed almost exclusively by Authorities Unit and Series Unit staff. At present tapes have been loaded back to February, 1978 and, in addition all of the back NA and TH records which were affected by the transfer of the Architecture Collection to the Art and Architecture Library. We have records, not yet loaded, going back to the middle of 1976. The term back tapes can refer either to tapes of records created from 1976 to 1983, or considering the current phase of the project, which is the way Cataloging Department staff define them, to tapes of records created from 1976 to 1981. Since we have now gone back only to 1978, in neither case could it be said that we have loaded ten years of back tapes. We do not even quite have ten years of records yet. We have not loaded all of the back tapes. We still hope to have all of the tapes loaded by the time new Science Library opens, but that is far from a certainty. Whenever the staffing of the Series and Authorities Units permits it we increase the rate of loading, and whenever the work load of those units makes the present rate unrealistic we cut back. At present both of those units are experiencing an increase in workload because to the high output of the Retrospective Conversion Unit, and we are cutting back somewhat on the rate of loading back tapes.

Lorraine Moore
MINUTES, Classified Conference Executive Board
March 8, 1988

Present: Lance Tomlin, Malcolm Lodwick, Janet Revenew, Linda Evans, Sally Nugent, Verna Froese, Hellen Tricker, Brad Eden, Diana Dyal, Channette Kirby

Absent: Lars Leon, Cynthia Shively, David Benjamin

Constituent survey results opened the discussion. General meetings will be better attended if: Agenda provided beforehand
Information is pertinent
More interesting topics
Concrete results

Discussion ensued as to topics which invited speakers could address. Because so many library classified employees work with CRTs (cathode ray tubes), interest in having current findings on health effects addressed was mentioned. Stress management is also an important topic. Dollars may be available from staff development. Goodies also will be provided at the next general meeting at 1:30, April 28th.

The bottom line on the reclassification study is to write your legislator. More information on who to contact and where to write will be available at the general meeting.

A blue 3-ring notebook at the reference desk has the latest correspondence concerning classified demands for more responsible state-provided health insurance. Diana Dyal also has letters at her desk. This is a continuing effort, and must remain so in order to achieve needed results. Other state agency quarterly reports will be gleaned for provided health benefits peer institutions provide with respect to their salary bases.

Carmella Sibley, Ruth Hurst and Diana Dyal are the three library representatives for Classified Senate. There are still 2 EEO 4 positions open as well as an EEO5.

FYI will post when the stress-management speaker is to appear, as well as post the agenda and reiterate the date of the general meeting.

Malcolm Lodwick
The Friends of the Topeka Public Library cordially invite you to attend their annual Spring Dinner in honor of the Dedication of the

KANSAS CENTER FOR THE BOOK

Tuesday, March 22, 1988
at 7:00 o'clock
Holiday Inn West Holidome
605 Fairlawn

Speaker: John Y. Cole
Executive Director of the Library of Congress Center for the Book

An autograph party featuring Kansas authors and a cash bar will begin at 6:00 o'clock. Books will be available for purchase.

Cost: $16.50 per person

Please send check by March 17, payable to:
The Topeka Public Library
1515 West Tenth
Topeka, Kansas 66604
Attn: Bonnie Campbell

MENU:
Fresh Fruit Fondue
Caesar Salad
Prime Rib of Beef
Wild Rice
Dilled Baby Carrots
Pastry Swans
Floating on a Pond of Chocolate

Make reservations early. Seating is limited.
FOLLOW-UP LETTER TO FOLLOW - ON HEALTH INSURANCE

The Personnel Committee of the Classified Conference is going to write a follow-up letter about the changes in health insurance. If you have complaints or suggestions, please contact one of the members listed below before 5:00 pm, 24 March.

- Diana Dyal, Chair - 4-3038
- Norma Bishop 4-4715
- Kerry Bower 4-3038
- Penny Donaldson 4-3960
- Susan Hamilton 4-3425
- Nancy Rake 4-3038

Collection Development Council Meeting

The Collection Development Council will meet on Tuesday, March 22 at 9:30 a.m. in conference room A, 5th level, Watson. The principal items on the agenda are:

1) the proposed Serials Accounting System, especially the kinds of system reports that would be desirable for collection development purposes (a list of "Suggested Serials Accounting System Reports" was distributed at the last CDC meeting; copies can be obtained from Kent Miller).

2) the FY89 acquisitions budget, its allocation and the ways in which we will deal with projected deficits.

These are both very important topics for the CDC and the library. I hope that all bibliographers will attend this meeting.

Rich Ring

 Oops!

Messages from users of the online catalog that result from the oops command are sorted by John Miller at the computer center. Those that point out cataloging errors are sent by him to the Authorities Unit in the Cataloging Department. These errors are generally corrected very quickly after they have been reported. The correction will not show up in the catalog until a new catalog is loaded. This means that it will usually be a week or two before the correction appears in the catalog.

There are times when the Authorities Unit staff would like further clarification from the person who has reported the error. We would like to ask that when staff members record oops messages they include their department and initials or name.

We very much appreciate it when you take time to report errors. There are some errors that are important to correct, but that we would never find unless users report them.

Lorraine Moore

Legislative Update Sessions

University officials have been holding "Legislative Update" sessions on Saturday mornings to inform faculty and staff of current discussions in the Legislature. The meetings begin at 9:00 a.m. and are held in the Kansas Union. The next session is tentatively scheduled for Saturday, March 26th. (Location to be announced). Librarians and staff interested in following the activities of the State Legislature are encouraged to attend.

Jim Ranz

An Equal Opportunity/Affirmative Action Employer
FYI - 3/17/88

KU CENTER FOR THE BOOK

As noted in last week's FYI, the Kansas Center for the Book is being dedicated on March 22, 1988. John Y. Cole, Executive Director of the Library of Congress Center for the Book, will be the keynote speaker in Topeka. On March 21st, Dr. Cole will speak at KU (4 p.m., Watson Conference Rooms A & B) on "The Community of the Book".

The establishment of a KU Center for the Book, as an affiliate of the Kansas Center for the Book, has been authorized by both the national and the state centers, and Dr. Cole will be advising us on this while he is here. Some preliminary discussions have been held on this possibility, and a planning committee of interested faculty from the library and the English, History, Journalism, and Design departments has met to consider the nature and possible activities of such a center and to draft a proposal for its official establishment. Preliminary sounding out of the Office of Research and Graduate Study has met with a positive response and we hope that they will assist us in finding grant support. For more information contact Rick Clement, Special Collections.

NEW MICROWAVE OVEN NEEDED

The microwave oven in the Staff Lounge in Watson has finally died. KULSA has agreed to coordinate a request for donations from staff who wish to contribute towards the purchase of a new microwave. Persons interested in making a donation for a replacement microwave oven should contact Penny Donaldson in Interlibrary Services (4-3960).

ATTACHMENTS

Minutes of the following meetings: Library Faculty Assembly Executive Committee, 2/17/88; LFA Executive Committee, FY87 Salary Committee, and FY88 Salary Committee with Dean Ranz, 3/1/88; Staff Development Committee, 2/29/88; Information brochures on Martin Lowery's and John Cole's presentations, March 21; State Promotion and Transfer List.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: February 17, 1988

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

Absent: Nicolette Bromberg

1. Gordon Anderson resignation: Gordon Anderson has resigned as Vice-Chair/Chair-Elect of LFA. The Committee agreed to ask Richard Clement, who ran against Gordon for the post, to serve.

2. Salary increase distribution: The Committee agreed to ask the Committee on Salaries to poll the LFA membership regarding the distribution of salary increases.

3. Proposed unclassified others committee: Nicolette Bromberg has proposed to Dean Ranz the formation of a committee that would look into the situation of unclassified others in the Libraries--position descriptions, evaluations, salaries, and so on. LFA Exec concluded that the proposed committee should be appointed by Dean Ranz, rather than LFA, and agreed to suggest to the Dean that its membership include 5 LFA members--3 unclassified others and 2 library faculty.

4. Tax seminar: The tax seminar sponsored by the Committee on Salaries was well-attended.

5. LFA Task Force on Staff Orientation: The Task Force will be completing its assignment on or soon after the February 29 deadline.

6. Affirmative action and current reference librarian search: Rebecca Stuhr-Rommereim reported that the Office of Affirmative Action questioned the MLS requirement for the reference librarian position and delayed approval of the vacancy announcement. The library administration is trying to determine why this happened.

7. Update on Margin of Excellence funding: Susan Hitchens has arranged a lunch with Jon Josserand, KU lobbyist, which will be attended also by Sandra Brandt, Lorraine Moore and Jim Ranz. Sandra has mailed out to legislators and others numerous information packets on KU librarians' salaries.

8. The Committee's next meeting is scheduled for Wednesday, March 16, at 2:30.

Reported by Rachel Miller
MINUTES: MEETING OF LFA EXECUTIVE COMMITTEE, FY 87 SALARY COMMITTEE, AND FY 88 SALARY COMMITTEE WITH DEAN RANZ

DATE: March 1, 1988

Present: Aimee Algier, Gordon Anderson, Sandra Gilliland, Rick Clement, Shelley Miller, Susan Craig, Rob Melton, Rachel Miller, Sandra Brandt, Rebecca Stuhr-Rommereim, Susan Hitchens, Kathleen Neeley, Nicolette Bromberg, Jim Ranz

The purpose of this meeting was to discuss a draft of a letter on library salaries that Dean Ranz had been asked to prepare by Del Brinkman, Vice Chancellor for Academic Affairs. Brinkman's request, which was addressed to all Deans of units within Academic Affairs, was accompanied by a statement of "Guidelines for Allocating Salary Increases," and asked that Ranz describe salary problems in the library and explain how these problems would be addressed assuming funding of the salary portion of the Margin of Excellence program this year and the following two years.

Dean Ranz provided some background information, defined some concepts, and explained the organization of his letter. Members of the committees responded with questions, comments, and suggestions for changes and additions to the letter. After discussion with Dean Ranz, the committees talked further and decided that individuals should put their suggestions in writing and give them to Sandra Brandt by noon Thursday, March 3rd. Sandra would then pass the suggestions on to Dean Ranz.

 Reported by Rachel Miller

MINUTES: STAFF DEVELOPMENT COMMITTEE

DATE: February 29, 1988

Present: L.Bauer, J.Emde, S.Rhodes, R.Ring, S.Tronier

The committee reviewed the requests submitted for travel funding during the fourth quarter of FY88 and allocated the monetary amounts.

Eighteen people had signed up for the Allen Press tour on March 9th. Rich Ring will send a note with exact details about the tour to each participant.

We decided to delay a tour to Topeka until after Easter to visit the State Library and the State Historical Society.

Judith Emde, Secretary
Caxton
Filippo Strozzi
and
Charles the Bold

THE ARRIVAL OF THE PRINTED TEXT

AND ENGLISH PRINTING

IN YORKIST ENGLAND

MARTIN LOWRY

UNIVERSITY OF WARWICK
CURRENtLY GETTY FELLOW AT THE GETTY CENTER
FOR THE HISTORY OF ART AND THE HUMANITIES
SANTA MONICA

Monday, 21 March at 8pm
in the Kenneth Spencer Research Library
Auditorium

JOHN Y. COLE

Executive Director of the Center for the Book in the Library of Congress

will speak on

THE COMMUNITY OF THE BOOK

4 p.m.
March 21, 1988
Watson Library
Conference Rooms A & B

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Landum State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
March 14, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, March 18, 1988

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<tr>
<td>R-19</td>
<td>Accountant I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-16</td>
<td>*Lock System Specialist I</td>
<td>Judy Randolph (913) 727-3553 Correctional Institution at Lansing</td>
</tr>
<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Judy Randolph (913) 727-3553 Correctional Institution at Lansing</td>
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<td>LANSING</td>
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<tr>
<td>R-14</td>
<td>*Associate Director of Student for Facilities Planning and Development ($30,000 a year minimum)</td>
<td>Kip Grosshans (913) 864-4500 University of Kansas KU Housing</td>
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<td>Susan Koch (913) 296-3785 Department of Commerce</td>
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<td>R-22</td>
<td>*Microbiologist II</td>
<td>JoAnn Moran (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Gloria McLean (913) 296-4495 Department of Corrections</td>
</tr>
<tr>
<td>R-12</td>
<td>Office Assistant II (Experience in the operation of a 1250 offset press is preferred)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-13</td>
<td>*Office Assistant III (Typing)</td>
<td>Kathryn Amaya Metcalf (913) 296-4695 Division of Personnel Services</td>
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<tr>
<td>R-20</td>
<td>Personnel Management Specialist (Unclassified)</td>
<td>Cathy Estes (913) 296-4505 Board of Indigents' Defense Services</td>
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<td>Revenue Manager I Tax Specialist I</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<td>Secretary II</td>
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TOPEKA (cont.)

| R-16 | *Administrative Assistant I (Unclassified) | Ron Miles (913) 296-4505 Board of Indigents' Defense Services |
| R-15 | *Bookkeeper (Unclassified) (Typing) | Cathy Estes (913) 296-4505 Board of Indigents' Defense Services |
| R-27 | Environmental Engineer II | JoAnn Moran (913) 296-1290 Department of Health and Environment |
| R-16 | *Law Clerk (Temporary Part-Time) | Faith Loretto (913) 296-6000 Department of Administration |
| R-26 | *Management Analyst III | Bruce Roberts (913) 296-3343 Div. of Information Systems and Communications |

EQUAL OPPORTUNITY EMPLOYER
UNCLASSIFIED VACANCIES

Cataloging Librarian (2 full-time, 12-month, tenure-track positions), available June 18, 1988. **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. The department staff totals 45 FTE including 15 professional librarians. A fully automated records management system and integrated authority control system are utilized. **Required Qualifications:** ALA-accredited MLS; strong reading knowledge of a modern Western European language; 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; strong reading knowledge of French or German; reading knowledge of one other Western European classical or modern language; successful cataloging experience in a research library including the use of Library of Congress Subject Headings and Library of Congress classification; understanding of cataloging applications of library automation. **Annual Salary:** $18,500 - $22,500 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, résumé, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, University of Kansas Libraries, Lawrence, KS 66045-2800. Applications must be postmarked no later than April 30, 1988. 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

SPECIAL ANNOUNCEMENT OF CLASSIFIED VACANCY

The Department of Art History is seeking to fill a Library Assistant II, in charge of the slide library. Requires five years of library work experience; substitutions can be made. Submit application and transcript to Personnel Services, 103 Carruth-O'Leary Hall. Application deadline is April 5, 1988. An AA/EEO Employer. Sandy Gilliland

LFA COMMITTEE CHANGES

The resignation of Aimee Algier Baxter has left vacancies on the Salary Committee and the Budget and Planning Committee. Priscilla Howe has agreed to serve on the Salary Committee for the remainder of FY 87/88. Gene Carvalho will serve on Budget and Planning until the end of FY 88/89. Many thanks to both Priscilla and Gene for taking on these LFA responsibilities. Sandra Brandt

LEGISLATIVE UPDATE SESSIONS

As stated earlier in the FYI, University officials have been holding Legislative Update sessions on Saturday mornings to inform faculty and staff of current discussions in the Legislature. This Saturday, March 26, the meeting will be held in the Watkins Room, Kansas Union, from 9:00 a.m. - to 10:30 a.m. Librarians and staff who are interested are encouraged to attend. Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
SHIFTING OF STACKS

We are currently shifting the West Stacks so bear with us if the range finders are not correct. We are moving books from 2 West to 2 1/2 West. We are not sure where the split is going to be. Sorry for any inconvenience.  

Cynthia Shively

AIDS EDUCATION PROGRAM FOR CLASSIFIED STAFF

David Lewin, Director of K.U. Personnel Services, has announced the scheduling of three AIDS education programs for classified staff. The Lawrence campus AIDS/STD Education Committee, Personnel Services, and the education staff of the Student Health Services is hosting the two-hour programs. The program was developed as part of a coordinated plan to meet the goals set by Executive Vice Chancellor Ramaley to provide educational programs and information on AIDS. All classified staff are strongly encouraged to attend one of the three sessions scheduled on April 14th:

Session 1: 10:00 a.m. - 12:00 noon
Session 2: 1:00 p.m. - 3:00 p.m.
Session 3: 7:00 p.m. - 9:00 p.m.

Each session will be held in the Kansas Union Ballroom. Lewin has stated in a memorandum dated March 18th that the agenda for this program will address the medical, personal and work place issues related to AIDS, AIDS Related Complex (ARC), and associated illnesses. Dr. Dennis Dailey from the School of Social Welfare will be the primary presenter for the program. Representatives of the AIDS Education Committee and Student Health Services will also be available to provide further information and answer questions.

Consistent with the needs of each department, as many classified staff members as possible should be released to attend one of the above sessions. ADVANCED REGISTRATION IS REQUESTED and can be done by contacting the Personnel Office, 4-4946. Additional information about the program is included in attachments to this issue of FYI.

The University does plan to hold similar programs in the future for other members of the University community. Additional information regarding these future programs will be announced as it becomes available.  

Sandy Gilliland

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES

The University recently approved revisions to its Affirmative Action Plan. Copies of the statement "Equal Opportunity and Affirmative Action Policies" are available from Sandy Gilliland in the Library Office, or from the Affirmative Action Office, 308 Strong Hall (4-3686). All Library Department heads will receive a copy of the statement for their use.  

Sandy Gilliland

STRESS MANAGEMENT SEMINAR

Blood pressure up? Terminal down? World closing in and need a way out? Classified Conference invites one and all to hear Ray Tricker, Ph.D. address stress management on Tuesday, April 12, 1988 in conference rooms A & B (Watson, 5th floor) at 1:30 p.m. (Do you know where your calendar is?)  

Malcolm Lodwick

MICROWAVE DONATIONS

Donations for our new microwave oven is "trickling" slowly in. If you are interested in "giving to the cause", please give your money to Penny Donaldson, I.L.S. Department. The sooner the money comes in, the sooner the oven will be purchased.  

Penny Donaldson
REASSIGNMENT

Effective Monday, March 28th, Ken Lohrentz will transfer from the Acquisitions Department to the Cataloging Department, per his request. In the Cataloging Department, Ken will be responsible for cataloging in the social sciences, and he will retain his assignment as African Studies Bibliographer. Plans for recruiting an Acquisitions Department Head are pending.

ATTACHMENTS

State Promotion and Transfer List and AIDS information sheet.
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

March 21, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, March 25, 1988

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Gail Smith (913) 296-5726 The Kansas Lottery</td>
</tr>
<tr>
<td>R-21</td>
<td>Dietitian II</td>
<td>Warren Hurst (913) 281-3308 School for the Visually Handicapped</td>
</tr>
<tr>
<td>R-25</td>
<td>Registered Nurse III (7:00 a.m. - 3:30 p.m.) (10 months - Monday through Friday)</td>
<td></td>
</tr>
<tr>
<td>R-18</td>
<td>Office Specialist (Typing and Bookkeeping)</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-16</td>
<td>Administrative Assistant I (Unclassified)</td>
<td>Ron Miles (913) 296-4505 Board of Indigents' Defense Services</td>
</tr>
<tr>
<td>R-15</td>
<td>Bookkeeper (Typing) (Unclassified)</td>
<td>Cathy Estes (913) 296-4505 Board of Indigents' Defense Services</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY
TOPEKA (cont.)

R-23  *Budget Analyst I (2 positions)
R-25  *Budget Analyst II
R-30  *Senior Budget Analyst
      (See Page 3)
R-15  Data Control Technician II
R-18  Data Control Technician III
R-19  *Medical Technologist I
R-21  Social Worker II
R-21  Social Worker II

WINFIELD

R-21  Dietitian II
R-15  Licensed Pratical Nurse
      (7-3, 3-11 and 11-7 Shifts)
R-20  Psychiatric Hospital Medical
      Records Administrator
R-23  Qualified Mental Retardation Professional
R-25  Registered Nurse III (3-11 and 11-7 Shifts)
R-26  Speech Pathologist/Audiologist I
R-29  Speech Pathologist/Audiologist II

Louis Chabira (913) 296-2436
Division of the Budget

Barbara Thrasher (913) 296-2092
Department of Human Resources

Andy Schars (913) 296-2772
Div. of Information Systems and Communication

Don Pesmark (913) 296-4321
Topeka State Hospital

Connie Morehead (913) 296-2072
Dept. of Social and Rehabilitation Services

Linda Kraus (913) 296-3936
Youth Center at Topeka

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
*BUDGET ANALYSTS
(4 Positions)

State of Kansas
Division of the Budget

The Division of the Budget is seeking candidates for Budget Analyst I, Budget Analyst II, and Senior Budget Analyst positions.

Applicants must have knowledge of the principles and practices of organizational theory, personnel management, public finance, and intergovernmental relationships to assist in the review and analysis of the annual budget request of state agencies, and to aid in the development of the Governor's budget recommendations to the Kansas Legislature.

Candidates for the Budget Analyst I positions ($23,304-$31,224) must have a Master's degree in public or business administration, economics, or related field.

Candidates for the Budget Analyst II position ($26,976-$36,156) must have a Master's degree in public or business administration, economics, or related field; and one year of experience in fiscal or budget administration.

Candidates for the Senior Budget Analyst position ($32,796-$43,956) must have a Master's degree in public or business administration, economics, or related field; and three years of experience in fiscal or budget administration.

Qualified candidates should send a resume to: Louis Chabira, Division of the Budget, Room 152-E, Statehouse, Topeka, Kansas 66612 no later than March 25, 1988.
Why a Special Workshop for Classified Staff?

Classified staff play an important and essential role in the University community. They influence the character of the University and are touched by the many events and processes within the University. If the reality of the AIDS drama plays out as predicted, classified staff will be touched by AIDS in many different ways. They will be interacting with faculty, staff, and students who are sero-positive, have ARC (AIDS Related Complex), or have AIDS. They will themselves be vulnerable to the AIDS virus and need to know all of those things that will protect them, both in the workplace and in their personal lives. They will also be raising children who need to know and understand AIDS, so that their children’s lives can be full and fulfilled. AIDS is not something that happens only in the lives of others; it is a reality we all need to understand.

Objectives of the Workshop:

This workshop will offer classified staff the opportunity to learn about and understand AIDS, and begin to integrate that learning and understanding into their own experience. The focus will include: medical and epidemiological facts, transmission of the virus, workplace issues, risk behaviors, safer sex information, and concerns about today’s young people.

The AIDS issue has left most of us with many questions. Time will be provided for any questions about AIDS. We all need to know about AIDS so that we can play an informed and humane role in the University community.
AIDS
A Presentation for the
Classified Staff

April 14, 1988
10 am - 12 noon,
1 pm - 3 pm
or
7 pm - 9 pm

Kansas Union Ballroom
The Workshop Leader:

Dr. Dennis Dailey has been a faculty member in the School of Social Welfare at the University of Kansas since 1969. He is a nationally known sexologist, who is certified as a Sex Therapist, Sex Educator and Supervisor by the American Association of Sex Educators, Counselors and Therapists. Among other things, he teaches a large human sexuality class for undergraduates each semester. He cares about the AIDS issue, and wants people to be well informed and not hysterical about the AIDS reality. To quote him, 'Classified staff are so important to this University. Without them we would all go down the tubes. They need to know about and understand AIDS so that they can be responsible and caring members of our University community.'

Consistant with the needs of your department, as many classified staff members as possible should be given time off with pay to attend one of the above sessions.

Please RSVP at 864-4946. Refreshments will be served.

SPONSORED BY:

The Office of the Executive Vice Chancellor
The Department of Personnel Services
The University AIDS/STD Education Committee
The Department of Health Education/Student Health Services
PERSONNEL

Barb Denton, Library Assistant II in the Science Library, has announced her resignation effective May 17th. Barb began Library employment as a student assistant in 1979. She was later employed as a temporary LAI, and later as a half-time Clerk III in the Reference Department before accepting a promotion to the Library Assistant I classification in the Science Library. She promoted to her current position in May, 1984. Barb has been accepted to the Graduate School of Library and Information Science at the University of Texas-Austin.

Sandy Gilliland

TIMECARD DEADLINE

All Classified, unclassified and student timecards will be due in the Library Office Thursday, April 14, by 9:00 a.m.

Ruth Hurst

FINANCIAL AID MEETING

Julie Cooper, Student Employment Financial Aid will give a short presentation and answer questions on Wednesday, April 13, 10:00 a.m. in Conference Room A. All supervisors of students are encouraged to attend. If you need additional information, feel free to contact Ruth Hurst.

Ruth Hurst

CIVIL SERVICE TESTING CALENDAR

The April calendar of civil service examinations is attached to this issue of FYI. Please note that the Library Assistant I and II examinations are being offered this month. All students who qualify for these classifications and are interested in permanent employment, should register for these exams. Contact Ruth Hurst and/or Sandy Gilliland for additional information.

Sandy Gilliland

UPDATE ON SHIFTING OF STACKS

We have finished shifting 2 1/4 W and are now shifting 2 W. There is a split in the F's. FL220 and up are now on 2 1/4 W. We are also moving books from 4 W up to 4 1/2 W.

Cynthia Shively

RETROSPECTIVE CONVERSION — CARD PULLING

Users of the Watson card catalog should be aware that, because of the activities of the Retrospective Conversion Project, a few of the call numbers on old cards may be obsolete. The project has staff for removing cards, and first priority has been assigned to removing cards for books that have been reclassed. Nevertheless, because of the size of the project there will continue to be a backlog of cards to be removed. At present the staff has reclassed Dewey 690 to 720 and a few in 016. Currently being reclassed, and most likely to be wrong in the card catalog are Dewey 510s. Occasionally a conflict in LC classed books will cause a new number to be assigned to them, but in almost all of those cases the new number differs from the old only in the date at the end, so users should be able to find them on the shelf, though the number on the cards may be different from the number in the Circulation System and the Online Catalog. Priority is also being given to removing cards which show a different location from the one in the online catalog; most of those involve obsolete locations.
like Marvin. The best source for current information in all of these cases is the online catalog. The Retrospective Conversion Project staff is happy to help find items that are in the project, but they would appreciate it if all staff would search the online catalog before calling them.

Lorraine Moore

LEGISLATIVE UPDATES
The schedule for Legislative Update Meetings which are held each Saturday morning in the Kansas Union is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/88</td>
<td>9-10:30</td>
<td>English Room</td>
</tr>
<tr>
<td>4/9/88</td>
<td>9-10:30</td>
<td>Watkins Room</td>
</tr>
<tr>
<td>4/16/88</td>
<td>9-10:30</td>
<td>English Room</td>
</tr>
<tr>
<td>4/23/88</td>
<td>9-10:30</td>
<td>English Room</td>
</tr>
<tr>
<td>4/30/88</td>
<td>9-10:30</td>
<td>English Room</td>
</tr>
</tbody>
</table>

Ruth Miller

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

Sandy Gilliland

ATTACHMENTS
State Promotion and Transfer List and Civil Service Examination calendar.
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, April 1, 1988

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATEWIDE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-20</td>
<td>Liquor Control Investigator I</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
<tr>
<td></td>
<td>(Law enforcement and must be willing to relocate)</td>
<td>Department of Revenue</td>
</tr>
<tr>
<td>ELLSWORTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-21</td>
<td>*Activity Therapist II</td>
<td>Personnel Office (913) 296-4495</td>
</tr>
<tr>
<td>R-12</td>
<td>*Food Service Supervisor I</td>
<td>Department of Corrections</td>
</tr>
<tr>
<td>R-18</td>
<td>*Institutional Food Service Manager I</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td></td>
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<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td></td>
</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III</td>
<td></td>
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<tr>
<td>HUTCHINSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-15</td>
<td>Bookkeeper</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td>KANSAS CITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III</td>
<td>Warren Hurst (913) 281-3308</td>
</tr>
<tr>
<td></td>
<td>(7:00 am - 3:30 pm for 10 months - Monday-Friday)</td>
<td>School for the Visually Handicapped</td>
</tr>
<tr>
<td>LAWRENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-19</td>
<td>*Electrician II</td>
<td>Lynn George (913) 864-4942</td>
</tr>
<tr>
<td>R-19</td>
<td>*Medical Technologist I</td>
<td>University of Kansas</td>
</tr>
<tr>
<td>OLATHE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-18</td>
<td>*Office Specialist</td>
<td>Warren Hurst (913) 782-2530</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
OSAWATOMIE

R-17 *General Maintenance and Repair Technician II

TOPEKA

R-21 Accountant II

R-28 *Civil Engineer III

*Coordinator for Speech and Language Pathology, Audiology and Vision (Unclassified)

R-14 Environmental Technician II, Trainee

R-23 *Personnel Management Specialist II
(See Page 3)

R-32 Principal Budget Analyst
(See Page 4)

R-26 Psychologist II
R-27 Psychologist III

R-21 *Research Analyst II
(See Page 5)

R-25 Social Service Administrator II

WICHITA

R-15 *Food Service Supervisor II

WINFIELD

R-21 Dietitian II
R-15 Licensed Practical Nurse
(7-3, 3-11 and 11-7 Shifts)
R-20 Psychiatric Hospital Medical Records Administrator
R-28 Psychologist IV
R-23 Qualified Mental Retardation Professional
R-25 Registered Nurse III (3-11 and 11-7 Shifts)
R-26 Speech Pathologist/Audiologist I
R-29 Speech Pathologist/Audiologist II
R-25 *Registered Nurse III

*Position descriptions may be obtained from the Library Office.
**UNIVERSITY OF KANSAS**
**DEPARTMENT OF PERSONNEL SERVICES**

**APRIL**

**CIVIL SERVICE EXAMINATIONS**

For Testing Information, call 864-4942.

**SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT**
---|---|---|---|---|---|---
3 | 4 | 5 | 6 | 7 | 8 | 9
KO I, II 8:30am
10 | 11 | 12 | 13 | 14 | 15 | 16
LA I, II 1:15pm
ACCT I 1:15pm
WRITTEN* 1:15pm
KO I, II 1:15pm
17 | 18 | 19 | 20 | 21 | 22 | 23
KO I, II 1:15pm
1:15pm
SECRETARY I, II
8:30am
WRITTEN* 8:30am
24 | 25 | 26 | 27 | 28 | 29 | 30
SECRETARY I, II 1:15pm
LA I, II 1:15pm
ACCT I 8:30am
KO I, II 8:30am

*Written examinations offered: Cook I, II; Food Service Supervisor II; GMRT I, II; Office Assistant II, III; Refrigeration & A/C Service Technician I, II

**NOTE:** Also accepting applications for the following unassembled examinations (rating of training and experience): Carpenter I; Dietitian I, II; Electrician I; Medical Technologist I; Painter; Plumber I; Radiologic Technologist I, II (Diagnostic X-Ray); University Police Officer
CLASSIFIED VACANCY

Due to Layne Pierce's resignation effective March 11th, the Cataloging Department has announced the availability of a full-time Office Assistant III position.

**Duties include:** 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; and 6) Submitting statistical reports of books processed. **Minimum requirements** (as specified by the State of Kansas): one year of clerical experience (some substitutions permitted).

**Preferred Selection Criteria:** 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.

Library staff (and students certified for the O.A. III classification) who are interested in this position should contact Ruth Hurst by 5:00 p.m. Wednesday, April 13th. A copy of the position description is on file in the Library Office for review.

Sandy Gilliland

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 timecards will be due in the Library Office Thursday, April 14, by 9:00 a.m. Timecards can be turned in earlier.

Ruth Hurst

**ANNUAL STUDENT EVALUATIONS**

It's that time of year. All annual student evaluations will be due in the Administrative Office by Monday, May 2. Notices were sent earlier in the week to all supervisors of students. If you need additional forms or have questions on the evaluation process, feel free to call Ruth Hurst.

Ruth Hurst

**FINANCIAL AID MEETING**

Reminder that Julie Cooper, Student Employment Financial Aid will give a short presentation and answer questions on Wednesday, April 13, 10:00 a.m. in Conference Room A. All supervisors of students are encouraged to attend. If you need additional information, feel free to contact Ruth Hurst.

Ruth Hurst

**DEADLINE ON PURCHASES AGAINST FY 1988 FUNDS**

Attached to this issue of FYI is a copy of a memo from Keith Nitcher on purchase requisition deadlines chargeable against FY 1988 funds. All orders that must be submitted for competitive bids ($500 or above) must be processed by the deadline indicated. To provide adequate time for the Library to process all orders, please submit your requests for items to be ordered against this years funds to Janet Mears by **April 25**. Your cooperation in meeting this deadline is appreciated.

Nancy Jaeger
Attached to this issue of FYI is a copy of the Spring 1988 Training Calendar announcing workshops and seminars offered by the Department of Personnel Services. Library staff interested in attending one or more of these programs should obtain supervisory approval and call 864-4946 to register. All programs will be held in room 102 Carruth.

Sandy Gilliland

AIDS SEMINAR FOR CLASSIFIED STAFF

As a reminder, the AIDS Seminar for Classified Staff will be held at three different times on April 14: Session 1: 10am-12 noon; Session 2: 1pm-3pm; Session 3: 7pm-9pm. All classified staff are encouraged to attend one of these programs. All programs will be held in the Kansas Union Ballroom.

Sandy Gilliland

SPECIAL ENROLLMENT FOR TEA LIFE INSURANCE

Decreasing term life insurance available through the Teachers and Employees Association here at K.U. is offering a special enrollment period which began April 4th and will run through April 15th. Staff interested in signing up for this insurance should complete an enrollment card (sent to all faculty and staff recently, or available from the Comptroller's Office, 4-3322). The form must be received no later than April 15th. When your enrollment card is received, a health form will be sent to you for completion. The underwriter, Equitable Life Assurance Company, will evaluate your answers to the questions on the health form and determine your eligibility for membership. If you are not approved by Equitable for membership in the plan, your first month's premium and membership fee will be refunded. Please note that Librarians II and Library Department Heads may be included in "Class 2" and "Class 3", respectively, upon request to Equitable. Contact Sandy Gilliland in the Library Office or Vera Bylaska in the Comptroller's Office if you have any questions. One final note, if enrolling in the plan, be sure to include a check for the first month's premium and a $1.00 TEA membership fee.

Sandy Gilliland

REVISION - LEGISLATIVE UPDATE SESSIONS

The following update sessions have been cancelled:

April 9, 1988 (Watkins Room)
April 16, 1988 (English Room)
April 23, 1988 (English Room)

Ruth Miller

BOOKS AND LIBRARIES, 20

The new issue of Books and Libraries has just appeared. It is entitled "Records of the time patrol: SF at KU", and is a survey of science fiction books and periodicals in the University Libraries, written by Ann Hyde. B & L is distributed on the faculty mailing list; other staff members may obtain copies from the Library Administrative Office when supplies are delivered in the next day or so.

WORKING WOMEN, 1270-1930

The new exhibition in Spencer Library is made up of manuscripts and printed materials drawn from Special Collections, and shows some two dozen women at work over the centuries in a variety of roles: administrators and wielders of power, artists, artisans, authors, scholars, scientists and technologists, philosophers, educators, servants, and servants of God. Come and meet them all, from Wentliana, a Welsh land-owner of the 1270's, to Elizabeth Yeats, an Irish printer of the 1930's. These letters, drawings, and documents are the dry hints from which you can begin to reconstruct the real life of a real woman, representative of her time and yet still an individual.

STRESS MANAGEMENT SEMINAR

Just a reminder...Come hear Ray Tricker, Ph.D. address stress management on Tuesday April 12, 1988 in conference rooms A & B (Watson 5th floor) at 1:30 p.m. Sponsored by Classified Conference and open to all!

Lars Leon
TWO NOTEBOOKS MISSING—REFERENCE DESK

The Reference Dept. is missing two notebooks from behind the Desk. One contains Reference's "Show and Tells", the other a complete collection of Reference's "Guide for Readers". Neither notebook is labeled. Please notify the Reference Dept. if found.

Linda Evans

CD NEWS

CD News incorrectly indicated that CDC Exec and CDC would meet on May 3 and May 5 respectively. The correct dates are May 10 and May 12 as listed in the calendar in CD News.

Roger Anderson

MICROWAVE DONATIONS REMINDER

Donations for our new microwave oven are still "trickling" in. Please give Penny Donaldson, I.L.S. Department, your donation as soon as possible. Penny Donaldson

ATTACHMENTS

Purchase Requisitions Deadline Memo (below), State Promotion and Transfer List, Quarterly minutes of the Salary Committee, Jan.-March 1988, Minutes of LPA Executive Committee meeting of 3/16/88, Online Catalog Update, and Staff Training & Development spring calendar.

The University of Kansas

Office of the University Director
of Business and Fiscal Affairs

MEMO TO: All Faculty and Staff

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

RE: Purchases to be Charged Against 1988 and 1989 Fiscal Year Funds

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

All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1988, must be received in the University's Purchasing Office by:
1) Friday, April 29, 1988, if the amount is estimated to be $10,000.00 or more;
2) Friday, May 6, 1988, if the amount is estimated to be less than $10,000.00;
3) Friday, May 13, 1988, if the amount is estimated to be less than $5,000.00.

Purchase Requisitions chargeable against 1989 funds may be submitted after Tuesday, May 31, 1988. They will be transmitted to the Division of Purchases for immediate processing so that orders can be placed soon after July 1, 1988. However, fiscal year 1988 transactions will necessarily be given priority.

Additional instructions for completing fiscal year 1988 financial transactions by June 30, 1988, will be sent to your department from the Office of Business and Fiscal Affairs in May.
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, April 8, 1988.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KANSAS CITY</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| R-21 | *Dietitian II | Warren Hurst (913) 281-3308  
School for the Visually Handicapped |
| **TOPEKA** |                 |                |
| R-28 | *Civil Engineer III | Lola Tritt (316) 672-5911  
Kansas Department of Wildlife and Parks |
| R-21 | Community Program Consultant I  
(working Title - Legal Services Developer) | Lyndon Drew (913) 296-4986  
Department on Aging  
(Preference will be given to licensed attorney) |
| R-11 | Keyboard Operator I | Linda Kraus (913) 296-3936  
Youth Center at Topeka |
| R-11 | Office Assistant II  
(Typing)  
(2 Positions) | Gail Smith (913) 296-5726  
Kansas Lottery |
| R-23 | *Personnel Management Specialist II  
(See Page 2)  
*Research Analyst II | Gigi Perry (913) 296-3226  
Division of Personnel Services |
| **WINFIELD** |                 |                |
| R-31 | Coordinator of Institutional Research and Training  
(Staff Education) | Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center |
| R-21 | Dietitian II |                     |
| R-15 | Licensed Practical Nurse  
(7-3, 3-11 and 11-7 Shifts) |                     |
| R-20 | Psychiatric Hospital Medical Records Administrator |                     |
| R-28 | Psychologist IV |                     |
| R-25 | Registered Nurse III (All Shifts) |                     |
| R-29 | Speech Pathologist/Audiologist II |                     |

**EQUAL OPPORTUNITY EMPLOYER**

*Job Descriptions may be obtained in Library Office.
Quarterly minutes of the Salary Committee, January-March 1988

Thursday, January 14, 1988  All members present (AAB, SC, SM, SG ex-oficio)

The Committee discussed the four retirement benefit options available to library staff. Susan Craig is studying Union Mutual, Shelley TIAA-CREF, Sandy Gilliland Lincoln National, and Aimee is looking at Aetna. Running into the same problems we hope eventually to help solve for staff, we tried to define terms in order to discover a common vocabulary for comparison among the plans available to us.

We'll work on a grid to present this information.

Wednesday, February 3, 1988  All members present: Aimee Algier Baxter, Susan Craig, Shelley Miller, Sandy Gilliland ex-oficio

The Salary Committee received a list of pension-related term and definitions from Rosemary McDonough to help in our charting of retirement benefit options. We discussed format for the retirement options information and what to include in a draft.

We reconfirmed our speaker for the income tax seminar (lunch program) in mid February. Sandy G. will arrange a convenient time and announce the talk in the FYI.

Aimee AB. wrote the editor of the KC Star to encourage the paper's coverage of our salary concerns (2.8 per cent, etc.)

Thursday, February 11, 1988

Salary Committee sponsored a tax seminar on "Changes in the Tax Law" by Peggy Hite of the School of Business.

Tuesday, February 23, 1988  All members present

Salary Committee met briefly to review the salary range offered in a library job description and OK'd the range.

Will attempt to set up a meeting with Nancy Jaeger to discuss figures and format for the 1988 merit distribution ballot. Last year's ballot was distributed "late" (last week of April)...seemingly with no ill effects. It is barely possible now to conduct this year's poll before voters know their ratings.

In the past, Nancy J. has helped draw up a sample ballot with percentages and dollar spread amounts for the library vote, but we have no idea at this point what values to use because of the uncertainty of what the amount available for raises will be. We may use last year's values to illustrate ballot choices, but offer more narration to explain who benefits with particular votes (LIs, LIIs, LIIIs, short-term or long term employees, etc.) We'll try to schedule soon with Nancy J.

Betty Jo Charleton has suggested university employees continue to write the state legislature about health insurance policy concerns, but she also suggests we address the issue on its own merit (i.e. Don't talk about salaries and health insurance in the same letter.) After merit distribution has been decided, the Committee will write the legislature again about health insurance choices, costs and benefits. (Letter will represent LFA, to be signed by the Salary Committee.)

Tuesday, March 1, 1988  All members present

Attended LFA Exec meeting with past two years' Salary Committees to discuss Dean Ranz's response to Vice Chancellor Brinkman's inquiry about how the Library would propose to distribute any salary increase monies available in 1988-89 beyond the Margin of Excellence. (See also LFA Exec minutes and March 18 communication to LFA members.)
Quarterly minutes of the Salary Committee, January-March 1988, continued

Friday, March 25, 1988  Present: Susan Craig, Shelley Miller, Priscilla Howe, Sandy Gilliland ex officio

Aimee Algier Baxter has moved to Austin, and Priscilla Howe joined the Committee (but refused to become the new chair.) Shelley Miller agreed to chair the meetings and Priscilla agreed to become Salary Committee Secretary.

A question was raised about Salary Committee input in the Library's budget proposals. Is any sort of narration due soon? No. In December 1986 the Salary Committee had some input in the FY88 section on salaries. In January 1988 a whole new format for the FY89-90 budget was called for, and there was no Salary Committee piece.

In the near future we will review salary recommendations for 1 reference position, 1 Wilcox position and 2 cataloging positions.

We will meet early in the week of April 4 for a marathon meeting to design a merit distribution ballot (perhaps using last year's figures for illustration of spread, but with more narration to explain the dollars and cents of who benefits with each vote, and historically how past votes have turned out.)

We will also try to grid our retirement plan information, now that 1988 interest rates have been set, and before the plans change.

Attention will again be given to Betty Jo Charleton's suggestion that we write the state legislature about health insurance.

Reported by Shelley Miller
Minutes: Library Faculty Assembly Executive Committee
Date: March 16, 1988

Present: Rick Clement, Rebecca Stuhr-Rommereim, Sandra Brandt, Lorraine Moore, Susan Hitchens
Absent: Nicolette Bromberg

1. Committee vacancies created by Aimee Algier's departure: The committee considered appointments to fill vacancies on the Committee on Salaries and the Committee on Budget and Planning. Sandy Gilliland will arrange co-option of Aimee's replacement on the Grievance Committee.

2. Salary distribution ballot: The committee agreed that a general LFA meeting to discuss salary distribution is unnecessary. Sandra Brandt will ask the Salary Committee to prepare and distribute a ballot.

3. Final document on salaries from Dean Ranz to Vice Chancellor Brinkman: The committee decided to distribute the document to all LFA members, along with Brinkman's and Executive Vice Chancellor Ramaley's memos. Rachel Miller will prepare a short cover letter.

4. Peer review: The committee discussed some practical aspects of implementing the Peer Review Task Force's recommendations, which were approved a few months ago by the LFA. The committee reached these decisions: 1) the 1988 performances of all 3 ranks of librarians would be evaluated; the evaluations of tenured LIIs would stand for 2 years, and of LIIs for 3 years; 2) since it would be a tremendous burden for the Peer Review Committee to have to visit all librarians in the same year, only tenured LIIs and LIIs would be visited in 1988; 3) the 1988 FASAR would incorporate the changes approved by LFA. Sandy Gilliland will prepare the new FASAR for distribution in early April to all LFA members. Susan Hitchens will draft a cover letter to explain the new procedures. LFA Exec will review the FASAR and the cover letter before distribution.

5. Legislative update: Rachel Miller reported on the March 5 legislative update. The main item of information presented at that time was that non-instructional faculty and other unclassified staff salary increases were returned to the budget by the House Appropriations committee, and KU administrators and lobbyists are very optimistic that they will remain there. KU representatives are lobbying state senators for the approval of program enhancements.

Sandra Brandt reported that the lunch with Jon Josserand, KU Legislative Liaison, went well and gave the LFA Exec members who attended an opportunity to make him more aware of librarians' concerns.
6. **Senate Libraries Committee:** Rick Clement reported that the latest meeting of the Committee was chiefly devoted to discussion of a faculty member's suggestions on borrowing policies and bibliographic instruction.

7. **KLA Legislative Day:** Rick Clement will represent the LFA at this gathering, which will take place at the statehouse in Topeka on March 22.

8. **Next meeting:** LFA Exec will meet again Wednesday March 23 at 2:30. Nicolette Bromberg will report on the Dean's Committee on Unclassified Others. LFA Exec will review the report submitted by the Task Force on Staff Orientation.

    Reported by Rachel Miller
Online Catalog Update
April 7, 1988

I. Schedule of loading new catalogs.
------------------------------------------

With few exceptions, a new catalog is being loaded every Monday morning.

II. Dial-access.
----------

This continues to be a big frustration. We have already been given a
dozen different target dates over the last four months, all of which
have passed without anything happening. It will happen when it happens.

III. Display of Circulation Status information.
---------------------------------------------

This, as well as the ability to display serial holdings in the online
catalog, is dependent upon the installation of multi-region CICS
by OIS's technical services staff. There is currently no projected
installation date. Tech services is understaffed and they have
lots of other things to do that are considered to be more important
than installing multi-region CICS. The situation is very discouraging.

IV. Bugs.
----------

A number of significant problems remain in the batch programs that
create the catalog files and indexes. I hope to be able to work on
them in the near future. The two most significant ones are: (1) changing
the treatment of subfield $k$ elements in headings such as
"$k$ Manuscripts" under the names of libraries so that it is treated as
a title (just like $t$ elements); and (2) solving the problem of certain
authors appearing twice in the author index instead of having all of
their titles gathered under one author heading. It is impossible
to know how long this will take, but it will be at least 3-4 weeks.
There are also a number of less-complicated problems to solve.

A number of problems with other systems have come up in the
last couple of months, so I have not spent as much time as I would
have liked on the online catalog problems.
V. Statistics:

A. File statistics (comparing the current catalog with the first one last fall):

<table>
<thead>
<tr>
<th>Function</th>
<th>April 4, 1988</th>
<th>Nov. 3, 1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual titles represented in the catalog</td>
<td>452,385</td>
<td>400,104</td>
</tr>
<tr>
<td>Author index entries (including &quot;see&quot; references)</td>
<td>562,519</td>
<td>534,539</td>
</tr>
<tr>
<td>Subject index entries (including &quot;see&quot; references)</td>
<td>597,063</td>
<td>582,387</td>
</tr>
<tr>
<td>Title index entries (including &quot;see&quot; references)</td>
<td>661,440</td>
<td>586,804</td>
</tr>
<tr>
<td>Total &quot;see also&quot; references</td>
<td>113,615</td>
<td>106,698</td>
</tr>
</tbody>
</table>

B. Use statistics (for public and staff terminals combined):

Use statistics continue to be very consistent from day to day. In general, for a given number of transactions, the number of searches, the numbers of the different index displays, and the number of full records displayed are remarkably consistent. Other activities, such as using cross references and looking at help screens, are less consistent. There also seems to have been little change in the relative use of the different indexes from the statistics published in the February 17 FYI.

To illustrate this, the following chart shows the averages for Monday-Thursday, March 28-31. The number of total transactions on each of these days was similar -- the highest day was 38,161, the lowest 34,450.
Online Catalog Update  
April 7, 1988

The four "pre-full-record" browses are the author + title, subject + title, title, and call number browses. If you add them all together you get the following relative percentages:

<table>
<thead>
<tr>
<th>Browse Type</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author + title</td>
<td>2,701</td>
<td>19.7%</td>
</tr>
<tr>
<td>Subject + title</td>
<td>7,415</td>
<td>54.1%</td>
</tr>
<tr>
<td>Title</td>
<td>3,310</td>
<td>24.1%</td>
</tr>
<tr>
<td>Call Number</td>
<td>292</td>
<td>2.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13,718</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

If you do the same thing with the figures from the first two weeks of February, you get the following:

<table>
<thead>
<tr>
<th>Browse Type</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author + title</td>
<td>2,520</td>
<td>21.8%</td>
</tr>
<tr>
<td>Subject + title</td>
<td>5,813</td>
<td>50.4%</td>
</tr>
<tr>
<td>Title</td>
<td>2,951</td>
<td>25.6%</td>
</tr>
<tr>
<td>Call Number</td>
<td>252</td>
<td>2.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11,536</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

C. Terminal statistics:

These are statistics for TRANSACTIONS (roughly equal to the number of commands) for public terminals for week of March 28-April 3.

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
<th>Public</th>
<th>Dial-in</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Mar. 28</td>
<td>38,161</td>
<td>34,357</td>
<td>309</td>
<td>3,495</td>
</tr>
<tr>
<td>Tue., Mar. 29</td>
<td>36,632</td>
<td>33,862</td>
<td>79</td>
<td>2,691</td>
</tr>
<tr>
<td>Wed., Mar. 30</td>
<td>36,499</td>
<td>33,525</td>
<td>98</td>
<td>2,876</td>
</tr>
<tr>
<td>Thu., Mar. 31</td>
<td>34,540</td>
<td>31,590</td>
<td>134</td>
<td>2,816</td>
</tr>
<tr>
<td>Fri., Apr. 1</td>
<td>22,031</td>
<td>20,145</td>
<td>406</td>
<td>1,480</td>
</tr>
<tr>
<td>Sat., Apr. 2</td>
<td>10,803</td>
<td>10,557</td>
<td>24</td>
<td>222</td>
</tr>
<tr>
<td>Sun., Apr. 3</td>
<td>16,112</td>
<td>15,860</td>
<td>96</td>
<td>156</td>
</tr>
</tbody>
</table>

There were 194,688 transactions altogether (7 days). This compares to 192,835 and 193,868 the first and second weeks of February so it does not appear that use has increased significantly since the beginning of the semester.
Online Catalog Update
April 7, 1988

The following figures show the average number of transactions per public online catalog terminal per day, Monday-Friday, for the same week (March 28-April 1). The totals do not include staff terminals. For comparison, we repeat the same statistics for a week in February from the last report. (In the current figures, Science is shown with 7 terminals instead of 8):

These new figures are reasonably close to those reported earlier. The 3rd floor Watson terminals continue to be the most heavily used. Art continues to be the heaviest branch user per terminal and Science the heaviest branch user overall.

<table>
<thead>
<tr>
<th></th>
<th>Mar. 28-Apr. 1</th>
<th>Feb. 8-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watson, 3rd floor</td>
<td>1,477</td>
<td>1,393</td>
</tr>
<tr>
<td>Watson, 2nd floor</td>
<td>487</td>
<td>646</td>
</tr>
<tr>
<td>Watson, 4th floor</td>
<td>520</td>
<td>546</td>
</tr>
<tr>
<td>Art (3 terminals)</td>
<td>930</td>
<td>712</td>
</tr>
<tr>
<td>Engineering (4 terminals)</td>
<td>423</td>
<td>513</td>
</tr>
<tr>
<td>Gov Docs (1 terminal)</td>
<td>48</td>
<td>68</td>
</tr>
<tr>
<td>Kansas Coll (1 terminal)</td>
<td>21</td>
<td>31</td>
</tr>
<tr>
<td>Maps (1 terminal)</td>
<td>10</td>
<td>73</td>
</tr>
<tr>
<td>Math (1 terminal)</td>
<td>324</td>
<td>441</td>
</tr>
<tr>
<td>Music (3 terminals)</td>
<td>162</td>
<td>203</td>
</tr>
<tr>
<td>Regents Center (3 terminals)</td>
<td>125</td>
<td>50</td>
</tr>
<tr>
<td>Science (7 terminals)</td>
<td>459</td>
<td>400</td>
</tr>
<tr>
<td>Special Collections</td>
<td>28</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>671</td>
<td>675</td>
</tr>
</tbody>
</table>

-- John Miller
THE UNIVERSITY OF KANSAS

DEPARTMENT OF PERSONNEL SERVICES

STAFF TRAINING & DEVELOPMENT

SPRING TRAINING, 1988

APRIL
8th and 22nd New Employee Orientation
8:00 a.m. - 12:00 noon

13th Writing Position Descriptions
9:00 a.m. - 12:00 noon

MAY
6th and 20th New Employee Orientation
8:00 a.m. - 12:00 noon

11th Writing Position Descriptions
9:00 a.m. to 12:00 noon

18th and 25th Communication
8:00 a.m. - 12:00 noon - both days

24th and 26th Introduction to Supervision
8:00 a.m. - 12:00 noon - both days

JUNE
3rd and 17th New Employee Orientation
8:00 a.m. - 12:00 noon

8th Writing Position Descriptions
9:00 a.m. - 12:00 noon

15th Performance Evaluation
9:00 a.m. - 12:00 noon

20th and 22nd Advanced Supervision
8:00 a.m. - 12:00 noon - both days

Please call 864-4946 to register for any of these programs or for more information. All programs will be held in Room 102 Carruth-O'Leary.

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

**AGENDA for Thursday, April 28th at 1:30 p.m., conference rooms A & B:**

1) Beth Scalet will speak on VDT Health and Safety, the title of a book she recently authored,
2) Regular business, committee reports, etc.,
3) Goodies to be served, compliments of CCEB.

Malcolm Lodwick

**EMPLOYEE RECOGNITION CEREMONY SCHEDULED FOR APRIL 26TH**

Several Library staff will be honored for their years of service to the University at the annual Employee Recognition Ceremony on Tuesday, April 26th, 1:30 p.m. in the Kansas Union Ballroom. Names of Library staff scheduled to receive service pins were announced in a recent issue of FYI. Following the University's Recognition Ceremony, all library staff and volunteer workers are invited to a Reception in the Conference Rooms, Level 5, Watson. Refreshments will be served.

Sandy Gilliland

**DISCARD CSR FICHE**

Please route your discarded CSR fiche to Judy Brow, Interlibrary Services. I will be sending them out to other libraries for use in Interlibrary lending. Thank you!

Judy Brow

**NEW EXHIBIT IN WATSON LOBBY**

The Exhibits Committee would like to announce to Library staff members a new exhibit in the Watson Lobby area. This exhibit was set up by Susan Shaw, Cataloging Dept., and highlights works about women in developing countries, about women in academia and their contributions to women's studies scholarships and about women in the workforce and their contributions to productive activities in various countries.

Exhibits Committee

**GOVERNOR HAYDEN TO SPEAK ON CAMPUS**

On Wednesday, April 20, Governor Mike Hayden will speak at University Forum on Issues Before the Kansas Legislature. There will be an opportunity for questions on matters of concern to the University and to the Libraries in particular.

The place: Ecumenical Christian Ministries, 1204 Oread
The time: 11:40 a.m., with the speaker beginning shortly after 12.
You may order a hot lunch (call 843-4933 before noon on Tuesday) or you may bring a sack lunch, or you may come just for the talk.

**HEAR YE! HEAR YE!**

The Second Annual KULSA Spring Picnic will be Monday, May 2, 11:30 a.m. - 1:00 p.m. at Potters Lake. KULSA will provide hot dogs, buns, ketchup, mustard, lemonade, paper plates and forks. All staff and students are encouraged to come. Please bring additional munchies, blankets, frisbies, etc. Let's hope for better weather this year.

Ruth Hurst

**ATTACHMENT:** State Promotion and Transfer List.

*An Equal Opportunity/Affirmative Action Employer*
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

ANNUAL STUDENT EVALUATIONS—REMINDER
All annual student evaluations will be due in the Administrative Office by Monday, May 2nd. If you need additional forms or have questions on the evaluation process, feel free to call Ruth Hurst.

Ruth Hurst

ANNUAL REAPPOINTMENT OF STUDENTS
The 'Annual Reappointment of Student Assistants for FY89' letter was sent earlier in the week to all department heads and supervisors of students. Some key dates to remember are: Monday, June 13, all reappointment papers due to me, Friday, May 20, all work study cards due to me. If you have any questions or need additional forms, feel free to call me.

Ruth Hurst

TUITION ASSISTANCE APPLICATION DEADLINE ANNOUNCED
Applications for Tuition Assistance for the Summer 1988 semester are due in the Office of the Executive Vice Chancellor by 5:00 p.m., April 29th. An application form is attached to this issue of FYI. All full-time university employees, who have been employed on a full-time basis for at least one year, are eligible to apply. If your application is approved, funding will be provided to pay for a portion or all of the costs to attend one course. Additional information about the Tuition Assistance Program is available from the Library Office. Contact Sandy Gilliland or Ruth Hurst if you have any questions.

Sandy Gilliland

EMPLOYEE RECOGNITION CEREMONY
The University's annual employee recognition ceremony honoring University staff for years of service is scheduled for Tuesday, April 26th at 1:30 in the Kansas Union Ballroom. Several Library staff will receive service pins during the ceremony.

Sandy Gilliland

STAFF RECEPTION
All library staff and volunteer workers are invited to attend a reception in the Conference Rooms, level 5 Watson Library, on Tuesday, April 26th, following the University's recognition ceremony. Refreshments will be served.

Sandy Gilliland

PASSWORD CHANGES
A reminder to everyone! The 90 day deadline requiring password changes is coming up the first week of May for most of us...just when we've gotten used to our old new passwords and can type them in quickly. Oh well. Don't you sleep better at night knowing you're more secure?

Kendall Simmons

UPDATE ON SHIFTING OF STACKS
We are bringing books up from 3½ W to 4 W and from 1 W to 1½ W.

Circulation Department

VDT HEALTH AND SAFETY
...is the title of a book by Elizabeth Scalet, Lawrence author, who will speak on the subject Thursday, April 28th in conference rooms A & B at 1:30 p.m., after which Classified Conference general business will be discussed. All are welcome.

Malcolm Lodwick

An Equal Opportunity/Affirmative Action Employer
KANSAS TORT CLAIMS ACT

Executive Vice Chancellor Ramaley has asked that all staff be reminded of the legal protection provided for faculty and staff if they become involved as defendants in legal actions arising from the performance of duties. The attached information, excerpted from the University's Handbook for Faculty and Other Unclassified Staff provides an explanation of the Kansas Tort Claims Act. Under the provisions of the Act, legal protection is provided for individuals who are sued for actions arising out of their responsibilities as employees of the University. The State must pay any monetary damages assessed as a result of acts or omissions of a faculty member or staff member who is acting within the scope of his or her duties and responsibilities. Questions regarding this protection may be addressed to the Library Office (Sandy Gilliland), or to the University General Counsel's Office (4-3276). Sandy Gilliland

KULSA SPRING PICNIC

The Second Annual KULSA Spring Picnic will be Monday, May 2, 11:30 a.m. - 1:00 p.m. at Potters Lake. KULSA will provide hot dogs, buns, ketchup, mustard, lemonade, paper plates, and forks. All staff and students are encouraged to come. Please bring additional munchies, blankets, frisbies, etc. Ruth Hurst

POT LUCK DINNER AND OPEN HOUSE FOR THE RICHARDSON FAMILY

Jeanne and Joe Richardson and family will be visiting Lawrence this week-end. Any friends who would like to see them are invited to a Pot Luck dinner and open house at Kathleen and Jim Neeley's home, 1107 Avalon Road, from 5 to 10 p.m., Saturday, April, 23rd. Kids are welcome. Kathleen Neeley

SHELLEY'S MYSTERY!

Shelley Miller wonders who so kindly loaned her "Children & Books" in January. She'd be happy to return it if you'll just claim it! Shelley Miller

ATTACHMENTS

I returned from this conference with a monumental case of cabin fever; with daily highs in Minneapolis of 2 degrees, I rarely left the hotel. I also returned with mixed feelings— the first time I have felt an MLA conference to have been only a qualified success.

The pre-conference on music archives, although interesting, provided very little insight to management of sound archives, an area we are especially interested in at KU. The keynote speeches were the highpoint of the pre-conference. David Gracy of the UT @ Austin GSLIS provided an inspirational viewpoint on the purpose of archives; Mr. Gracy was truly impressive, as he competed with a rock band in the ballroom next door. Francis Blouin of the Bentley Historical Library at the U. of Mich. provided a pedagogical viewpoint on the nature of archives in general; although this session was removed from the rock band, it was unfortunate that the room had no microphone and was extremely overheated. The rest of the pre-conference was devoted to round robin sessions on specific aspects of managing music archives— not much new information was provided.

The remainder of the conference was also a mix, with some interesting sessions, but also some sessions rehashing old ideas, and some poor planning. Unfortunately, the open meeting of the Online Reference Subcommittee (CM ROM and the Music Library, present and future) was located in a small seminar room with no microphone. It was by far the biggest draw, but the majority of people who wanted to attend it (including myself) were unable even to get into the room. However, the sessions on special resources in music were very helpful, detailing some of the government document and business reference sources that are pertinent to music. A session on living American composers organizations somehow evolved into an opportunity for members of the Minnesota Composers Forum to get input on what they could do to persuade music librarians to collect new music. Since most of us do this already, we were a little confused. I thoroughly enjoyed the Minnesota music session, a lecture-demonstration of the Norwegian hardanger fiddle.

A meeting with Linda and Hermann Walther of Harrassowitz was very useful, and confirmed that our new direction for the European scores approval plan is working out well. I also had an excellent meeting with Don Hixon, editor of the Greenwood Press series that will include the volume I am preparing on Karel Husa.

Field trips to the University of Minnesota Libraries, the Minneapolis Public Library and the Guthrie Theatre were particularly enjoyable, especially the Guthrie, where I saw Shakespeare’s Richard III. Minneapolis obviously has a lot to offer, and this was a worthwhile conference. I appreciate very much the assistance I received to attend it.

--Susan Hitchens
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, April 22, 1988.

### LAWRENCE

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-18</td>
<td>*Computer Operator III (Evening Shift) (5 p.m. to 2 a.m.)</td>
<td>Lynn George (913) 864-4942, University of Kansas</td>
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### OSAWATOMIE

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<tr>
<td>R-17</td>
<td>*General Maintenance and Repair Technician II</td>
<td>Mary Day (913) 755-3894, Osawatomie Correctional Facility</td>
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### TOPEKA

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<tr>
<td>R-23</td>
<td>*Administrative Officer II (2 positions - See page 2)</td>
<td>Linda Moore (913) 296-5700, Kansas Lottery</td>
</tr>
<tr>
<td>R-23</td>
<td>*Administrative Officer II</td>
<td>Gerald Schoenecker (913) 296-3349, Dept. of Social &amp; Rehabilitation Services Division of Income Maintenance</td>
</tr>
<tr>
<td>R-26</td>
<td>*Administrative Office III (Unclassified) (See page 2)</td>
<td>Vicki Harding (913) 296-3140, Health Care Commission</td>
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<tr>
<td>R-12</td>
<td>Agricultural Laboratory Technician I</td>
<td>Ginny McComb (913) 296-4171, Board of Agriculture</td>
</tr>
<tr>
<td>R-22</td>
<td>*Alcohol and Drug Program Consultant I</td>
<td>Gloria McLean (913) 296-4495, Department of Corrections</td>
</tr>
<tr>
<td>R-28</td>
<td>*Auditor IV</td>
<td>Linda Moore (913) 296-5700, Kansas Lottery</td>
</tr>
<tr>
<td>R-18</td>
<td>*Federal Surplus Property Agent</td>
<td>Gloria McLean (913) 296-4495, State Surplus Property</td>
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</table>

### WINFIELD

<table>
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<tr>
<td>R-31</td>
<td>*Coordinator of Institutional Research and Training (Staff Education)</td>
<td>Farrel Oard (316) 221-1200, Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>*Dietitian II</td>
<td></td>
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<tr>
<td>R-15</td>
<td>*Licensed Practical Nurse (3-3 and 11-7 Shifts)</td>
<td></td>
</tr>
<tr>
<td>R-20</td>
<td>*Psychiatric Hospital Medical Records Administrator</td>
<td></td>
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<td>R-28</td>
<td>*Psychologist IV</td>
<td></td>
</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III (All Shifts)</td>
<td></td>
</tr>
</tbody>
</table>

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Wednesday, April 20, 1988.

### EQUAL OPPORTUNITY EMPLOYER

*Position Descriptions are available in the Library Office for interested persons.*
LEGAL PROTECTION AFFORDED FACULTY AND UNCLASSIFIED STAFF
(excerpted from the Handbook for Faculty and Other Unclassified Staff, June '1986, C.2.p, pp. 56-58)

The following statement concerning legal protection afforded faculty and unclassified staff was approved by the Chancellor on May 8, 1985.

One of the important functions of the Office of the General Counsel is to provide counsel, assistance, and information to University employees about the policies and procedures of the University, the Board of Regents, and the state. The General Counsel is generally available to provide such information relative to legal matters that arise out of the employee's conduct of his/her duties.

Individuals sued for actions arising out of the scope of their employment with the University may request representation by the Attorney General under the terms of the Kansas Tort Claims Act (Kansas Statutes Annotated--cited as K.S.A.--75-6101 et seq.). This act provides that individuals sued for alleged acts or omissions arising out of the scope of their employment with the University may upon appropriate request be provided with legal representation by the Office of the Attorney General of Kansas or as delegated by the Attorney General, by the Office of the General Counsel of the University or by other counsel employed by the University for that purpose.

The Tort Claims Act specifies that, upon request of an employee of the state to the Office of the Attorney General within fifteen days after service of process upon the employee, the employee shall be provided with legal defense of any civil action or proceeding against such employee in his or her official or individual capacity on account of an act or omission in the scope of his or her employment by the state. Legal defense may be refused the employee of the state if it is determined that:

1) The act or omission was not within the scope of such employee's employment.

2) Such employee acted or failed to act because of actual fraud or malice.

3) The defense of the action or proceeding would create a conflict of interest between the governmental entity, in this case of the University, and the employee.

4) The request for legal defense was not made in writing to the Office of the Attorney General within fifteen days after service of process upon the employee in the action.

The procedures for an employee to follow if a civil suit is brought
against the employee for acts or omissions arising from employment with the University are:

1. The employee shall submit a written request to the University General Counsel and, after conferring with the University General Counsel, to the State Attorney General asking that legal representation be provided. The request must be made within 15 days after service of process in an action.

2. Should the University and the Attorney General decline to provide legal defense of an action, an employee may petition a court of competent jurisdiction to compel performance of that duty.

3. If the court does not issue a writ compelling performance, the employee still may retain his or her own counsel to defend the action. If it is determined that the acts or omissions were within the scope of employment, and no actual fraud or malice on the part of the employee was involved, the employee is entitled to recover reasonable attorney's fees, costs, and expenses from the State.
Online Catalog Update
April 21, 1988

1. Network access (including dial access):

The online catalog is now officially available through the campus network. This is still an interim stage, but the changes later on will be minor.

Doug Heacock of Academic User Services has prepared a 14-page handout entitled "Using the Online Catalog System" that explains how to use the network to gain access to the catalog, including dialing in to the network with a microcomputer and modem. The handout also includes general instructions on how to use the catalog and a list of all online catalog commands.

Copies of this handout are being produced in Watson and distributed to service desks in Watson and the branches. Copies are also available at the ACS consulting window in the computer center and from Ruth Miller in the Watson administrative office.

If someone wants a copy of the instructions and cannot come to one of the libraries or to the computer center, please let me know and I will be happy to send him or her a copy. My number is 864-0223.

By Friday of this week, a help screen on the online catalog also will announce the availability of network access. It will give basic information on how to do it and tell people to request a copy of the "Using the Online Catalog System" handout at the nearest reference desk. To see this help screen, enter "help network" or "help dialup" on the command line of any display.

Page 11 of the handout gives the telephone number for Academic User Services and encourages users to call them if they have problems using the network. Please point this out to users and encourage them to call.

The catalog will be available whenever CICS is available - basically the hours that Watson is open:

- Monday - Thursday 8 a.m. to Midnight
- Friday 8 a.m. to 10 p.m.
- Saturday 9 a.m. to 10 p.m.
- Sunday Noon to Midnight
II. Transaction Statistics:

The last update stated that online catalog use had not increased significantly since the beginning of the semester. That is no longer true. It appears that students are becoming desperate.

Last week (April 11-17) was the busiest week yet, with the weekly transaction total exceeding 200,000 for the first time. It was also the first time there were more than 40,000 transactions in a day (it happened on three days), and produced the most transactions on a single terminal in a day: on Thursday, one terminal in the reference area of Watson had 3,728 transactions, averaging one transaction every 15 seconds for the entire day (8 a.m. - midnight). On Wednesday, a different terminal had 3,614 transactions, so it was definitely a busy week.

As a point of comparison, the total transactions on production CICS are also listed for each day. Production CICS includes the library circulation, serials, cataloging, and retrocon systems as well as all the other administrative computer systems on campus such as student records and payroll. The four library systems together use somewhere between 20,000 and 35,000 transactions on a normal weekday.

<table>
<thead>
<tr>
<th>Date</th>
<th>Online Catalog</th>
<th>Production CICS</th>
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</thead>
<tbody>
<tr>
<td>Mon., Apr. 11</td>
<td>42,569</td>
<td>92,872</td>
</tr>
<tr>
<td>Tue., Apr. 12</td>
<td>40,143</td>
<td>84,166</td>
</tr>
<tr>
<td>Wed., Apr. 13</td>
<td>40,745</td>
<td>78,158</td>
</tr>
<tr>
<td>Thu., Apr. 14</td>
<td>38,463</td>
<td>67,816</td>
</tr>
<tr>
<td>Fri., Apr. 15</td>
<td>30,679</td>
<td>87,524</td>
</tr>
<tr>
<td>Sat., Apr. 16</td>
<td>13,827</td>
<td>8,944</td>
</tr>
<tr>
<td>Sun., Apr. 17</td>
<td>25,229</td>
<td>5,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>231,655</strong></td>
<td><strong>425,080</strong></td>
</tr>
</tbody>
</table>

-- John Miller
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.
REMINDER OF CLASSIFIED VACANCY

As a reminder, applications for the Science Library's Library Assistant II position will be accepted until 5:00 p.m. Monday, May 2nd. Contact Ruth Hurst or Sandy Gilliland to apply, or for if you wish to read the position description.

PROMOTION AND TENURE DECISIONS ANNOUNCED

Congratulations to Jim Neeley (Reference) and Margaret Wilson (Serials Cataloging) for receiving promotions to the rank of Librarian III, and to Susan Hitchens (Music Library) for receiving tenure. These actions will take effect with the new fiscal year. S. Gilliland

STUDENT EVALUATIONS—FINAL REMINDER

All annual student evaluations are due in the Library by Monday, May 2, 1988. If you have any questions, feel free to contact Ruth Hurst. R. Hurst

MAILING PAYCHECKS

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

KULSA SPRING PICNIC

The Second Annual KULSA Spring Picnic will be Monday, May 2, 11:30 a.m. - 1:00 p.m. at Potters Lake Pavilion. All staff and students are encouraged to come. Please bring additional munchies, blankets, frisbies, etc. R. Hurst

SHELVING/SORTING ASSISTANCE SOUGHT

Circulation would be greatly appreciate of any assistance in shelving or sorting from now on for the next 5-6 weeks. To give you an idea of what's been happening, in the last week (4/19-4/25), 12,332 books have found their way into our grubby little hands for shelving. That figure will more than double during the peak weeks to come. HELP!! Most west stacks shifting is now complete. Stack levels 3 1/2 and 3 West won't be shifted until after we dig out from the rush. The new floor listings are:

4 1/2 West PG 3300 - PQ
4 West JL - PG 3299
3 1/2 West HJ - JK
3 West HD - HG
2 1/2 West F 1220 - HC
2 West DJK - F 1219
1 1/2 West BT - DJ
1 West AC - BS

For those who need to know, we are now placing only returns in the 3 West holding area. Strays are now being placed on the empty shelves at the west end of 3 1/2 West. Trucks are still being kept in the West Reading Room. K. Simmons

ATTACHMENTS

Minutes of the March 23, 1988 LFA Executive Committee meeting; State's Promotion and Transfer List. 04/25/88

An Equal Opportunity/Affirmative Action Employer
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: March 23, 1988

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

1. **Affirmative Action**: Sandra Brandt and Rebecca Stuhr-Rommereim reported on their recent conversations with Melissa Nuckolls, Assistant Director of the Office of Affirmative Action. Nuckolls will be meeting with Dean Ranz and with Sandra Gilliland regarding the MLS requirement for librarian positions. Two Cataloging Department vacancies, which require the MLS, have been approved.

2. **Unclassified Others Committee**: Nicolette Bromberg reported on the Committee's first two meetings. The group has begun its task by looking at the job descriptions for unclassified other positions in the library. It will also study unclassified other positions in the rest of the university.

3. **FASAR Revision**: Susan Hitchens and Sandy Gilliland are working on a revised FASAR and a cover letter explaining the changes in the peer review process approved by the LFA.

4. **Margin of Excellence Update**: Sandra attended the March 18 legislative update, where KU administrators reported that the Senate Ways and Means Committee had approved first year funding for the Margin of Excellence, including the program enhancements.

5. **KU Center for the History and Arts of the Book**: Rick Clement announced a proposal to create at KU a Center which would offer fellowships, lecture series, summer institutes, and workshops on the history of the book and book arts. The Center would also try to facilitate the use of materials from the Libraries in a variety of KU courses.

6. **Next Meeting**: LFA Exec will meet again March 30 at 2:30. (This meeting was subsequently rescheduled for April 20 at 2:30).

Reported by Rachel 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 66612-1551
913-296-4278
April 25, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, April 29, 1988

TOPEKA (cont.)

R-11 Office Assistant II
(Typing)
(Computer Knowledge Preferred)
B. J. Williams (913) 296-2072
Dept. of Social and Rehabilitation Services
Adult Services

R-11 Office Assistant II
(Part-time)
(Typing)

R-13 Office Assistant III
(Bookkeeping)
Gail Smith (913) 296-5726
The Kansas Lottery

R-28 *Psychologist IV
(Director of Psychology)
(See Necessary Special Requirements Below)
Don Pesmark (913) 296-4321
Topeka State Hospital

**NECESSARY SPECIAL REQUIREMENTS**

At time of appointment, for some positions in this class, candidates must be eligible for or possess a license or registration, or temporary permit to practice as a psychologist or a registered masters level psychologist in the State of Kansas.

For some positions in this class, applicants must have completed an American Psychological Association approved clinical/counseling internship, and/or must meet the requirements of the Kansas Behavioral Sciences Regulatory Board for providing professional psychologist supervision to psychologists applying for registration or license.

**NOTE:** Accountant III (Unclassified) position, Topeka, job description is in Library Office for interested persons. Deadline date for submission of resume, transcripts, etc. is May 1, 1988.
UNCLASSIFIED VACANCY

Assistant Science Librarian, a full-time, 12-month, tenure-track appointment available June 18, 1988. Responsible for general reference in the Science Library, currently a collection of 230,000 vols.; collection development in mathematics, computer science, the physical, biomedical, biological, or earth sciences; conducts online literature searches on DIALOG, NLM and STN International systems; presents bibliographic instruction sessions; assists in planning for major move to new $13.9 million science library, scheduled to be completed summer of 1989; helps develop and implement programs for new reference equipment and services including CD ROM and end user searching. An ARL Library in an AAU University, Kansas has a collection of 2.3 million vols. and a materials budget of $3 million. A major capital fund drive is underway to substantially increase library endowments. Lawrence (resident population 58,000) offers the convenience and friendliness of a small town, has excellent schools and day care, is rated first in the arts among cities of 100,000 or less, and is located less than an hour's drive from Kansas City. Required Qualifications: ALA-accredited MLS; strong interpersonal and communication skills. Preferred Qualifications: Strong subject competence (coursework or experience) relevant to the scope of the Science Library (organic chemistry background especially useful); training or experience with online literature searching, especially NLM, STN International and DIALOG; successful reference or collection development experience in a special library or large academic library; experience with microcomputer hardware and software and their application to reference services; demonstrated initiative and good organizational skills. Annual salary: $18,500 - $24,000 depending on training and experience. Excellent benefits. To apply, submit letter of application, résumé, copies of undergraduate and graduate transcripts and names of three references to Sandra K. Gilliland, 502 Watson Library. Applications must be postmarked by May 23, 1988.

Sandy Gilliland

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

CLASSIFIED VACANCY

Due to Ruth Hurst's resignation (see RESIGNATIONS/NEW APPOINTMENTS, below), the Library Administrative Office has announced a full-time Office Assistant IV vacancy. Responsibilities of this position include: 1) Staff counseling and training on matters related to student employment/payroll and classified staff personnel; 2) Coordination of student employment activities; 3) Accounting records maintenance, and reports; 4) General personnel records maintenance; and 5) Classified staff recruitment. Minimum qualifications for the Office Assistant IV classification (as specified by the State) include: three years of clerical experience. (Some training or coursework in general office practices may be substituted for six months of the required experience.) Strongly Preferred Selection Criteria: Ability to communicate effectively with a variety of students, staff, public; ability to work independently and to organize work effectively;
ability to maintain confidentiality. Prefer: Familiarity with KU's student employment procedures, and with KU's payroll and budget processes; ability to prepare detailed statistical and financial reports; typing ability.

The Office Assistant IV classification is funded at the salary range 15 of the State Civil Service pay scale, at beginning annual salary of $15,792. Library Staff interested in applying for this vacancy should contact Sandy Gilliland, 4-3601, by 5:00 p.m. Friday, May 13th. A copy of the position description is available from Sandy for review.

Sandy Gilliland

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

RESIONATIONS/NEW APPOINTMENTS

Lin Fredericksen, Librarian I with the Kansas Collection's Wilcox grant project, has announced her resignation effective May 17th. Lin began employment with the grant project in January, 1986. She had previously worked for the Libraries in various classified positions from 1980 to 1981. Lin has accepted the Slide Librarian position with the Department of Art History, here at K.U.

Ruth Hurst, Student Employment Coordinator/Personnel Assistant (Office Assistant IV), has announced her resignation effective May 20th, to accept a promotion with the Computer Center. Ruth has been employed in this position since January, 1986. She worked from Oct. 1985 - Jan. 1986 as the Marking Supervisor in the Cataloging Department. Ruth will be the Computer Center's "personnel person", an Office Specialist classification.

The Kansas Collection has announced two new appointments to the Wilcox grant project. Maureen Herraghty has been appointed as a Librarian I (Cataloger), effective May 12th. Maureen earned the MLS degree in 1987 from Louisiana State University, and has been employed as a Library Associate in the LSU Library. Susanne Clement has been appointed as a Program Assistant, effective May 4th.

Sandy Gilliland

Susanne earned a MA degree in History from Illinois State University. She was employed as a Library Technician II in the Joseph Regenstein Library, University of Chicago, from 1984-86. Maureen and Susanne replace Kathryn Otto and Lin Fredericksen.

RECLASSIFICATION ANNOUNCED

Luceil Hamlin's Library Assistant II position in the Serials Department has been reclassified to the Library Associate classification. This reclassification became effective April 18th.

Sandy Gilliland

RETIREMENT ANNOUNCED

Ellen Johnson, Librarian of the Archive of Recorded Sound (Librarian III) has announced her retirement effective June 17th. Ellen began employment with the Libraries in May, 1973 as Head of our Cataloging Department. She later became an Associate Music Librarian, and has held her current title since August, 1982. Ellen received her 15-year service pin during last week's Employee Recognition Ceremony.

Sandy Gilliland

MAIL PAYCHECKS REMINDER

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

Sandy Gilliland

TIMECARD DEADLINE

All classified, unclassified, and student timecards are due in the Library Office NO LATER than 9:00 a.m. Friday, May 13th. Timecards may be turned in earlier.

Sandy Gilliland
SUPPLY ORDER DEADLINE FOR FY 1988

As announced earlier in FY1, the deadline for submission of supply orders requiring the competitive bid process (above $500) was April 26. In anticipation of the upcoming fiscal year close, all orders not requiring the bid process (under $500 in cost) should be submitted to Janet Mears in the Library Office by May 16. Supplies or printed items that will be needed prior to the close of this fiscal years should be ordered now so that funds can be identified for these purchases.

Nancy Jaeger

REQUESTS FOR TRAVEL FUNDING

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

Judith Emde

SUMMER WORK STUDY

It's official. College Work Study funds are available for use from May 18 through June 17 of the current fiscal year. Work Study authorization cards must be obtained by the student from the Office of Financial Aid. Students need to have requested summer work study prior to picking up their authorization card. Please encourage students to pick up work study authorization cards as soon as possible.

Ruth Hurst

EXTRA HOURS AVAILABLE FOR STUDENTS

To all branches and departments: if you have any student assistants who want to pick up some extra hours shelving between the end of their finals and the end of our backlog, we'd be more than happy to give them as many hours as they want. And, yes, they're still your students, but we'd pay for the extra hours. Thanks.

Kendall Simmons

SUMMER LIBRARY HOURS

Attached is the schedule of summer library hours (June 7 through August 28). The first day of classes is Tuesday, June 7. Most of the library system will be closed on Monday, July 4. The Science Library will be open from 8am-5pm that day. The last day of summer classes is Friday, July 20. Fall enrollment begins Monday, August 22, and the first day of fall classes is Monday, August 29.

Mary Hawkins

BOOKFLOW NOTES FROM THE CATALOGING DEPT.

Kent Lewis is now in charge of bookflow, so please direct in-process requests to him. (Diana Dyal & Al Mauler continue to be backups.) Requests for materials in 24-month hold should continue to be routed to Helene Tricker (Diana Dyal & Al Mauler, backups). With the able assistance of some student help, we have converted some of the oldest materials in 24-month hold from paper temps (filed in the card catalog) to online temporary records. Paper temps in the six-digit number sequences beginning with 77-, 78-,79-,80-,81-,a and 82- are no longer valid. Those materials will now appear in the online catalog either with full catalog records or with brief records with a seven-digit number beginning with 77-.

Al Mauler

TOUR OF K-STATE LIBRARIES

The Staff Development Committee is organizing a tour of the K-State libraries on Wednesday, June 1st, for the library staff. The visit will consist of a general tour of the main library in the morning. Depending upon the special interests of the staff attending, the afternoon will be spent in various library departments. If you are interested in touring the K-State libraries, please contact Judith Emde by Friday, May 13th.

Judith Emde

HUMANITIES BIBLIOGRAPHERS MEETING

The Humanities Bibliographers will meet as a group on Tuesday, May 10th from 9:30 until 11:00 in Conference Room B. We will be discussing: end-of-year fund
adjustments; subscriptions to new interdisciplinary humanities journals; allocation of next year's budget; possible year-end major purchase requests; etc. Please examine the folder of journal samples and reviews in my office if you haven't done so already before coming. Also bring any additional requests for books to be purchased on the Comparative Literature and Literature in Translation Funds, along with brochures for expensive major purchases, with you. Please be prompt.

Rob Melton

LIBRARY FACULTY ASSEMBLY MEETING

The spring meeting of the Library Faculty Assembly will be Tuesday, May 24 at 10:00 a.m. in Watson Conference Rooms A and B.

Sandra Brandt

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet on Thursday, 12 May, at 10:30 a.m. in the ART LIBRARY. Topics on the agenda for this meeting include:

1. FY88-FY89 Acquisitions Budget
2. Review of Center for Research Libraries membership
3. Preservation
4. Serials (the continuing discussion)

Rich Ring

RESULTS OF LFA MERIT SALARY DISTRIBUTION BALLOT

Least differentiation for merit and no differentiation for rank won by a significant margin in the FY89 LFA merit salary distribution ballot.

Kathleen Neeley

CALL FOR NOMINATIONS - LIBRARY FACULTY ASSEMBLY

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

Executive Committee: Richard Clement becomes Chair
Two year term:
Vice Chair/Chair Elect (Sandra Brandt and Jim Neeley ineligible)
All one year terms:
Secretary (Rachel Miller and Donna Koepp ineligible)
Librarian I Representative
Librarian II Representative
Librarian III Representative
Unclassified Other Representative

LCPT: all two year terms:
Librarian I - none needed, Shelley Miller continues
Librarian II - one needed, Rob Melton continues (Barb Gaeddert ineligible)
Librarian III - four needed (Marilyn Clark, Sandy Mason, Sherry Williams and Barb Jones ineligible)

Nominations, including self-nominations should be made in writing to Kathleen Neeley, Science Library by Wednesday, May 11. Please check with your nominee before submitting a nomination. Included in this issue of the FYI is a list of LFA members.

Kathleen Neeley

CIVIL SERVICE EXAMINATION CALENDAR

Civil Service examinations offered on the K.U. campus during the month of May are listed on the attached calendar. Student employees interested in permanent employment should contact Ruth Hurst or Sandy Gilliland (4-3601 - for additional information about these examinations.

Sandy Gilliland
Nancy Burich had surgery on May 3rd for a herniated disc. Her phone number is 1-676-2604; however, she may not be able to answer the phone. Cards may be sent to: Nancy Burich, Room 2034, Shawnee Mission Medical Center, 9100 West 74th Street, Box 2923, Shawnee Mission, KS 66201.

With the resignation of Ruth Hurst, please send all news on personal "milestones" (marriages, births, illnesses) to Annie Williams so that cards, plants, etc. can be sent. Thanks.

Travel Report, Judith Emde; Minutes of LFA Executive Committee, April 20, 1988; Minutes of Classified Conference General Meeting, April 28, 1988; State Promotion and Transfer List, Civil Service Test Calendar; List of Librarians & other Unclassified Staff; Library Schedule of Hours for Summer.

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<th>SALARY RANGE</th>
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<tr>
<td>R-17</td>
<td>*Medical Assistant, Corrections</td>
<td>Judy Randolph (913) 727-3553</td>
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<td>Kansas Correctional Institution at Lansing</td>
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<td>R-12</td>
<td>Custodial Supervisor II (Prefer Maintenance Experience)</td>
<td>Kay Jones (913) 296-2974</td>
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<td>Kansas Historical Society</td>
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<td>R-23</td>
<td>*Insurance Claims Investigator II</td>
<td>Vicki Harding (913) 296-3140</td>
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<td>Department of Administration Division of Personnel Services</td>
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<td>R-13</td>
<td>Office Assistant III (Typing)</td>
<td>Minta Rumsey (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<td>R-21</td>
<td>Psychologist I</td>
<td>George Carter (913) 296-7278</td>
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<td>Reception and Diagnostic Center</td>
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<td>R-31</td>
<td>*Coordinator of Institutional Research and Training (Staff Education)</td>
<td>Farrell Oard (316) 221-1200</td>
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<td>Winfield State Hospital and Training Center</td>
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<td>R-15</td>
<td>*Licensed Practical Nurse (7-3, and 11-7 Shifts)</td>
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<td>R-20</td>
<td>*Psychiatric Hospital Medical Records Administrator</td>
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<td>R-25</td>
<td>*Registered Nurse III (All Shifts)</td>
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EQUAL OPPORTUNITY EMPLOYER
May 1988

CIVIL SERVICE EXAMINATIONS

For Testing Information, call 864-4942.

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*WRITTEN EXAMS OFFERED: Accountant I; Cook I, II; Food Service Supervisor II; GMRT I, II; Office Assistant II, III; Refrigeration and A/C Service Tech. I, II.

NOTE: Also accepting applications for the following unassembled exams (rating of training and experience): Carpenter I; Dietitian I, II, III; Electrician I; Medical Technologist I; Office Specialist; Painter; Painter Supervisor; Plumber I; Radiologic Technologist II, Diagnostic X-Ra; University Police Officer.
The theme of the Midwest Archives Conference fall meeting at Columbia, Mo. was "Documenting the 20th Century". Sheryl Williams from K.U.'s Kansas Collection was program committee chair for 1987. To her and the committee's credit, there were so many excellent programs scheduled that choosing which to attend was difficult. The workshop on microfilming was probably the one which I found most interesting.

Supervisor Mary Kite gave a tour of the University of Missouri at Columbia's impressive in-house microfilming operation. They film documents for the Western Historical Manuscripts Collection, copy University business records and student files, and copy the Medical Center and Library records. Their planetary cameras are used by WHMC to copy fragile, deteriorating documents that can then be discarded, and oversized materials to conserve storage space. They also used the portable microfilm cameras once to copy all their catalog cards onsite to avoid the inconvenience and risk of shipping their only complete record of holdings away.

In instances where copy quality is not crucial for the user, a diazzo copy of the film can be made for everyday use and the silver master negatives can be stored. Sharon Fleming from the Western Historical Manuscripts Collection stressed that microfilming is a costly, labor intensive undertaking. She covered the pros and cons of filming and the planning and implementation of a filming project.

Nancy Sherbert from the Kansas State Historical Society offered a different perspective on filming projects since they contracted out for the microfilming of about 46,000 photographs from the Historical Society's collection. She offered advice on how to select a vendor, going through the contracting process and preparing for the filming (which in their case was done onsite). The finished product now gives access via purchase or inter-library loan for libraries across the state to a significant portion of the Historical Society's photo collection.

High quality reproduction and permanence was a major concern of both Fleming's and Sherbert's collections and both described methods they used to ensure the finished product met their standards.

Another excellent session was "A Solution for Your Space Problems? Offsite Storage--Selecting It and Living With It", held at the University's Records Center. Three archivists explained how they have managed collections that are partially or completely stored offsite. Some of their major concerns were continued accessibility to the materials, security and environmental stability, and permanence of the storage arrangement. Several had horror stories that really made their points hit home--like moving a state archives with convict labor (many of whom could not read the box
labels) because the state thought it would save money, or being shuffled through a series of unsuitable facilities ranging from WWII bunkers to a building shared with a bar. There were also examples of creative solutions to offsite storage problems. Often the emphasis was on PR: keeping your business from forgetting you're there if you're completely offsite, and explaining to users that they can not have the materials they need immediately. Marilyn Burlingame from the University of Missouri-Kansas City Archives, whose collection is completely offsite, pointed out how important excellent finding aids are in such a situation.

Two other sessions I attended were "Collecting, Documenting, and Preserving Contemporary Culture" which was chaired by the Wilcox Collection's Rebecca Schulte and featured archivists from collections with similar concerns, and "Preservation of Twentieth-Century Materials: Problems and Solutions" which covered photo preservation at the Nelson-Atkins Museum, film and videotape preservation at the Billy Graham Archives, and the USGS map series preservation project taking place at the K.U. map library.

Former Missouri Senator Thomas F. Eagleton gave a very enjoyable off-the-cuff talk for the plenary session Friday, after which we got a chance to sample the cuisine at local restaurants. I also managed to find a few hours Saturday to view the spectacular fall foliage along the Missouri River. If anyone would like more information about the sessions (or the food), they can contact me at the Kansas Collection. I want to thank the Staff Development Committee for helping out with my travel expenses.

Lin Fredericksen
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE

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

Absent: Rick Clement

1. Sandra Brandt reported on a meeting regarding tenure and promotion issues that took place April 19. The meeting was requested by a subcommittee of the University Committee on Promotion and Tenure. Library representatives who attended the meeting were Jim Ranz, Mary Hawkins, Clint Howard, Sandra Gilliland, Sandra Brandt as Chair of LFA, Sherry Williams as Chair of LCPT, and Susan Craig, who is a current member of UCPT. The meeting clarified expectations on both sides about the promotion and tenure process for librarians. In future, files sent to UCPT will be accompanied by a cover letter from Dean Ranz and by a general description of what librarians do, as well as a statement of expectations and standards for the Librarian I, II and III ranks. Along with other deans, Dean Ranz is invited each fall to speak with UCPT, and this is an opportunity to explain these issues directly to the committee’s members. Another issue discussed was the role of external evaluations (from outside the library or outside the university) in the review of librarians. Non-library nominations for tenure or promotion are expected to include external evaluations, but these seem not to be appropriate for all librarians. Librarians who work with the public or with other institutions have access to external evaluations, but many librarians' assignments do not provide this. The role of research in librarians' assignments was discussed also. Dean Ranz expressed his view that the MLS is not a research degree and that our appointments do not usually include release time for research. The forms used for promotion and tenure were also discussed. The standard form is now being revised by Executive Vice-Chancellor Ramaley. The UCPT subcommittee has suggested that librarians use a different form from other faculty. If UCPT recommends any changes to the revised standard form for use next year, the library will have an opportunity to review it and respond.

LFA Exec agreed that it would be a good idea for the librarians who are undergoing tenure or promotion review each year to receive guidelines or suggestions for preparing their files, since they may not be aware of UCPT's expectations or possible misconceptions about librarians. One example of what might be suggested is that committee chairs write letters addressing the service of committee members.
2. **Salary Distribution Ballot:** The ballot is due April 26. It contained an error, but every LFA member was informed of this by phone by a member of the Salary Committee.

3. **Ballot for FY 89 LFA Positions:** Kathleen Neeley would like to start the nomination process immediately, with elections to take place in May. Sandra will give Kathleen a list of the positions that need to be filled.

4. **Peer Review Changes:** The revised FASAR and accompanying cover letter explaining changes to the peer review process have not been completed because the library is awaiting a decision from Academic Affairs on whether librarians are required to have annual peer review.

5. **Future Meetings:** The committee will meet April 27 to discuss the Staff Orientation Task Force Report and to plan our work for the rest of the year.

Reported by
Rachel Miller and
Rebecca Stuhr-Rommereim

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**MINUTES**

**Classified Conference General Meeting**

**April 28, 1988**

Elizabeth Scalet gave an entertaining and informative discourse on ways to work more comfortably at computer terminals. Using proper guidelines for maintaining good posture and avoiding excessive eye-strain is crucial for a good relationship between operator and device. Don't hate the terminal; it's your toaster that's the problem. This was the second seminar arranged by CCEB.

After a short intermission, general business was discussed. Insurance and reclassification continue to be the topics for Congressional letter-writing campaigns, the budget is to be discussed with the Dean, and the Senate is drafting a proposal dealing with substance abuse.

New business revealed two classified vacancies on the NSL committee (both which have been filled). Several new ideas on night-time parking were tossed around, and Lars will be meeting with Sandra Brandt to see what can be done. Copies of the Constitution will be distributed on or around May 6th to CCEB members.

**FREE, that's right, FREE** software demonstrations are available thanks to fancy-foot-workin' Sally Nugent: We pick a software, the computer center will provide 1 - 1 1/2 hour demos., and hacking sessions follow. It would be most helpful to have folks well-versed in the use of such programs around to answer questions. After tasting what's available, group discounts (10-15%) can be had for further workshops. See Sally for sign-ups.

Malcolm Lodwick
LIBRARIAN I
Barkley, Daniel
Clement, Richard
*Darting, Jan
Emde, Judith
Franklin, Janice
*Herraghty, Maureen
Howe, Priscilla
Husic, Geoffrey
Miller, Rachel
Miller, Shelley
Rhodes, Saralinda
Schulte, Rebecca
*Shaw, Susan
Stuhr-Rommereim, Rebecca
Tronier, Suzanne
Valente, Colleen

LIBRARIAN II
Anderson, Gordon
Anderson, Roger
Brandt, Sandra
DiFilippo, Paulette
Gaeddert, Barbara
Gillespie, E. Gaele
Haines, Sarah
Hitchens, Susan
Koepp, Donna
Lohrentz, Kenneth
McDonough, Rosemary
Melton, Robert
Miller, Kent
Neeley, James (to LIII 7/88)
Neeley, Kathleen
Ring, Richard
Roach, Mary
Siegmund, Marianne
Weller, LeAnn
Williams, Ann
Wilson, Margaret (to LIII 7/88)

LIBRARIAN III
Burich, Nancy
Carvalho, Eugene
Clark, Marilyn
Craig, Susan
Gates, Earl
Helyar, Leonard
Hyde, Ann
Jerkovich, George
Johnson, Ellen
Jones, Barbara
Kehde, Edward
Mason, Alexandra
Mitchell, William
Moore, S. Lorraine
Nugent, John
Symons, Eleanor
Williams, Sheryl

UNCLASSIFIED OTHERS
Alexander, Maria
Bozarth, Vickie
Bromberg, Nicolette
*Clement, Susanne
*Dandridge, Deborah
Gilliland, Sandra
Jaeger, Nancy
*Mellenbruch, Jennifer
Miller, John
Olausson, Roy
Otto, Kathryn
Neugebauer, Rhonda
Perry, R. Suzanne

ADMINISTRATIVE
Ranz, Jim
Hawkins, Mary
Howard, Clint

*Grant or other non-library funding

5/4/88
THE UNIVERSITY OF KANSAS LIBRARIES
SCHEDULE OF HOURS: JUNE 7 - AUGUST 28, 1988

5/5/88

ART & ARCHITECTURE LIBRARY
(864-3020)
1st Level, Spencer Museum
Mon-Thu 8am - 8pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun Closed

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 21
Mon-Fri 8am - 5pm
Sat & Sun Closed
Aug. 22-28 (enrollment)
Mon-Fri 8am - 5pm
Sat 9am - 5pm
Sun Closed

EAST ASIAN LIBRARY
(864-4669) 5th Level Watson
Staffed:
Mon-Fri 8am - 5pm
Closed: July 4
(East Asian bookstacks are open on same schedule as Watson Library bookstacks)

ENGINEERING LIBRARY
(864-3866) 1012 Learned
Non-Thu 8am - 10pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun noon - 5pm

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 21
Mon-Fri 8am - 5pm
Sat & Sun Closed
Aug. 22-28 (enrollment)
Mon-Fri 8am - 6pm
Sat & Sun Closed

FINES OFFICE (864-4715)
309C Watson Library
Mon-Fri 8:30am - 4:30pm
Sat & Sun Closed
Closed: July 4

GOVERNMENT DOCUMENTS AND MAPS
(864-4662) (864-4420)
Basement, Spencer Library
Mon-Thu 8am - 6pm
Fri 8am - 5pm
Sat 9am - 5pm
Sun Closed

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 28
Mon-Fri 8am - 5pm
Sat & Sun Closed

HONEY READING ROOM
(BUSINESS AND ECONOMICS)
864-3404, 102 Summerfield
Mon-Thu 8am - 9pm
Fri 8am - 5pm
Sat noon - 5pm
Sun Closed

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 28
Mon-Fri 8am - 5pm
Sat & Sun Closed

INTERLIBRARY SERVICES
(864-3960) 3rd Level, Watson
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed: July 4

KANSAS COLLECTION (864-4274)
224 Spencer Library
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed: July 4

KANSAS STATE COLLECTIONS
(864-4334)
235 Spencer Library
Mon-Sat 8am - 6pm
Sat & Sun Closed
Closed: July 4

MATHEMATICS & COMPUTER SCIENCE
LIBRARY (864-3440) 209 Strong
Mon-Fri 8am - 5pm
Sat & Sun Closed
Closed: July 4

MUSIC LIBRARY (864-3496)
448 Murphy
Mon-Thu 8am - 5pm
Fri 8am - 5pm
Sat 10am - 4pm
Sun Closed

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 28
Mon-Fri 8am - 5pm
Sat & Sun Closed

REGENTS CENTER LIBRARY
(861-2147) 9900 Mission Rd.,
Overland Park, KS
Mon-Thu 8am - 10pm
Fri 8am - 5pm
Sat 10am - 5pm
Sun noon - 5pm

HOURS DURING CLASS HOLIDAYS:
July 4 Closed
July 30-Aug. 28
Mon-Fri 9am - 5pm
Sat & Sun Closed

SCIENCE LIBRARY (864-4928)
6040 Malott
Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 10pm

SPECIAL COLLECTIONS
(864-4334)
327 Spencer Library
Mon-Sat 8am - 6pm
Sat & Sun Closed
Closed: July 4

REFERENCE DESK (864-3347)
Staffed:
Mon-Thu 8:30am - 9pm
Fri 8:30am - 5pm
Sat & Sun 1pm - 5pm

EXCEPTIONS:
July 2-3 Not Staffed
July 4 Closed
July 30-Aug. 26
Staffed: Mon-Fri 8:30am - 5pm
Aug. 27-28
Staffed: 1pm - 5pm

COPYING SERVICES (864-4209)
Opens on same schedule as shown above, but closes 1/2 hour earlier.

(CLOSED DURING CLASS HOLIDAYS: JULY 4, AUG. 22-28)

(HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED. PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.)
STUDENT MONTHLY VACANCY

Copying Services has announced a student monthly vacancy. Students interested in this position should contact W. Gregg Buckner, Copying Services by May 17, 1988, 4:00 p.m. The position notice is attached to this issue of FYI.

Ruth Hurst

TIMECARD DEADLINE

All classified, unclassified, and student timecards are due in the Library Office NO LATER than 9:00 a.m. Friday, May 13th. Ruth Hurst

WORK STUDY REMINDER

All summer work study authorization cards are due in the Library Office by Friday, May 20th. Early submission of cards would be appreciated.

Ruth Hurst

MAIL PAYCHECKS REMINDER

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

Ruth Hurst

AFFIRMATIVE ACTION WORKSHOPS SCHEDULED

The Office of Affirmative Action has scheduled a number of workshops during the summer months on topics such as sexual harassment, human relations, recruitment procedures (for faculty and unclassified staff positions), affirmative action/equal opportunity, and veterans and persons with disabilities. The schedule for these workshops is attached to this issue of FYI. Call the Affirmative Action Office (Janet Koch), at 4-3686, to register. All sessions will be held in the Kansas Union Pine Room.

Sandy Gilliland

RECEPTION FOR RUTH HURST

The Library Office will host a farewell reception for Ruth Hurst, Student Employment Coordinator, on Friday, May 20th, at 3:30 in Watson Library Conference Rooms A/B. Ruth has been with the Libraries for 7 years and has accepted a promotion to Office Specialist classification with the Computer Center. Refreshments will be served. All staff are invited to attend.

Sandy Gilliland

REMINDER — SUPPLY ORDER DEADLINE FOR FY 1988

As announced earlier in FYI, the deadline for submission of supply orders requiring the competitive bid process (above $500) was April 26. In anticipation of the upcoming fiscal year close, all orders not requiring the bid process (under $500 in cost) should be submitted to Janet Mears in the Library Office by May 16. Supplies or printed items that will be needed prior to the close of this fiscal year should be ordered now so that funds can be identified for these purchases.

Nancy Jaeger

CHANGE TO THE POSTED LIBRARY SCHEDULE

The Science Library will be open from noon to 10pm on Sundays during the interim. This is a change to the posted schedule, and will affect the following Sundays: May 15, 22, 29, and June 5.

Note: This makes our interim schedule identical to our summer session schedule.

Barb Denton
**COURIER SCHEDULE**

For the weeks of May 16 to June 3 there will be only two courier runs per week between the Regents Center and campus. They will be on Mondays and Thursdays. The week of May 30, Memorial Day, the courier will run on Tuesday rather than Monday.

Judy Brow

**REFERENCE DEPT. CD-ROM/ONLINE WORKSTATION: OPEN FOR SERVICE AT LAST!**

The Reference Department is delighted to announce that free, end-user or mediated searching of Books in Print Plus, ERIC, and the Education Materials subset of the OCLC database, all on compact disc, is now available at the Watson Library Reference Desk. Also now available for use is the Sci-Mate Searcher front-end software for assisting mediated, ready-reference, online searching. This is free too, but is offered only at the discretion of Reference staff, for instance when printed indexes are not current enough to provide the information needed. Interested library staff are invited to stop by for hands-on demos.

Jim Neeley

**TOUR OF K-STATE LIBRARY**

As a reminder, if anyone is interested in touring the K-State Libraries on June 1st, please contact Judith Emde by Friday, May 13th.

Judith Emde

**TOUR OF THE EISENHOWER LIBRARY**

A field trip to Abilene and tour of the Eisenhower Library, boyhood home and museum is being planned by the Staff Development Committee for the last week in June, either Tuesday, June 28th, or Wednesday, June 29th. An elegant but modestly priced lunch at the famous Kirby Mansion can be included with the day's tour for $4-$7 per person. If we leave Lawrence at around 8 in the morning, we could be back by 5 in the afternoon. Please let me know by Wednesday, May 18th if you are interested in going, which day you would prefer (Tuesday or Wednesday, June 28th or 29th), and if you would like lunch at the Kirby Mansion. Thank you. (I need to let them know which day we are coming before I leave on vacation!)

Saralinda Rhodes

**REMEMBER OF FAREWELL RECEPTION**

KULSA will host a farewell reception in honor of Ellen Johnson's retirement and Barbara Denton's resignation to pursue a graduate degree in library science, on Monday, May 16th at 2:00 p.m. in Watson Library's Conference Rooms A/B. All staff are invited.

Sandy Gilliland

**SUMMER DEBATE CAMP**

Yes, Summer Debate Camp approacheth! Dates for the two sections are June 12-25 and June 26-July 9. This year's topic - "Resolved: that the federal government should implement a comprehensive program to guarantee retirement security for U.S. citizens over age 65". Bruce Daniel is still the coordinator for the camp, and doesn't expect any libraries except Watson, Science, Documents and Law to be affected. He does expect to have a higher enrollment in the camps than last year's groups. Whee!

Evalyn Gelhaus

**NEW PLANT CARETAKER**

Judy Brow has recently taken over duties as caretaker of the plants in the South Reading Room on third floor.

Evalyn Gelhaus

**ATTACHMENTS**

State Promotion and Transfer List, Affirmative Action seminars memo, and student monthly position description.
**ROMOTION 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

May 9, 1988

This list indicates positions that are open for application to non-state employees as well as state employees. Applications will be accepted through Friday, May 13, 1988.

### LAWRENCE

<table>
<thead>
<tr>
<th>Vacant Positions</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Electronics Technologist</em></td>
<td>Lynn George (913) 864-4942</td>
</tr>
<tr>
<td><em>Medical Technologist I (Must be Registered Medical Technologist)</em></td>
<td>University of Kansas</td>
</tr>
<tr>
<td><em>Graphic Designer II (Half Time Position)</em></td>
<td>Kip Grosshans (913) 864-4560</td>
</tr>
<tr>
<td>University of Kansas</td>
<td></td>
</tr>
</tbody>
</table>

### TOPEKA

<table>
<thead>
<tr>
<th>Vacant Positions</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Inspector I (Weights &amp; Measures)</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td>Board of Agriculture</td>
<td></td>
</tr>
<tr>
<td><em>Architect I (Unclassified)</em></td>
<td>Edward DeVilbiss (913) 233-3367</td>
</tr>
<tr>
<td>Department of Administration</td>
<td></td>
</tr>
<tr>
<td><em>Architect II (Unclassified)</em></td>
<td>Harry Lumley (913) 296-3343</td>
</tr>
<tr>
<td>Department of Administration</td>
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</tbody>
</table>

### WINFIELD

<table>
<thead>
<tr>
<th>Vacant Positions</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Coordinator of Institutional Research and Training (Staff Education)</em></td>
<td>Rose Varner (913) 296-7202</td>
</tr>
<tr>
<td>Department of Corrections</td>
<td></td>
</tr>
<tr>
<td><em>Licensed Practical Nurse (7-3, and 11-7 Shifts)</em></td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>State Reception and Diagnostic Center</td>
<td></td>
</tr>
<tr>
<td><em>Psychiatric Hospital Medical Records Administrator</em></td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td>Board of Agriculture</td>
<td></td>
</tr>
<tr>
<td><em>Registered Nurse III (All Shifts)</em></td>
<td>Kay Ellis (913) 296-3906</td>
</tr>
<tr>
<td>State Department of Education</td>
<td></td>
</tr>
<tr>
<td><em>Social Worker III</em></td>
<td>Lola Warner (913) 296-3600</td>
</tr>
<tr>
<td>State Conservation Commission</td>
<td></td>
</tr>
</tbody>
</table>

Candidates for this position must pass a level 1 security clearance to avoid immediate disqualification or termination from an appointment. Standards include: having never been convicted of a felony; consistent demonstration of personal integrity, good character, and respect for the rights of others; consistent demonstration of fiscal responsibility; abstinence from the use of illegal non-prescription drugs and participation in gambling; moderation in the use of alcoholic beverages and prescription drugs. Any material omission or falsification on the employment application or personal history statement shall be grounds for disqualification.

EQU OPPORTUNITY EMPLOY
May 4, 1988

To: Vice Chancellors, Deans, Directors, and Department Chairpersons

From: James A. Turner

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

1) **Search, Screening, and Selection** deals with the University's recruitment procedures for faculty and unclassified staff positions.

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

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

4) **Affirmative Action/Equal Opportunity Update** examines implications of recent policy and court decisions regarding the treatment of persons at work.

5) **Persons with Disabilities/Vietnam Era Veterans** presents federal regulations concerning persons with disabilities, disabled veterans, and veterans of the Vietnam Era, as well as KU's AA/EEO procedures which cover these protected classes.

Please call Janet Koch at 864-3686 to register for the limited enrollment at these sessions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>June 2</td>
<td>Thursday</td>
<td>10:00-11:00</td>
<td>Search, Screening &amp; Selection</td>
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<tr>
<td>June 15</td>
<td>Wednesday</td>
<td>10:00-11:00</td>
<td>Persons with Disabilities/Vietnam Era Veterans</td>
</tr>
<tr>
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</tr>
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<td>Human Relations</td>
</tr>
<tr>
<td>August 5</td>
<td>Friday</td>
<td>10:00-11:00</td>
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</tr>
<tr>
<td>August 9</td>
<td>Tuesday</td>
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<td>Preventing Sexual Harassment</td>
</tr>
</tbody>
</table>

All sessions will be held in the Pine Room of the Kansas Union.

An Equal Opportunity/Affirmative Action Employer
Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
STATE OF KANSAS -- DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1231
913-296-4278

May 9, 1988

To all state employees who qualify for promotion or transfer will be considered for these positions and should contact the appropriate agency immediately. Your Personnel Office will determine whether you qualify.

Vacant positions that are open for application to non-state employees as well as state employees. Applications will be accepted through Friday, May 13, 1988.

VACANT POSITIONS

TOPEKA

Agricultural Inspector I
(Weights & Measures)

*Architect I
(Unclassified)

*Architect II
(Unclassified)

Computer Systems Analyst III
(See Below)

TOPEKA (cont.)

R-15/16
Corrections Officer I/II

R-21
*Psychologist I

R-25
*Registered Nurse III

R-21
Social Worker II

R-25
*Unit Team Manager

R-15
Office Assistant IV

R-15
Office Assistant IV

(Typing - Micro-Computer Experience Preferred)

R-15
Office Assistant IV

(50% Position - Prefer Micro-Computer Experience)

R-15
Secretary II

(R-15
(Dictation)

R-15
Secretary II

WINFIELD

*Coordinator of Institutional Research and Training
(Staff Education)

*Licensed Practical Nurse
(7-3, and 11-7 Shifts)

*Psychiatric Hospital Medical Records Administrator

*Registered Nurse III (All Shifts)

*Social Worker III

CONTACT PERSON

Lynn George (913) 864-4942
University of Kansas

Kip Grosshans (913) 864-4560
University of Kansas

Ginny McCord (913) 296-4171
Board of Agriculture

Edward Devillbiss (913) 233-9367
Department of Administration

Harry Lumley (913) 296-3343
Department of Administration
Div. of Information Systems and Communications

Candidates for this position must pass a level 1 security clearance to avoid immediate disqualification or termination from an appointment.

Standards include: having never been convicted of a felony; consistent demonstration of personal integrity, good character, and respect for the rights of others; consistent demonstration of fiscal responsibility, abstinence from the use of illegal non-prescription drugs and participation in gambling, moderation in the use of alcoholic beverages and prescription drugs. Any material omission or falsification on the employment application or personal history statement shall be grounds for disqualification.

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May 4, 1988

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All sessions will be held in the Pine Room of the Kansas Union.

An Equal Opportunity/Affirmative Action Employer

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

Watson Library Copying Services

May 9, 1988

NOTICE OF POSITION AVAILABLE

University Libraries

POSITION: Student Monthly, one half-time position
University of Kansas Libraries, Watson Copying Services

HOURS: While classes are in session: work 20 hours per week in daily shifts of 2--4 hours in length to be worked between 8:00 a.m. and 5:00 p.m., Monday--Friday. When classes are not in session: 20 hours per week to be worked 8:00 a.m.--5:00 p.m., Monday--Friday; schedule dependent upon unit's needs. Must be able to maintain above schedule in order to continue employment.

DUTIES: 1) Accomplish detailed tasks successfully. 2) Count money, prepare deposits and maintain related records. 3) Record and compile statistics. 4) Assist with training student hourly employees in the operation and maintenance of copying equipment and in record-keeping procedures. 5) Provide back-up when supervisor is absent. 6) Reconcile change funds. 7) Provide change to branch change funds. 8) Communicate with branch libraries regarding service calls and supplies. 9) Log and place service calls. 10) Assist with fund collection, record keeping and maintenance of self-service copiers. 11) Operate copying equipment and provide user service. 12) Related duties as assigned.

QUALIFICATIONS REQUIRED: 1) Ability to work 20 hours per week in the manner described under HOURS above. 2) Availability to work when classes are not in session. 3) Flexibility in establishing future work schedules. 4) Experience working with money. 5) Ability to communicate effectively in verbal and written forms. 6) Availability to work through the end of the summer session. 7) Must be K. U. student.

QUALIFICATIONS PREFERRED: 1) At least one year of on-the-job experience with record keeping and handling money. 2) Accounting or bookkeeping coursework. 3) Data entry and typing experience. 4) Ability to accomplish detailed tasks successfully in a demanding situation. 5) Some supervisory experience. 6) Experience training others to do their jobs. 7) Ability to organize time to meet deadlines. 8) Valid driver's license and ability to drive a van. 9) Availability to start June 1, 1988. 10) Availability to work through June 30, 1989.

CONTACT: W. Gregg Buckner, Copying Services, 419 Watson Library, 864-4209

POSITION AVAILABLE: June 1, 1988--June 30, 1989. Continuation is dependent on availability of funding.

SALARY: $390.00 per month

APPLICATION DEADLINE: Tuesday, May 17, 1988, 4:00 p.m.
Interviews will not be scheduled until after the application deadline.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE OR ANCESTRY.
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

PERSONNEL

Kent Lewis has joined the Library staff as a full-time Office Assistant III in the Cataloging Department (effective May 2nd). You may recall Kent from his previous library employment in the Reference Department (1984-86). Kent replaces Layne Pierce.

Marilyn Hu has been appointed as a Library Assistant II in the Science Library effective July, 1988. Marilyn is currently a Library Assistant II with Farrell Library, Kansas State University where she has been employed for over 16 years. She replaces Barb Denton.

Linda Evans' Library Assistant I position has been approved for reclassification to the Library Assistant II level effective June 8, 1988. Linda is employed in the Reference Department.

REMINDER OF FAREWELL PARTY

As a reminder, the Library Office is hosting a farewell party for Ruth Hurst at 3:30 p.m. Friday, May 20th in the Conference Rooms. All staff are invited to attend. Refreshments will be served.

WORK STUDY REMINDER

All summer work study authorization cards are due in the Library Office Friday, May 20th.

UPCOMING LFA MEETING

A reminder that the LFA will have its Spring Meeting on Tuesday, May 24, at 10:00 a.m. in the Watson Conference Rooms. A brief review of the year's work will be presented by committee chairs. Also discussed will be issues concerning promotion and tenure and the peer review process.

LOST PERIODICAL

The following periodical has disappeared from the shelf in the Periodicals Reading Room. Please check your desks to see if you have this issue, and if so, please return it as soon as possible. We do have requests from patrons for this issue. Thank you for your assistance. Library Trends v.35:3, Winter, 1987

MISSING FROM REFERENCE COLLECTION

The 1987 annual edition and the February and April 1988 issues of Library Literature (z/666/L 69) have been missing from the Reference collection for several weeks. If you know of their whereabouts, please return them to the Reference Department.

TELECOMMUNICATIONS

Jan Weller, Acting Director of the Telecommunications Office, has recently informed University departments of an electrical power shut-down that is necessary for a KP&L upgrade of their electrical systems. The switch

An Equal Opportunity/Affirmative Action Employer
FYI - 5/19/88

is scheduled for 3:30 p.m. on Friday, May 20, and will last about five hours. This power outage should NOT affect the continuous operation of the telephone system. Arrangements have been made for battery backup and technical support so that uninterrupted telephone service is provided.

Nancy Jaeger

CREDITS

Ellen S. Johnson, Librarian for the Archive of Recorded Sound, Murphy Hall, will make a presentation on her research with the two-year NEH Grant: AUDIO PRESERVATION at the Association for Recorded Sound Conference in Toronto, Canada, in May. She will also give a two-hour presentation at the Mountain Plains Library Association in Omaha in October. The FINAL REPORT will be published in 1989.

Ruth Miller

ATTACHMENTS

Minutes of the following meetings: Library Faculty Assembly Executive Committee, 4/27/88 and 5/3/88; Staff Development Committee, 5/5/88; "Taps", poem by Ellen Johnson (below); State Promotion and Transfer List.

TAPS with apologies to Irving Berlin, May 1988

I've been a librarian quite a while
And I would like to state
The life is simply wonderful
They say the pay is great.
I work with everyone who climbs this wooded hill
I love them all. They all love me.
It's very lovely, but - -

O how I hate to get up in the morning
O how I'd love to remain in bed
For the heart is full of woe
Just to hear that whistle blow

You gotta get up, you gotta get up
You gotta get up in the morning.

I'll ignore every committee
I'm going to pretend they're dead
I'll amputate the telephone, and stand it on its head,
Then I'll get the other pup
The guy who makes the schedules up,
And spend the rest of my life in bed.

You don't gotta get up, you don't gotta get up
You don't gotta get up in the morning,
When retirement is aborning.

Ellen Johnson
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: April 27, 1988

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

1. Promotion and Tenure Issues:
   In the course of reviewing the minutes of the previous meeting, the committee talked further about the issues brought up at the April 19 meeting of the UCPT subcommittee with some library staff. Sherry Williams, chair of LCPT, has informed Sandra Brandt that LCPT will be preparing a report on the April 19 meeting and a list of suggested guidelines for librarians to follow in preparing their tenure and promotion files.

2. Orientation Task Force Report:
   The committee reviewed the Task Force report and the set of materials assembled by the Task Force for use in staff orientation. After discussion the committee concluded that most of the Task Force’s recommendations might be added to the Staff Development Committee’s charge for next year. Staff Development could be asked to carry forward the Task Force’s recommendations and ideas during the next year, and to recommend, at the end of that year, whether staff orientation activities could become permanently a part of the Staff Development Committee’s assignment, or whether a separate committee should be established. One Task Force recommendation—that the library’s personnel officer become an ex-officio member of the Staff Development Committee—requires a code change, and could be considered by next year’s Executive Committee for a possible ballot in the fall.

   Sandra Brandt will ask Lars Leon, Chair of Classified Conference, if the classified staff wish to become involved in the implementation of staff orientation activities.

   LFA Exec will continue discussing the Task Force’s recommendations at a future meeting.

3. Spring LFA Meeting:
   The Committee agreed that a spring meeting of the full LFA is necessary to hear committee reports and to discuss the promotion and tenure issues raised by UCPT.

   Peer Review must be discussed again also. According to a letter that Sandra Brandt has received from Sandy Gilliland, the Peer Review Task Force’s recommendation that tenured Librarian IIs and IIIIs not be reviewed annually apparently cannot be adopted because Academic Affairs has ruled that all faculty must be reviewed annually. The Committee discussed the possibility that although
Academic Affairs requires an annual review, it need not be peer review; if so, perhaps tenured librarians could be reviewed annually by their supervisors and the deans, but less frequently by the Peer Review Committee. LFA Exec will gather more information on this matter and discuss it further before the full LFA meeting.

The Executive Committee has also received a letter regarding peer review from several members of the Cataloging Department. The Committee decided to discuss the letter at a future meeting, with two committee members not participating: Susan Hitchens because she is currently serving on the Peer Review Committee, and Lorraine Moore because she is a signatory to the letter.

4. Future Meetings:
LFA Exec will meet Monday May 16 to discuss the peer review question; Wednesday, May 18 to discuss the Cataloging Department letter (Lorraine Moore and Susan Hitchens not present); and Monday, May 23 to prepare for the LFA Spring meeting, which will be held Tuesday, May 24, at 10:00.

Reported by Rachel Miller
A notice was placed in this week's FYI about requests for travel funding during the first quarter of FY89. As of yet, we do not know the amount Academic Affairs will allot to the University libraries for travel.

A discussion followed on the inadequacy of the travel funds and what we should attempt to do to improve funding for staff travel. The committee decided to prepare a report this fall that will outline the benefits of attending national meetings and the lack of travel funds. If possible, the report will be included in the Dean's budget request for the next fiscal year.

This week's FYI also contains an announcement of the tour planned to the K-State libraries on June 1st. Two University vans have been reserved for that date. A general tour of the main library will be conducted in the morning and more detailed tours of specific areas will be planned for the afternoon depending upon the interests of the staff attending.

Saralinda will plan the Eisenhower Library tour for the last week of June. Since all of the people who signed up for the tour of Allen Press in March could not be accommodated, a second tour will be planned for the second or third week of June. A proposed visit to the State Library and the State Historical Society will be delayed to a later date.

Topics for brown bag lunches or afternoon presentations were suggested. Judith will contact Nicolette Bromberg about presenting information on preservation of photographs.

Judith Emde
Secretary

May 3, 1988

To: LFA Executive Committee
Re: Nominating Committee meeting

The Nominating Committee met on April 27, 1988 to count the LFA ballots for Merit Salary Distribution, FY1989. The votes were tallied and plans were made to report the results to the LFA Executive Committee.

Plans to make the annual call for nominations for LFA committees and officers are pending.

--Reported by Rhonda Neugebauer, Secretary
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, May 20, 1988

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<tr>
<td>HAYS</td>
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<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Minta Rumsey (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<td>Hays Area Office</td>
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<tr>
<td>HUTCHINSON</td>
<td></td>
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<tr>
<td>R-23</td>
<td>*Clinical Chaplain II (50% Position)</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas State Industrial Reformatory</td>
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<tr>
<td>KANSAS CITY</td>
<td></td>
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<tr>
<td>R-21</td>
<td>*Dietitian II</td>
<td>Warren Hurst (931) 281-3308</td>
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<td></td>
<td>School for the Visually Handicapped</td>
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<td>LAWRENCE</td>
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<td>R-23</td>
<td>*Physical Plant Supervisor I (Management of University Garage)</td>
<td>Lynn George (913) 864-4942</td>
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<td>University of Kansas</td>
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<tr>
<td>SALINA</td>
<td></td>
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<td>R-28</td>
<td>*Social Service Administrator IV (Director of Rehabilitation Facility)</td>
<td>Mary Grace (913) 296-3911</td>
</tr>
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<td></td>
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<td>Dept. of Social and Rehabilitation Services</td>
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<td>Rehabilitation Services</td>
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<tr>
<td>TOPEKA</td>
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<tr>
<td>R-21</td>
<td>*Accountant II (Travel Required)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (Typing)</td>
<td>Adjutant General's Department</td>
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<td>Division of Emergency Preparedness</td>
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EQUAL OPPORTUNITY EMPLOYER
(CONTINUED ON BACK)
TOPEKA (cont.)

R-23  *Corrections Counselor II
      (11:00 a.m. - 7:30 p.m.)
R-18  *Institutional Food Service Manager
R-25  *Registered Nurse III
      (Relief Position)
R-21  *Social Worker II
      (12:30 p.m. - 9:00 p.m.)
R-23  Corrections Counselor II
R-19  Refrigeration and Air Conditioning
      Service Technician II
R-18  Data Control Technician III
      (4:00 p.m. - 12:30 a.m.)
R-13  Keyboard Operator II
      (Micro-Computer
      Experience Preferred)
R-14  *Medical Records Technician
R-22/25  Registered Nurse II-III
      (More than one vacancy)
      (3-11 and 11-7 shifts)
R-15  Office Assistant IV (100% Position)
      (Prefer Micro-Computer Experience)
R-29  *Personnel Management Specialist IV
      (See Page 3)
R-13  Secretary I

WICHITA

R-10  *Facility Custodian
      (2 Positions - Unclassified)

WINFIELD

R-31  *Coordinator of Institutional
      Research and Training
      (Staff Education)
R-15  *Licensed Practical Nurse
      (7-3, and 11-7 Shifts)
R-20  *Psychiatric Hospital Medical
      Records Administrator
R-25  *Registered Nurse III (All Shifts)
R-22  *Social Worker III

Gloria Weir (913) 296-7295
Correctional-Vocational Training Center

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

Dorothy Eaton (913) 296-4993
Department of Administration
Division of Accounts and Reports

Pam Raiman (913) 296-3436
Department of Administration
Division of Accounts and Reports

Don Pesmark (913) 296-4321
Topeka State Hospital

Lola Warner (913) 296-3600
State Conservation Commission

Vicki Harding (913) 296-3140
Department of Administratration
Division of Personnel Services

James Trast (913) 296-4648
Dept. of Social and Rehabilitation Services
Youth Services

Sheree AraSmith (316) 687-7763
Adjutant General's Department

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

PLEASE NOTE: Job Description for Personnel
Management Specialist IV is in the Library
Office for interested persons.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

COURIER SCHEDULE

The K-State-based Regents Schools courier, that normally drops off and picks up materials from the Interlibrary Loan office on Mondays and Thursdays, will be making a stop Tuesday May 31st instead of Monday May 30th, due to the Memorial Day holiday.

In case there is any confusion, this courier does visit the Regents Center although it is a different courier from the "Regents Center" courier that visits the Regents Center daily when school is in session. The daily Regents Center courier drops off and picks up materials from the Watson Reference Dept. office.

Contact Brenda Owens if you have questions about the Regents Center courier (which is currently in recess until June 6). Contact Judy Brow or Sandra Brandt with questions about the K-State-based Regents Schools courier.

FRONT DOOR PROBLEMS

We are having trouble with the front doors again. Would everyone please remember (and remind your students) to make sure the door is tightly closed behind you when you enter or leave the building when we are not open? Thank you. Kendall Simmons

LFA ELECTION CORRECTION

Sandy Mason was earlier this year co-opted to fill a two year term on the Library Committee on Promotion and Tenure left vacant by Susan Craig's resignation. Sandy will continue to serve for the second year of that term. Three Librarian III positions remain to be filled by election.

ATTACHMENTS

Minutes to the following meetings: Staff Committee-New Science Library meeting of 5/13/88; Libraries’ Committee on Promotion and Tenure meeting of 5/2/88; State Promotion and Transfer List.

FIELD TRIP TO EISENHOWER LIBRARY REMINDER

It’s still not too late to sign up for the field trip to the Eisenhower Library, home and museum in Abilene. The trip has been set for Wednesday, June 29th, between 8 a.m. and 5 p.m. There will be a tour of the library and archives in the morning, lunch at the Kirby Mansion, and a tour of the home and museum in the afternoon. Please let me know by June 15th if you'd like to go. Please let Ruth Miller know if you can volunteer to be a driver of one of the vans. Thank you.

Saralinda Rhodes

An Equal Opportunity/Affirmative Action Employer
SC -- NSL meeting, Friday, May 13, 1988

Present: Sarah Couch, Barb Denton, Janice Frankin, Chanette Kirby, Malcolm Lodwick, Carmela Sibley, Sherry Williams, Annie Williams & Jim Ranz.

Absent: Nancy Burich, Sherry Hawkins, Rob Melton, Ruth Hurst.

Minutes of the meeting of Friday, March 18, 1988, are not yet available due to Nancy Burich's unexpected surgery.

With the resignations of Barb Denton and Ruth Hurst, the Classified Conference has filled their positions on the committee with Chanette Kirby and Malcolm Lodwick.

Although Rob was unable to attend, he sent a report of his conversation with Prof. Glenn Shafer, School of Business, about statistics journals. These journals are split between the Math Library, Watson Library and the present Science Library; some are in Dewey and some in LC. Even with Math and Science joining in the new science library, there will still be four places that statistics materials may shelve. After much discussion and given the small number of journals involved, Sarah Couch agreed to draft a letter to CDC Exec suggesting that the appropriate bibliographers work out a solution to this problem.

Next we discussed a memo to Jim Ranz from Mary Roach of 9 May 1988 regarding geography titles classified in Dewey. If the 15,456 titles classified in 910-919 were reclassified to LC, only 1125 (7 percent) would go to the new science library. 422 titles (3 percent) would go to the Map Library, while 13,909 titles (90 percent) would stay in Watson. The SC -- NSL, in an effort to make space in Watson, had recommended that Geography move to the new science library. However, these figures show that very little space will be gained in Watson by reclassing the titles in 910-919.

Jim Ranz announced that the University has received a gift to enable it to build a performing arts center. In addition, plans also call for Murphy Hall, including the Music Library, to be expanded. After the performing arts center is completed, the second phase of the new science library MAY become a reality in Hoch Auditorium. Ranz also reported that colors, fabrics, carpets, etc., are being chosen for the new building. Committee members were urged to walk around the site, outside the fence of course.

The next meeting will be Friday, August 19th at 1:30, unless Sarah's draft letter to CDC Exec cannot be dealt with via the mail.

Respectfully submitted,

Annie Williams
Acting Secretary
Libraries' Committee on Promotion and Tenure
Minutes of Meeting 2 May 88

Present: S. Williams, Clark, Mason, Gaeddert, Melton, Jones, Ranz (ex officio)

The committee was joined by Susan Craig to discuss the letter from F.H. Heller of the UCPT to Dean Ranz regarding problems found by UCPT in evaluating library faculty. One earlier meeting had been held with the Deans, Personnel Officer, Brandt, Craig and S. Williams and another with the UCPT subcommittee.

Craig reported her experience with UCPT, its composition and procedures. There is concern on UCPT that they are not given enough information on librarians. Our standards and tenurability are not in question, but they find our dossiers not useful for them to make an independent decision. It would be helpful for librarians preparing for promotion or tenure to attend the fall general meeting of UCPT. The chair of LCPT might also want to attend the UCPT meeting where the Dean makes an individual presentation. The library does have an administrative review process and this need to be emphasized to UCPT. The "blue form" and vita are critical as are the letters of the dean, department chair, and outside review letters.

Vice-Chancellor Ramaley has asked for a review of all forms used for candidates. The UCPT subcommittee suggested that the files for all candidates be redesigned, possibly using a binder and a contents page and recommended that special pages for library faculty and researchers be made available. Librarians will be given the opportunity to review any proposed new forms.

Dean Ranz emphasized that in the previous 13 years there had almost always been agreement with the Libraries' promotion and tenure recommendations. He felt that the desire for outside evaluations was not as strong later in the meeting with the UCPT subcommittee as it had been earlier in the meeting, after it had been pointed out that librarians are not given time for research.

S. Williams reported her perceptions of UCPT's concerns:

1. UCPT did not have recent information on how librarians differ, or how individual candidates placed in the mission and expectations of the library. A folder kept in Academic Affairs proved, when found, to be outdated.

2. UCPT was at first concerned about outside evaluations. Craig also mentioned that the individual candidate needs to take a lot of initiative in information gathering. Clark emphasized the importance of attending the fall open meeting.

Ranz emphasized the importance of individual activities being evaluated rather than just listed. Melton and Gaeddert mentioned
the possibility of mentoring new librarians so that the importance of documenting activities could be emphasized.

Craig described the outside evaluation process. The candidate often suggests an appropriate person or persons and the committee or dean preparing the file requests the evaluation. The evaluator's credentials accompany that individual's comments.

Craig had the following suggestions:
1. Files which contained a brief general statement of the expectations that the individual was to meet were easiest to read.
2. Job descriptions need to be thorough and tailored to the level of the candidate; they are to be written by the supervisor.
3. The candidate then needs to describe how he/she meets the expectations.
4. Librarians can emphasize their service activities—a particular strength for us with respect to department, school, and profession. Committees and their activities need to be described thoroughly, especially when service was heavy. Librarians, in fact, are engaged in a heavy amount of service compared with teaching faculty.
5. Individuals who can solicit "outside" letters—including those from KU teaching faculty—need to be encouraged to do so.

Mason mentioned the concern that LCPT take a role in advising faculty on the preparation of the files as well as evaluating the persons under consideration. Melton suggested that the Libraries hold an open meeting to give advice to untenured library faculty each fall. Craig made a further suggestion that the Libraries' criteria for promotion and tenure be made more visible to UCPT—perhaps by attaching them to the blue sheets or by handing them out at the UCPT's fall meeting with the Deans.

The next meeting of LCPT was scheduled for May 17 at 10:30 AM to further discuss how we might address these issues.
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, May 27, 1988.

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<td>*Print Shop Supervisor (Pre-Press Area)</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<td>*Social Service Administrator IV (Director of Rehabilitation Services)</td>
<td>Mary Grace (913) 296-3911 Dept. of Social and Rehabilitation Services</td>
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<td>*Technical Support Programmer II (IBM/VM Experience Desired)</td>
<td>Laura Storrer (316) 343-1200 (Ext. 6379) Emporia State University</td>
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<td>Activity Therapist I</td>
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UNCLASSIFIED VACANCY

HEAD OF ACQUISITIONS DEPARTMENT, a full-time, tenure-track position. Responsible for the operations of the Acquisitions Department, which include monographic firm ordering, approval plans, and exchange and gifts. Responsible for space, automation, staffing, and functioning of the department and for operation of Innovacq automated acquisitions system. Serves as liaison between Acquisitions Department and subject bibliographers. May have bibliographic selection assignment. Reports to Assistant Dean for Technical Services. The Acquisitions Department has a staff of 9 FTE classified employees, and currently administers a monographic budget of $1.5 million. Required Qualifications: MLS from an ALA-accredited library school; two years professional experience in a research library; research library experience in acquisitions or in collection development; knowledge of at least one European language; ability to communicate effectively orally and in writing. Preferred Qualifications: Supervisory experience; advanced subject degree; knowledge of library automation, especially as applied to acquisitions; knowledge of domestic and foreign book trade. Annual Salary: $26,000 - $33,000 dependent upon qualifications. Excellent benefits. Application Deadline: Applications must be postmarked by July 29, 1988. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts and names of three references to Sandra Gilliland, 502 Watson Library.

SANDY GILLILAND

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

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to the search committee for the position of Head of Acquisitions Department: Clint Howard, Chair; Susan Craig; Sandra Gilliland; Carol Jeffries; Kent Miller; Richard Ring; Elizabeth Stephens; Rebecca Stuhr-Rommereim; LeAnn Weller.

SANDY GILLILAND

TRAVEL REIMBURSEMENTS

Since the end of the fiscal year is June 30th, I MUST have all out-of-state travel receipts in by June 27th in order to have time to process them before the deadline in the Comptroller's office.

If you anticipate state funded in-state travel in the month of June, I will need that information by June 27th also, even if it is travel on/between 6/27 and 6/30, which you will have to estimate.

Grant funded travel is not subject to state fiscal year deadline but must be processed prior to the grant ending date.

RUTH MILLER

SUSAN CRAIG TO HALL CENTER EXECUTIVE COMMITTEE

Susan Craig has been appointed to the Executive Committee of KU's Hall Center for the Humanities, for a three-year term beginning fall 1988. The mission of the Hall Center is to advance study and research in the humanities both on the KU campus and within the region.

MARY HAWKINS

An Equal Opportunity/Affirmative Action Employer
FYI - 6/2/88

PRESENTATION ON IDENTIFYING AND PRESERVING YOUR OLD PHOTOS

The Staff Development Committee invites everyone to attend a presentation by Nicolette Bromberg on preservation of old photographs. It will be held Thursday, June 9th, at 3:30 p.m. in the Kansas Collection Map Room.

Judith Emde

CIVIL SERVICE EXAMINATIONS OFFERED DURING JUNE

Attached is a listing of the civil service examinations offered on campus during the month of June. All library students interested in permanent state civil service employment must take a civil service examination in one or more classifications. Contact Sandra Gilliland for additional information.

Sandy Gilliland

ATTACHMENTS

Minutes of the following meetings: Salary Committee meeting of 4/4/88; Library Faculty Assembly General meeting of 5/24/88; Libraries' Committee on Promotion and Tenure of 5/19/88; Civil Service Examinations calendar.

Submitted by Priscilla Howe
MINUTES: LIBRARY FACULTY ASSEMBLY GENERAL MEETING
DATE: May 24, 1988

Present: Sandra Brandt, Rick Clement, Lorraine Moore, Rich Ring,
Dan Barkley, Jim Neeley, Kathleen Neeley, LeAnn Weller, Jan Darting,
Becky Schulte, Maureen Herraghty, Susanne Clement, Gordon Anderson,
Donna Koepp, Galee Gillespie, Rebecca Stuhr-Rommereim, Sandy Mason,
Rachel Miller, Susan Hitchens, Margaret Wilson, Rhonda Neugebauer,
Barbara Jones, Barb Gaeddert, Paulette DiFilippo, Suzanne Tronier,
Shelley Miller, Priscilla Howe, Mary Roach, Annie Williams, Sandra
Gilliland, Mary Hawkins, Clint Howard, Gene Carvalho, Sherry
Williams, Bill Mitchell

1. Preliminaries:

Sandra Brandt called the meeting to order. A quorum of members
was present. A reading of the minutes of this year's three previous
general meetings was dispensed with since they were published in
FYI. Sandra announced that she had asked Sandy Mason to serve as
parliamentarian for the meeting.

2. New members:

Becky Schulte introduced Maureen Herraghty and Susanne Clement,
new staff members with the Wilcox Collection Title II-C Cataloging
Project.

3. LFA Committee reports:

Committee on Budget and Planning: Rebecca Stuhr-Rommereim,
speaking for Marilyn Clark, stated that the committee is still
working and will present a report at a later date.

Committee on Salaries: Shelley Miller summarized the
committee's work, which this year included providing information on
staff benefits and working to improve those benefits.

Nominating and Ballot Committee: Kathleen Neeley reported that
the committee had distributed ballots for Peer Review Committee
elections, Peer Review Task Force recommendations, and merit salary
distribution, and at this time is preparing a slate of candidates
for election to next year's Executive Committee and Committee on
Promotion and Tenure.

Committee on Staff Development: Rich Ring reported that the
committee distributed travel funds and sponsored a tour of Allen
Press. Tours of the Kansas State University Library and the
Eisenhower Library will take place in the next few weeks. In
response to a question from Gene Carvalho, Rich listed other
university sources of travel funds.
Barb Gaeddert provided a brief summary of the Task Force's recommendations. Sandra Brandt outlined the Executive Committee’s thoughts on how the recommendations might be implemented, principally Exec’s idea that the Committee on Staff Development incorporate orientation into its charge for next year and at the end of that year evaluate whether orientation should become a permanent component of that committee’s activities or whether a new committee should be created. Jim Neeley asked that the Task Force’s report and the list of the contents of the orientation materials box be distributed to all LFA members. Rhonda Neugabauer recommended adding to the box materials dealing with unclassified others. Gene Carvalho mentioned the importance of classified staff participation in orientation. Sandra Brandt responded that she will invite classified staff representatives to participate.

5. Promotion and Tenure issues:

Sherry Williams, chair of the Committee on Promotion and Tenure, reported on the committee's work this year. Then, in more detail, Sherry described the recent developments that resulted from the concerns brought up last month by a subcommittee of the University Committee on Promotion and Tenure. LCPT is working on specific recommendations intended to address UCPT's concerns, to clarify criteria and expectations for librarians, and to assist librarians who are preparing promotion or tenure files.

Several comments and questions followed regarding UCPT's concern that librarians' dossiers do not consistently include external evaluations. Librarians' assignments differ in the extent to which they offer opportunity for external contacts; external evaluations (whether from outside the library or outside the university) may be appropriate for some and inappropriate for others. The fundamental point seems to be that the dossier should explain the nature of the assignment and why the file does or does not include external evaluations. Since members of UCPT generally know little about what librarians do, the library needs to provide them this information, communicating even what we tend to take for granted.

Additional questions were raised regarding the nature of the letter from the Dean that UCPT is requesting be present in each file. The function of this is for the Dean to explain criteria and expectations for librarians and also to comment specifically on the individual candidate's qualifications.

6. Peer review issues:

Rick Clement summarized the events that have followed last fall's LFA vote to approve the recommendations of the Peer Review
Task Force. Sandy Gilliland checked with the Office of Academic Affairs regarding the Task Force's recommendation that tenured LIIs and LIIIs be reviewed every two and three years respectively, and learned from Carolyn Kelley, Assistant to the Vice Chancellor for Academic Affairs, that the university requires an annual performance review. Rick Clement and Sandra Brandt met last week with Dean Ranz and Sandy Gilliland to confirm this information and to discuss its possible implications for the peer review process in general. Rick reported that, after discussing the matter, the Executive Committee concluded that it would be impossible to implement visitation without a staggered review of tenured LIIs and LIIIs. The Committee therefore recommended that this component of the process be abolished. The Executive Committee also recommended that the changes to the instructions in the FASAR still be implemented.

Following Rick's report, Susan Hitchens introduced a motion to accept the recommendation of the Executive Committee to abolish the visitation portion of the peer review process. The motion was seconded by Gordon Anderson. Because the sense of the membership present seemed to be that discussion should not be limited to visitation alone and instead be allowed to address the broader peer review picture, Susan and Gordon withdrew the motion.

Jim Neeley made a motion that the membership discuss peer review. The motion was seconded and passed.

The discussion included the following points:

--The entire present peer review process is flawed and should be examined;

--The university mandates merit evaluations, but it does not mandate peer review, so peer review is not really necessary;

--The Peer Review Task Force did not consider alternatives to peer review and limited itself to attempting to improve the present system;

--The Peer Review Task Force did receive a broad charge to examine the evaluation process; it did consider alternative evaluation systems from other KU academic departments and from other libraries; none of these received significant support from KU librarians in interviews conducted by the Task Force;

--The recommendations of the Peer Review Task Force were designed to take into account the views and wishes of KU librarians as expressed in the interviews;

--The information collected by the Task Force should be turned over to a new group that would continue the work of studying and making recommendations about the evaluation process;
--Some librarians' views regarding peer review have changed since they were interviewed by the Task Force;

--The Task Force's questions did not allow sufficient latitude for answers;

--The annual merit review required by the university, since it need not be peer review, should occur as a separate process from the review for promotion and tenure, which must have a peer review component;

--Peer review was originally adopted by KU librarians because a majority of them considered it fairer than administrative or supervisory review;

--Evaluations done by supervisors are done with greater knowledge and confidentiality than peer evaluations;

--The present peer review process is fairer and simpler than any alternative that has been proposed; it cannot be simplified further, and while it can result in unfair ratings in a single year, over a period of several years it is fair;

--There are evaluation systems that are simpler and fairer than peer review;

--The evaluation system should be made simpler, less time-consuming and less emotionally draining;

--An example of an alternative system is one that would replace ratings, which are themselves a part of the problem and not professional, with a simple statement in the supervisor's evaluation: "This librarian's performance does/does not conform to the expectation for librarians of this rank and does/does not merit the salary increase recommended for librarians of this rank." This system would award salary increases on a pass/fail basis, and would reward superior achievement by means of a "librarian of the year" program;

--The present peer review process gives librarians no possibility for improvement because criteria are not stated and feedback is not allowed; ratings are comparative and to reveal anything breaches confidentiality; even if feedback were permitted, there is no guarantee that the following year’s peer review committee would agree with suggestions for improvement made by the previous committee;

--Criteria for evaluations should be published in advance;
--University criteria for promotion and tenure are not published either; statements available in university documents are purposely couched in general rather than specific terms;

--LFA Exec should not establish an ad-hoc Peer Review Committee to review 1988 performances;

Ken Lohrentz initiated a motion, which was modified by friendly amendments and then seconded, "to set up a Task Force to study the merit and evaluation process, including alternatives to the existing system, and to report as soon as possible." After brief further discussion, the motion was voted on and passed.

Sandy Mason followed with a motion, which was seconded, "that this Assembly advise the Dean of Libraries to assign the duty of providing annual evaluations and merit ratings of all librarians to supervisory librarians, i.e., department heads, assistant deans, and himself -- this procedure to continue until adoption of a new procedure or March 1989, whichever is the earlier -- and that the LFA Executive Committee appoint a committee representative of the librarian membership of LFA to hear appeals from decisions reached under the procedure described in the first part of this motion."

The specific discussion on the motion included these additional comments:

--What would be the function of an appeals committee that had not itself assigned ratings?

--If the motion passes it will probably result in abolishing peer review in favor of supervisor evaluations for the indefinite future, since past LFA experience with attempts to write a peer review procedure into the code and to establish a Peer Review Committee within LFA have failed for lack of a two-thirds majority;

--There is among the membership more support for peer review than one would think listening to the preceding discussion.

By a vote of those present it was decided to put the motion to a mail ballot. It was also agreed that the motion would pass if approved by a simple majority of librarians voting. The ballot will be distributed soon. Members who could not attend the meeting will be able to read the minutes in FYI before the ballot goes out. The consensus was that visitation, approved by LFA last fall, is null and void without a specific vote to abolish it by the LFA.

Lorraine Moore introduced a motion, which was seconded and passed, to thank Sandra Brandt for her excellent leadership of LFA during the year. (Loud applause.)

Reported by Rachel Miller
Libraries' Committee on Promotion and Tenure
Minutes of Meeting 19 May 88

Present: S. Williams, Clark, Mason, Gaeddert, Melton, Jones, S. Miller, Ranz (ex officio)

Discussion continued on the topic of UCPT's concerns about our dossiers. Williams mentioned mentoring, outside letters, and the Dean's presentation to UCPT as having been discussed previously. Williams will be making a report on LCPT's activities of the year to the LFA general meeting.

Mason suggested we recommend that candidates for promotion and tenure attend the fall UCPT open meeting. Gaeddert recommended that one or two LCPT member also plan to attend. Mason suggested that individuals be contacted by the personnel officer and urged to attend.

Clark asked if we should recommend that the LCPT chair attend the UCPT fall meeting where the Dean makes his presentation. Ranz agreed that this would be possible.

Mason expressed concern that individuals need to begin early to prepare dossiers. Ranz indicated that all candidates are encouraged to provide outside documentation where appropriate. Miller mentioned the concern that LCPT coach as well as evaluate dossiers. Ranz did not feel that coaching need involve a conflict of interest. Clark and Jones felt that coaching could be handled before any dossiers are received.

Melton suggested that LCPT follow up the UCPT open meeting with its own general meeting for candidates for promotion or tenure, perhaps including supervisors.

Ranz encouraged the idea that files need to be kept up all during the person's career, not just right before the file is due. Clark suggested working with the Staff Development Committee to help remind candidates to begin documentation early. Melton suggested it could be part of the job interview process. Most committee member felt that "dossier-building" could be addressed after the person is hired.

Miller emphasized the usefulness to tenure-track people of knowing how the files will be reviewed. Clark suggested that LCPT do a panel in the fall with Susan Craig to inform non-tenured staff and those who might go up for promotion - or for anyone who wanted to attend - about the need for documentation. Gaeddert indicated that if committee chairs made evaluative comments about members, their willingness to do this might be recognized by the LFA chair when that individual evaluated
individual committee chairs.

Clark mentioned that the library's descriptive folder in Academic Affairs needs to be updated. Williams suggested we could ask the LFA Executive Committee to make this part of the charge for the next LCPT.

Clark moved that LCPT recommend to the LFA Executive Committee that the Dean no longer be an ex officio member of LCPT since his being an ex officio member and writing a letter for each candidate constitutes double jeopardy. The motion was seconded by Miller. Motion tabled until the next meeting which will be Wednesday, May 25th at 10:15 AM.
### June 1988

**CALENDAR OF CIVIL SERVICE EXAMINATIONS**

For Testing Information, call 864-4942

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**WRITTEN EXAMS OFFERED:**
- Cook I, II; Food Service Supervisor I, II; GMRT I, II; Office Assistant I, II, III; Refrigeration I, II; A/C Service Tech. I, II; University Police Officer.

**NOTE:** Also accepting applications for the following unclassified exams (rating of training and experience):
- Carpenter I; Dietitian I, II, III
- Electrician I; Medical Technologist I; Office Assistant IV; Painter; Plumber I; Radiologic Technologist II, Diagnostic X-Ray; University Police Officer.
STUDENT MONTHLY POSITION ANNOUNCED

Attached to this issue of FYI, is an advertisement for a student monthly position in the Periodicals Reading Room. Students interested in applying for this position should contact Janet Revenew, Periodicals Reading Room, Fourth Floor, Watson Library, between 8:00 a.m. and 4:00 p.m., M-F.  Sandy Gilliland

TIMECARD DEADLINE ANNOUNCED

All timecards, especially for students, are due by 9:00 a.m. Tuesday, June 14th. Because this is the final pay period for the fiscal year, please make certain your student hour expenditures are accurate. Contact Sandy Gilliland if you have any questions. Classified and unclassified staff should also submit their timecards by this deadline.  Sandy Gilliland

PERSONNEL

Rebecca Stuhr-Rommereim, Reference Librarian, has announced her resignation. She was appointed as a Librarian I in the Reference Department on September 18, 1984. Rebecca and her husband will be moving to Grinnell, Iowa.  Sandy Gilliland

REMINDER—TRAVEL REIMBURSEMENTS

Since the end of the fiscal year is June 30th, I MUST have all out-of-state travel, in-state information, and private car mileage information, in by June 27th in order to have time to process them before the deadline date in the Comptroller's Office. If you anticipate in-state travel (state-funded) this month between the dates of 6/27 and 6/30, you'll have to estimate the charges so money can be encumbered in order for you to be reimbursed later. Grant funded travel is not subject to the state fiscal year deadline but must be processed prior to the grant ending date.  Ruth Miller

SUMMER LIBRARY HOURS

All summer library hours have been put on the on-line catalog, either per your request or taken from the written schedule. All department heads are encouraged to check your on-line screen to make sure they are correct. Please contact Ruth Miller if there are any corrections, additions, or deletions. Thank you.  Ruth Miller

TEMPORARY STAFF REASSIGNMENTS

Two members of the Science Library staff, Judith Emde (Librarian I) and Sue Hewitt (Library Assistant II) will be working full-time on the Science Retrospective Conversion Project, effective June 18, 1988. Both staff will be housed in the Retrocon Project office, Level 2, Watson Library, for the duration of the project, and will return to the Science Library when the new building is opened.  Sandy Gilliland

CATALOGERS' ASSIGNMENTS

Geoff Husic is now working in the Serial's Cataloging Unit replacing Aimee Algiers Baxter. His phone number is 4-3535. Paulette DiFilippo is cataloging monographs and helping in the Authorities Cataloging Unit.  Lorraine Moore
COLLECTION DEVELOPMENT COMMITTEE MEETING

The Collection Development Council will meet on Thursday 23 June at 10:30 a.m. The meeting originally scheduled for 9 June has been cancelled.

Bibliographers' requests for the FY89 budget will be due on Friday 15 July.

THANKS TO ALL

Ruth Hurst has extended the following "Thank you" message: "Thank you everyone who attended my farewell reception and to everyone who stopped in or called to say 'goodbye'. A special thanks to the Library Office for giving the reception and to KULSA (Al) for the gift certificate."

ATTACHMENTS

Student monthly position description (below), Minutes of Libraries' Committee on Promotion and Tenure meeting of 5/25/88, and Library Automation Committee report.

The University of Kansas

Watson Library Periodicals Reading Room

June 6, 1988

NOTICE OF POSITION AVAILABLE

POSITION:
Student Monthly, one half-time position
University of Kansas Libraries, Periodicals Reading Room

HOURS:
20 hours per week between 8:00a.m.--4:00p.m., Monday--Friday

DUTIES:
Responsible for accomplishing pre-binding, post-binding and related activities in the Periodicals Reading Room which include:
(1) selection of titles for binding, (2) use of records to determine binding format, title and volume make-up specifications, (3) recording relevant information to facilitate the preparation of materials for binding and to assure adequate records update and follow-up, (4) preparation of binding instructions, (5) maintenance of records of titles/volumes at bindery and returned, (6) processing of volumes returned from binder, (7) recording statistics, (8) processing claims and handling claims/replacements correspondence, (9) handling of periodicals to be repaired, (10) preparing items to be placed on reserve, and (11) related tasks as assigned.

QUALIFICATIONS REQUIRED:
(1) Availability to work 20 hours per week in 3-4 hour blocks of time on a regular basis between 8:00a.m. and 4:00p.m., Monday--Friday. (2) Accurate typing ability. (3) K. U. student status.

PREFERRED QUALIFICATIONS:

CONTACT:
Janet Revenew, Periodicals Reading Room
fourth floor, Watson Library
8:00a.m.--4:00p.m., Monday--Friday
phone: 864-3950

POSITION AVAILABLE:
7/1/88--6/30/89. Continuation depends on availability of funding.

SALARY:
$400.00 per month

APPLICATION DEADLINE:
Friday, June 17, 1988, 4:00p.m.
Applicants will not be contacted about interviews until the week of June 20.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE OR ANCESTRY.
Libraries' Committee on Promotion and Tenure
Minutes of Meeting 25 May 88

Present: S. Williams, Clark, Mason, Gaeddert, Melton, Jones, S. Miller

Williams passed out copies of the most up-to-date revision of the LFA Code dated 7/85. She reported on advising the Dean of the motion made at the end of the previous meeting. The Dean does not feel it is double jeopardy since he does not vote on LCPT and his letter will be addressed to UCPT.

Williams also spoke with Carolyn Kelly, Assistant to the Vice Chancellor for Academic Affairs at the request of Dean Ranz about the legality of the Dean being an ex officio member of LCPT and to determine if deans in other schools sit on internal committees. Kelly will contact the University General Counsel about the legality issue. Kelly indicated that generally, other deans do not sit on the internal promotion and tenure committees of their schools. She also indicated that UCPT considers the Libraries to be a school.

Gaeddert listed the following points which were made or questions which were raised by the membership at the LFA General Meeting of 24 May 1988. These points/questions are being represented in the LCPT minutes so that they can be available for consideration.

1. The statement of expectations for candidates for promotion or tenure needs to be very clear.
2. There may be fiscal problems with obtaining outside evaluations if the person's daily work needs to be observed.
3. If external evaluations are not appropriate for a given candidate, this fact needs to be explained by the supervisor or dean.
4. Is the external evaluation to be of job performance, service, research, or all three?
5. What is external? Other departments in the library? Other schools in the university? Sources outside the university? As a corollary to this: Are we a department or a school? (If we are a school, then other "departments" in our "school" might constitute external sources.)

Discussion then began on a variety of topics:

Mason quoted from the instructions to the candidates for promotion and tenure which ask for no more than six letters from outside scholars or professionals in the same discipline. Melton felt that the Libraries, as service entities, had need for different kinds of letters. Mason felt that outside expert letters might be appropriate but getting them would be difficult. She pointed out that the promotion and tenure form has a place for the decision of LCPT and then concurrence or non-concurrence
of the dean. She indicated that there is a logical problem with the Dean concurring or not concurring with a committee of which he is a member.

Clark pointed out that if the information in the dossier is the sole basis for the decision of the committee, then the same information will be available to the Dean should he be acting without having been on the committee.

Mason wondered if a "standard handout" could be submitted with each dossier, describing common committees and other common activities which need to be defined for UCPT. This could be part of the file in Academic Affairs as well. Miller asked about who was responsible for updating the file in the Office of Academic Affairs. Williams will ask Sandy Gilliland about this.

Melton felt that it would be helpful to know if—in schools where there is a review at the department level—the department chair sits on the departmental promotion and tenure committee. Other committee members felt that this would be interesting information but would not necessarily be applicable to the present case. Williams will ask C. Kelly about departmental procedures. The discussion was tabled until information could be obtained from Ms. Kelly.

A general discussion followed about the history of the Dean replacing the personnel officer on LCPT. Several committee members felt that there was a general principle involved.

A trial list of possible recommendations was drawn up:

1. LCPT needs to see that the folder in Academic Affairs is revised.

2. LCPT could conduct a fall open meeting for candidates for promotion and tenure and their supervisors.

3. LCPT needs to make sure that potential candidates are aware of the UCPT fall meeting and that they need to attend.

4. The chair of LCPT should accompany the Dean to the fall UCPT meeting where he presents special information about the Libraries.

5. LCPT could work with other bodies or groups such as the personnel officer or the Staff Development Committee to provide education information/guidance concerning:
   a. maintenance of a record of accomplishments
   b. the process of promotion and tenure.
   This could include a mentoring process.

6. The Personnel Officer should give LCPT a calendar of all actions which have been taken with respect to the year's candidates for sabbaticals, promotion, and tenure. This would
give LCPT a perspective on the time tables of the candidates who are preparing files.

7. LCPT needs to be convened before September so that preparations can be made in advance of the UCPT general meeting.

8. LCPT recommends that the LFA Executive Committee clarify the ambiguity in the LFA Code about the date at which the new LCPT begins each year.

9. The next LCPT needs to consider the organization and content of the supporting documents for the files of the candidates—including the possibility of appending library criteria.

The next meeting was scheduled for Wednesday, June 1, 1988 at 10:15 AM.

Library Automation Committee

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The long-anticipated (and perhaps long-feared) Library Automation Committee has been formed and has begun its work. The members, chosen by Dean Ranz, are Sandra Brandt, Mary Hawkins, Clint Howard, John Miller (chair), Kent Miller, Jim Neeley, and Mary Roach. The committee met for the first time Tuesday, June 7, to begin the process of deciding what it should do and how it should do it. This process no doubt will take several meetings, but we have made a beginning. As our mission and tactics become clearer and more understood, we will publish them.

The value of this committee's work will be judged not only by the wisdom of its decisions, but also by how well it communicates with other library staff. Communication implies two directions: to the committee and from the committee. We will work hard to create and maintain a flow in both directions. Once the committee begins work on substantive matters, we will publish agenda in FYI prior to meetings. We will also publish minutes as rapidly as possible in FYI.

Our first preliminary effort at soliciting ideas and needs from the library at large will be a survey distributed to department heads as soon as possible. The survey will most likely be in two parts: a section asking for a list of automation needs in the respondent's own department; and a section asking for a list of library-wide automation needs. The scope of "automation" will be broad, including not only the mainframe systems already in existence, but also microcomputers, CD-ROM applications, and anything else you can think of. We will announce the distribution of the survey when it occurs so that staff may send comments directly to the committee as well as through their departments.

This survey is only a small first step. We simply want to see the scope of the problems and possibilities from the viewpoint of library staff. There no doubt will be another survey at the time we can offer more information on the relative costs (time and money) of different projects. We also anticipate involving many staff much more directly in the planning process in the future.

If anyone has any questions or comments about the work of the committee, please feel free to call John Miller (4-0203) or contact him via campus mail (c/o Office of Information Systems, Computer Center).

-- John Miller
TYI

University of Kansas Libraries

Number 970

June 16, 1988

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

PERSONNEL

Lance Tomlin, Library Assistant I in the Engineering Library, has announced his resignation. Lance began employment with the Libraries in July, 1983. His resignation is effective July 1st.

Sandy Gilliland

FY88 TRAVEL REIMBURSEMENTS-REMINDER

A reminder for anyone who may still need car reservations for June or reimbursement for private car mileage. Please call me as soon as you know that you will need a state car reserved or that you will be using your own car, in June. June 27th is the deadline for turning in receipts or estimated charges so that money can be encumbered for your reimbursement. State car reservations must be encumbered by June 27th, also.

For those who still have out-of-state travel which will be taking place before June 27th, please hand Ruth Miller your receipts ASAP upon your return. Thanks.

Ruth Miller

FIELD TRIP REMINDER

As a reminder, the field trip to the Eisenhower Library, family home and museum will be Wednesday, June 29th. The vans will depart for Abilene from in front of Watson Library by 7:45 a.m. We will return to Lawrence between 5 and 5:30 p.m. Lunch will be at the Kirby Mansion at a cost of $4-7 per person. Please contact me if you have any questions or decide you can/cannot go.

Saralinda Rhodes

BROWN BAG LUNCH MEETING FOR INTERESTED PC USERS

The Staff Development Committee would like to invite all library staff members who are interested in the many applications of computer hardware and software in the library to a brown bag lunch meeting in conference room A on Wednesday, June 22nd, at 12:00 noon. This will be an informal meeting to discuss the needs and interests of staff members in computer applications.

Judith Emde

LIBRARY SCIENCE TEXTS BEING SENT TO NICARAGUA

Shelley Miller is sending library science texts to Nicaragua through a coordinating group of librarians in New York. Check your bookstacks for those library school works that haven't proven so invaluable since graduation...and Shelley will be happy to forward them to students who can put them to use!

Shelley Miller

ATTACHMENTS

Minutes of Staff Development Committee 6/6/88 meeting, minutes of Nominating and Ballot Committee 6/13/88 meeting, and the State Promotion and Transfer List.

An Equal Opportunity/Affirmative Action Employer
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Minutes of Staff Development Committee 6/6/88 meeting, minutes of Nominating and Ballot Committee 6/13/88 meeting, and the State Promotion and Transfer List.

An Equal Opportunity/Affirmative Action Employer
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: June 6, 1988
Present: L. Bauer, J. Emde, S. Rhodes, R. Ring, S. Tronier

The committee reviewed the requests submitted for travel funding during the first quarter of FY89 and allocated the monetary amounts.

Saralinda has received a good response for the trip to the Eisenhower Library on June 29th. As of today, nearly all of the 27 available spaces on the two vans will be taken.

Judith reported that the trip to K-State was a success. The library staff received a very warm reception from the K-State personnel. The tours and discussions were well organized and informative.

We decided to call an informal meeting for library staff members interested in forming a PC users' group to discuss applications of different hardware and software in the library. A brown bag lunch will tentatively be scheduled for the week of June 20th.

Judith Emde, Secretary

June 13, 1988

To: Sandra Brandt, Chair
Library Faculty Assembly

From: Rhonda L. Neugebauer, Secretary
LFA Committee on Nominations and Ballots

The Nominating and Ballot Committee met on June 13, 1988 in order to prepare and mail four ballots for distribution to the appropriate groups within LFA.

The four ballots are as follows:

1. Annual evaluation process ballot
2. Grievance committee ballot
3. Elected officials of LFA ballot
4. Promotion and tenure committee ballot

Our next meeting has been set for June 28, 1988. We will count the ballots and tally the results then.

Present: Kathleen Neeley, Margaret Wilson, Rhonda Neugebauer
# 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**

June 13, 1988

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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through **Friday, June 17, 1988**

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HAYS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-23</td>
<td>*Laboratory Improvement Specialist (Limited Term - Medical Technologist Certification)</td>
<td>Jeralyn Jellison (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td><strong>HUTCHINSON</strong></td>
<td></td>
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<tr>
<td>R-27</td>
<td>*Personnel Management Specialist III</td>
<td>Nisha C. Jain (913) 296-4495 Correctional Work Facility at Hutchinson</td>
</tr>
<tr>
<td>R-23</td>
<td>*Clinical Chaplain II (50% Position)</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-25</td>
<td>*Physician Assistant II, Corrections</td>
<td></td>
</tr>
<tr>
<td>R-8</td>
<td>*Dental Assistant</td>
<td></td>
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<tr>
<td>R-31</td>
<td>*Dentist</td>
<td></td>
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<tr>
<td>R-25</td>
<td>*Registered Nurse III</td>
<td></td>
</tr>
<tr>
<td><strong>SALINA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-16</td>
<td>*Mechanic I</td>
<td>Mike Renk (913) 825-0275 (Ext. 429) Kansas College of Technology</td>
</tr>
<tr>
<td>R-28</td>
<td>*Civil Engineer III</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
</tr>
<tr>
<td>R-22</td>
<td>*Hydrologist I</td>
<td></td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td></td>
</tr>
<tr>
<td>R-12</td>
<td>Custodial Supervisor II (Daytime - Kansas Museum of History - 6425 S.W. 6th)</td>
<td>Kay Jones (913) 296-2974 Historical Society</td>
</tr>
</tbody>
</table>

**EQUAL OPPORTUNITY EMPLOYER**

(CONTINUED ON BACK)
TOPEKA

R-21  Administrative Officer I (Travel Required)  Teresa Parsons (913) 233-7560 (Ext. 192)
Adjutant General's Department
Division of Emergency Preparedness

Special Requirement: Graduation from the Federal Management
Institute with the following courses:
1. Introduction to Emergency Management
2. Basic skills in emergency program management
3. Exercise design
4. Instructional techniques
5. Emergency planning

R-18  Data Control Technician III  Andy Scharf (913) 206-2343
Department of Administration
Div. of Information Systems and Communications

Candidates for this position must pass a level I security clearance to
avoid immediate disqualification or termination from an appointment.
Standards include: having never been convicted of a felony; consistent
demonstration of personal integrity, good character, and respect for the
rights of others; consistent demonstration of fiscal responsibility,
abstinence from the use of illegal non-prescription drugs and participation
in gambling, moderation in the use of alcoholic beverages and prescription
Drugs. Any material omission or falsification on the employment applica­
tion or personal history statement shall be grounds for disqualification.

R-12  Food Service Supervisor I  George Carter (913) 296-7278
Inspector of Pari-mutuels  Executive Director (913) 296-5800
( Unclassified)  Kansas Racing Commission

The Kansas Racing Commission is seeking a full-time Inspector of Pari-
mutuels to be based in Topeka, Kansas. The duties consist of inspection
and audit of pari-mutuel racing receipts through licensees sanctioned by the
commission; preparation of reports and security recommendations; training
and supervision of other commission personnel associated with such duties.

Required education and experience include graduation from an accredited
four year college or university with 20 or more semester hours in
accounting or business administration; and five years of experience in
accounting and fiscal management including two years of responsible super­
visory or administrative experience. Attainment of a master's degree in
Public Administration, or certification as a public accountant may be
substituted for up to two years of the experience requirement. Such
substitution cannot be used to meet supervisory or administrative
experience. Experience in the pari-mutuel racing industry is highly
desired. Beginning salary range $35,000 to $40,000 annually plus benefits.
The application deadline is July 1, 1988.

Candidate may apply by sending a letter of application and resume to Jimmy
D. Grenz, Executive Director, Kansas Racing Commission, 128 N. Kansas
Avenue, Topeka, Kansas 66603.

R-11  Office Assistant II (Typing)  Kay Rutter (913) 296-2458
Dept. of Social and Rehabilitation Services
Adult Services

R-15  Office Assistant IV (Typing)  Jeralyn Jellison (913) 296-1290
Department of Health and Environment

R-22/25  Registered Nurse II-III (3-11 and 11-7 Shifts)  Don Pesmark (913) 296-4321
(Several Vacancies)  Topeka State Hospital

WINFIELD

R-31  Coordinator of Institutional Research and Training  Farrel Oard (316) 221-2200
(Staff Education)  Winfield State Hospital and Training Center

R-15  Licensed Practical Nurse  (7-3, and 11-7 Shifts)

R-20  Psychiatric Hospital Medical Records Administrator

R-21  Psychologist I

R-28  Registered Nurse III (All Shifts)

R-21  Social Worker II
PERSONNEL

Colleen Valente, Cataloging Librarian, announced her resignation recently. Colleen was appointed as a Librarian I in the Cataloging Department effective July 13, 1987. Her resignation became effective June 17, 1988.

Michael Biggins has been appointed as a Cataloging Librarian effective June 18, 1988. Mike earned the MLS degree from the University of Illinois earlier this month. He also has a BA in German, an MA in Germanic Languages and Literatures, and MA and PhD degrees in Slavic Languages and Literatures, all from the University of Kansas.

ANNAMARIE HILL JOINS AUTOMATION STAFF

Annamarie Hill joined the library automation staff in the computer center on June 20, replacing Morry Anderson. She most recently was a reference librarian in the Wirths Campus Library of Upsala College in Sussex, New Jersey. Before that she was reference librarian and microcomputer coordinator at William Paterson College in Wayne, New Jersey. She also taught high school math and computer science in New York City for three years. Annamarie has a B.A. in math from Cornell (with lots of computer science coursework), an M.L.S. from Columbia, and coursework toward an M.S. in computer science from Montclair State College. She, her husband, and 3-year old son have just in the last week "escaped from the Northeast corridor" and moved to Kansas, so please join Gary Susott and me in welcoming her to KU.

SANDY GILLILAND

SUBSTITUTE PAGE FOR RCL MATERIALS FOR NEXT TWO WEEKS

Brenda Owens will be on vacation from June 24th through July 4th (will be back on July 5th). Anil Mathur will be paging materials for the Regents Center Library while she is gone. If there are any problems that can't wait until her return, please contact Roy Olausson, Regents Center Library, 8-841-2147. Thanks!

NEW INSTRUCTIONS FOR ONLINE CATALOG TERMINALS THAT DON'T WORK

Attached to this FYI, is a new 2-page set of instructions on what to do when a public online catalog terminal stops working. It supersedes instructions distributed in February. This new set of instructions is based on the last 8 months of experience. Network staff now have a better idea of what causes the usual problems. One quirk in the system that has probably been causing a lot of problems was just discovered last week. If a user presses the CTRL (control) key and the "a" key simultaneously, the terminal tells the 7171 protocol converter to hold everything. You must press the "Q" while holding down the control key to unlock the terminal. Please note that pressing CTRL + "Q" is now the first thing to try when there is a problem. Also note that you should not try turning the terminal off and on until you have called Operations. Networking has asked us to make this change to help them gather more diagnostic information. If you cannot reach Operations, go ahead and try turning the terminal off an then on again.

ATTACHMENTS

Minutes of the following meetings: Salary Committee meeting on 6/16/88; Staff Development Committee on 6/6/88; Library Automation Committee meeting on 6/7/88 and 6/14/88; Travel reports from Shelley Miller and Rhonda Neugebauer; Handling Problems on the Public Online Catalog instructions.

An Equal Opportunity/Affirmative Action Employer
Minutes of the Salary Committee meeting, June 16 (Friday), 1988

Present:  Shelley Miller, Susan Craig, Sandy Gilliland (ex-officio)
Absnt:  Priscilla Howe (in Bulgaria)

The Salary Committee met to review and approve the search committee's offer for the second recent reference position.

Earlier this month offers were approved for the first reference position (filled by Mary Rosenbloom) and the first of two cataloging positions (filled by Mike Biggins). (Exact dates of these approval meetings are not known by this minutes taker.)

Aimee Algier Baxter has mailed her benefits information back to the Committee from Texas, so Shelley will soon have a draft compilation of the four retirement plans available to librarians. The Committee will beautify the final presentation and hope to have this tool available to all in July.

Submitted by S.M.

MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: June 6, 1988
Present:  L.Bauer, J.Emde, S.Rhodes, R.Ring, S.Tronier

The committee reviewed the requests submitted for travel funding during the first quarter of FY89 and allocated the monetary amounts.

Saralinda has received a good response for the trip to the Eisenhower Library on June 29th. As of today, nearly all of the 27 available spaces on the two vans will be taken.

Judith reported that the trip to K-State was a success. The library staff received a very warm reception from the K-State personnel. The tours and discussions were well organized and informative.

We decided to call an informal meeting for library staff members interested in forming a PC users' group to discuss applications of different hardware and software in the library. A brown bag lunch will tentatively be scheduled for the week of June 20th.

Judith Emde, Secretary
Report of the Library Automation Committee meeting, Tuesday, June 7, 1988, 1-3 p.m.


This, the first meeting of the committee, was devoted to beginning a discussion of what the committee should do and how it should do it.

Dean Ranz's letter inviting the committee members to serve described the committee as "a major and new committee to consider the direction and priorities of future automation within the Library," but there exists no other written description of what we are expected to accomplish. The same letter also stated that "an early item on your agenda should be the recommendation of an appropriate charge for the committee." After a great deal of discussion, not all of it very well focused, the following general understandings appeared to exist:

(1) the scope of the committee's activities should be large, including all kinds of library automation, not just existing and future mainframe systems;

(2) our main purpose is to plan and to recommend policy and priorities to the Dean of Libraries;

(3) no matter what new areas we get into, there will remain the specific need to plan and schedule mainframe system changes, enhancements, and developments;

(4) it is assumed that we will involve other library staff to as large a degree as possible, using their expertise and opinions, but the methods for doing this still need to be worked out;

(5) the library administration's concern over what might be done with leftover Science Library equipment and contingency money would probably require the committee's attention.

The committee agreed to ask Dean Ranz to attend the next meeting to explain what was involved in the the Science Library money question and explain what he would like the committee to do about it.

As a first action, John was asked to prepare a draft of a survey that would solicit ideas and opinions from staff on what their specific automation needs are and what general automation needs they see for the library in general. The draft was to be distributed to committee members before the next meeting.

John was also requested to write an announcement for FYI announcing the formation of the committee and warning staff of the forthcoming survey.

Just before adjournment, Sandra suggested a possible mission statement. John agree to type it and distribute it to the committee along with the draft survey.

-- submitted by John Miller
Almost the entire meeting time was devoted to Dean Ranz's presentation on the problems and possibilities presented by money that is potentially available from new Science Library equipment funds. It appears that a very large amount of money will remain after equipment monies are spent on all identified needs. In addition, it appears a large general construction contingency fund will be largely untouched and potentially available.

During the past year, the library administration has four times presented ideas to Strong Hall on how to spend this money. The first three ideas were rejected: (1) books and periodicals; (2) retrospective conversion; and (3) finishing additional space in the attic of the new library. A fourth request to develop a proposal for additional "library automation" was accepted (in addition to the $400,000 for library automation already in the Science Library equipment budget).

After discussions with Mary Hawkins, Clint Howard, and John Miller, the Dean prepared a document stating a general idea of spending the money on an attempt at providing broad campus access to: (1) current library online files, most notably the online catalog; (2) other new library files, perhaps purchased with the money; and, (3) other existing campus machine-readable files. This would probably involve the purchase of terminals, network and other communication equipment, database search and retrieval software (along the lines of BRS/SEARCH), and other computer hardware. Although the idea of including CD-ROM databases made accessible through the network is also a possibility, the technical feasibility of doing so is somewhat in doubt. In general, the plan would attempt to improve both sides of the equation: on one side allow the library to offer more online files to the campus community and on the other side improve the campus communications network that faculty, staff, and students would be using to gain access to the files.

Dean Ranz and Clint Howard presented the document to Executive Vice Chancellor Ramaley and met with her on Monday, June 6. Subsequently, the Executive Vice Chancellor replied in writing and seemed to agree in principle to the general ideas presented to her. She requested more information, however, and asked for a more formal plan.

Dean Ranz wants to meet again with Executive Vice Chancellor Ramaley, but would like help on constructing a plan. It was decided that Clint would write a draft. It was also decided that John and others would try to meet informally with Dave Gardner of OIS and staff from ACS to discuss some of our ideas with them, in part to make sure that what we might consider doing would not directly conflict with any of their plans.
There was no time to discuss the draft of the needs survey, so it was put off until the next meeting.

In other business, Dean Ranz was asked to stay while the committee discussed a letter from a staff member commenting on the membership of the automation committee. The Dean suggested that the staff member should be asked to contact him. John also stated his intention to write a reply.

The committee also suggested that an excerpt from Dean Ranz's letter inviting the committee members to serve be printed in this report in an attempt to explain the non-representative nature of the committee. That letter read as follows: "The limited membership of the committee, necessary for reasons of efficiency and dispatch, will require that all members serve, not as advocates for their departments, but as advocates for the entire library."

-- submitted by John Miller
SALALM XXXIII, Berkeley, California, June 5-10, 1988

SALALM's theme this year was Latin American Frontiers, Borders and Hinterlands: Research Needs and Resources. Day one is always dedicated to committee and subcommittee meetings, and I attended the following: OCLC Users, Cataloging & Bibliographic Technology, Gift & Exchange, and Acquisitions. (also a meeting of indexers for the Hispanic American Periodicals Index, HAPI).

Please feel free to ask me about any of the conference; I have the program and notes. (Working papers of SALALM XXXIII will be published in 2-3 years.) I will list the conference sessions here (including the one I skipped to see the Bancroft Library) with few comments.

Borders and Frontiers of the Americas: A Multidisciplinary Overview of Research Trends, Issues and Themes
Regional Organizations in Latin America and the Caribbean as Instruments of Solving Transborder Problems: Documents and Other Publications (New Members' Orientation)
Frontier, Border and Hinterland Resources: Case Studies
Historical and Geographical Perspectives of Frontiers and Hinterlands
SALALM and the Columbian Quincentenary: Echoes of the Past, Reflections of the future
Sub-National Official Publications: Problems and Prospects
Town Meeting: Medium Range Agenda for SALALM
Cataloging Backlogs and Institutional Cooperation: Past, Present and Future (LAMP, Latin American Microfilming -Microforms(?)- Project)

Historical Dimensions of Frontier
Workshop on Marginalized Peoples and Ideas
Reaching Out Across Borders: Sharing Knowledge and Resources
Literatura Fronteriza
Workshop on Marginalized Peoples and Ideas II
Workshop on Bibliographic Instruction
Workshop on Cataloging
Building Latin American Research Collections
Border and Frontier American Regions in the Context of Principal National Publishing Trends

Data Base Coverage of Frontiers, Borders and Hinterlands

Each conference session had three or four speakers with individual talks related to the session theme, and a commentator. SALALM turns out to be a great blend of meaty topics and practical ways to do what we all do within Latin American librarianship better. It's a good bunch of people; most are very accessible.

People are interested in hearing a formal presentation about KU's OCAT, and we may get/have to schedule that for next year's SALALM in Charlottesville, Virginia.

Ellen Brow and Aimee Algier-Baxter say hello (also several people who went to school with KU staff do too.)

This is a light report, I know, but SALALM is so full of good information, it's this or 50 pages, folks. Let's have lunch...

Thanks to the Library Staff Development Committee's support, which made the difference between staying in a regular dorm room and a "suite" with its own bathroom.

-Shelley Miller
Spanish and Portuguese Cataloger
Watson
REPORT TO STAFF DEVELOPMENT COMMITTEE  

JUNE 20, 1988

From June 6 to June 11 I attended the 33rd annual meeting of the Seminar on the Acquisition of Latin American Library Materials (SALALM) co-hosted by the University of California at Berkeley and Stanford University. The theme of this year's meeting was: **Frontiers, Borders and Hinterlands.** Most of the lectures, panels, and discussions related to this topic in diverse, but creative ways. There were speeches on frontier imagery (in research as well as in literature), on U.S.-Mexican border issues, on contemporary South American border issues (Beagle Channel, Las Malvinas, exploration/development of uninhabited regions), and on regional and international organizations and their publishing and distribution practices (Organization of American States, Grupo Andino).

In other sessions, insights into the special problems of collecting publications and information on special, marginalized peoples and ideas were presented (Amazon region, Brazilian social and political movements from 1966-1986, Blacks in the Americas, popular religious activist groups in Latin America, and the literature of human rights/lobbying and solidarity groups in the United States). One panel reviewed the coverage of border, frontier and hinterland issues in databases in the humanities, social sciences, Latin American studies and in databases available in Mexico (yes, Mexico has databases). Another panel brought together bookdealers to comment on border and frontier regions in the context of national publishing trends. Panelists included company representatives from Books from Mexico, Editorial Inca-Bolivia, Libros Latinos-U.S., Editorial Los Amigos del Libro-Bolivia, Libreria Linardi y Risso-Uruguay.

Various research papers were presented which examined the borderlands/frontier topic in different contexts. Some of the themes of those papers are listed: the historical dimensions of the frontier, past influential writers/researchers (Bolton, Turner), the human geography perspective of the growth of U.S.-Mexican border region and its impact on political and economic issues, cartographic and image resources for research on the U.S-Mexico border, changing frontiers and hinterlands in colonial Brazil, contemporary frontiers in the Brazilian Amazon, sources for missionary history in Hispanic America, sharing knowledge and resources across borders, frontier literature images and social reality.

An extraordinarily useful and provocative panel in terms of defining the theory and practice of Latin American librarianship included lectures on building Latin American research collections. Four book selectors/bibliographers explained the philosophy and methods which influence their acquisition decisions. They operate within sometimes restrictive collection development and institutional parameters, but at the same time they all aspire to acquire the highest quality and most pertinent materials. They emphasized the important role of library professionals who advance the cause of teaching about Latin America.
at the university and who also contribute to scholarly understanding of the region and its linkages to other parts of the world. Cooperation among institutions was stressed and examples were given of how this cooperation has strengthened study programs and library acquisitions projects (Stanford/UCB, LAMP, RLG).

There was discussion of cataloging and bibliographic technology at panels as well as in committee meetings. The Subcommittee of OCLC Users met to share information and ideas on relations with OCLC (and how to lobby for changes), anticipated enhancements to OCLC system, processing priorities at various represented institutions, the role of "enhance" libraries, and the differences between RLG and OCLC libraries in terms of dumps, tape loads and procedures. The Subcommittee on Cataloging and Bibliographic Technology met to share mostly automation and systems news since almost everyone is in the process of automating some aspect of their technical services. While the Kansas contingent sang praises to our automated systems and the long-range thinking that this development represents, the other committee members oohed and ahhed. They lamented about some of their decisions to buy different systems because the features that they were promised have not been delivered (authority control and integrated authority files, communication between systems, etc.).

Some interesting statistics were shared by Princeton about cataloging and the portion of cataloging done by LC. The figures below show that Princeton is using much less LC copy now than in the past and that the percentage of Princeton's original cataloging has been increasing. Reasons for this situation were suggested: implementation of AACR2 in the early 1980s caused a decrease in cataloging, backlogs and workloads at LC continue to grow, budget cuts/hiring freezes at LC.

<table>
<thead>
<tr>
<th></th>
<th>LC copy</th>
<th>Member copy</th>
<th>Original</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 76-77</td>
<td>72%</td>
<td>15%</td>
<td>13%</td>
</tr>
<tr>
<td>FY 86-87</td>
<td>52%</td>
<td>27%</td>
<td>21%</td>
</tr>
</tbody>
</table>

There was an extremely interesting discussion of cataloging backlogs and institutional cooperation. At this panel some really radical ideas and questions were tossed out: "LC doing "whole book" cataloging, catalogers themselves choosing which items in the backlog to catalog, how to manage the special institutional cataloging project, are cataloging positions getting harder to fill, can cataloging be considered an essential component of collection development, can less searching (every six months) reduce backlogs? Can participation in NACO and LSP projects become a contributing element in reducing backlogs?"

Tours: Bancroft Library--University of California, Berkeley
Main library (serials, acquisitions, cataloging)--University of California, Berkeley
Hoover Institution on War, Revolution and Peace--Stanford
Green Library--West Wing--Stanford

Automated systems: GLADIS (Berkeley's online catalog)
MEVYL (9-campus online catalog, University of Calif.)
SOCRATES (Stanford's online catalog)
"Entire catalog will be converted in 3-5 years." Weber

This report merely touches on many of the exciting issues discussed at this conference. I am very eager to share more information with anyone who asks.
Public Online Catalog Terminals -- Handling Problems  
(revised June 23, 1988)

If a terminal does not seem to work, try the following steps. 
ALWAYS check for proper operation following each step before going on to the next one.

1 - While holding down the CTRL key, press the "Q" key.
2 - Press the RETURN key twice.
3 - Press the CLEAR key.
4 - If no catalog screen appears and the cursor appears in the upper left corner of the screen, type "ocat" - then press the SEND key.
5 - If the cursor is in the lower left portion of the screen, enter 'q' - then press the SEND key.
6 - If no characters appear when you type OR if the cursor is in the lower right corner of the screen, hold down the CTRL key and press the "g" key - then go back and try steps 4 and 5 one more time.
7 - Call operations at the computer center (864-0110). This number is on the sticker on the top of each terminal. Be prepared to tell the operator the terminal id (for example, T335) and the telephone circuit (a 5-digit number beginning with "9"). Both of these numbers are also on the sticker on top of the terminal. If you do not hear from someone at the Computer Center within 2 hours, feel free to call operations again to find out the status.

If someone at the Computer Center instructs you to, do the following:

   -- Turn off the terminal (use the big red switch in the lower right of the front of the terminal). Wait a few seconds, turn it back on again, wait a few more seconds, then press the CLEAR key. If CLEAR doesn't work, then try step 4 again.

   -- if a catalog screen does appear after you turn if off and back on again, do the following:

     - type "qqqq" on the command line and press the SEND key.
     - when the screen says, "you have exited the online catalog," type "ocat" and press the SEND key.

*******************
*** IMPORTANT ***
*******************
Whenever the terminal is turned off or the test switch is pushed, the terminal dumps its memory. The special characters used in the public terminals disappear. Typing "qqqq" to leave the catalog and then reentering reloads the special characters.

(over for more)
EXCEPTION: If you have any general questions about terminal operation, please call John Miller (864-0223) instead of calling the computer center. If John is not available, you might try Gary Susott (864-0203) or Kent Miller (864-3535). In addition, a number of error messages might appear on the bottom line of the terminal. If you see one, first press the RESET key and, if that doesn't get rid of the message, try turning the terminal off and on again. Also make sure all the cables are firmly connected to the back of the terminal, the keyboard is plugged in, and the cable is plugged into the wall phone jack. If the message remains, call John Miller.

Examples of ERROR MESSAGES that appear on the bottom lines of terminals and their usual causes:

<table>
<thead>
<tr>
<th>Message</th>
<th>Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM NOT READY 2</td>
<td>cable between terminal and wall jack not connected</td>
</tr>
<tr>
<td>HOST PROG WRONG</td>
<td>data transmission error - press RESET</td>
</tr>
<tr>
<td>NO KEYBOARD</td>
<td>keyboard unplugged</td>
</tr>
<tr>
<td>PROBLEM IN KEYBOARD</td>
<td>bad keyboard</td>
</tr>
<tr>
<td>PROBLEM IN LOGIC ELEMENT</td>
<td>bad cable or bad logic unit</td>
</tr>
<tr>
<td>PROBLEM IN LOGIC ELEMENT OR</td>
<td>bad cable, bad logic unit, or bad keyboard</td>
</tr>
<tr>
<td>KEYBOARD</td>
<td></td>
</tr>
</tbody>
</table>
CLASSIFIED VACANCIES

The Cataloging Department has announced the availability of four new Library Assistant I positions. Library staff interested in applying for one or more of these positions should contact Sandy Gilliland by 5:00 p.m. Thursday, July 7th. The position responsibilities and selection criteria are described below. (Please note that the State requires a minimum of three years of library experience before becoming eligible for a Library Assistant I position. However, college coursework may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years.) Position descriptions are available for review.

Position #2800C0017 Name Authorities Unit (Supervisor: Mary Miller)
Responsibilities: 1) verification and processing of personal and conference name headings; 2) proofreading of personal name authority records; 3) supervision and training of student assistants; 4) special projects.

Qualifications: Strongly Preferred: reading knowledge of one or more major European languages; demonstrated initiative; demonstrated ability to work with detailed information; ability to organize work effectively and to work independently; demonstrated ability to function effectively within a large work unit. Preferred: accurate typing skills; supervisory experience; knowledge of and experience with AACR2, OCLC, KU Online Records Management System, or other library automated systems.

Position #2800C0018 and Position #2800C0020 (identical positions) Retrospective Conversion Unit (Supervisor: Suzanne Tronier). Responsibilities: 1a) Searching for appropriate records and converting records through OCLC or the local retrospective conversion file for items with existing Library of Congress classification numbers; 1b) Searching for appropriate records and converting records through OCLC or local retrospective conversion file for items classified according to the Dewey classification system; 2) Resource person for student assistants engaged in record conversion; 3) supervision of students.

Qualifications: Prefer at least six months experience working closely with library records; knowledge of AACR2 and OCLC; reading knowledge of one or more Western European languages; college coursework; accurate typing skills; ability to work well with a large staff as in the Cataloging Department; 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.

Position #2800C0019 Series Unit (Supervisor: Kathy Clodfelter) Responsibilities: 1) Evaluation and processing of series headings; 2) Proofreading and modification of online series authority headings; 3) Cataloging and processing of books with incomplete or no bibliographic records; 4) Cataloging and reclassification of books.

Qualifications: Prefer at least six months experience working closely with library records; knowledge of AACR2 and OCLC; reading knowledge of one or more Western European languages; college coursework; accurate typing skills; ability
to work well with a large staff as in the Cataloging Department; 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.

Sandy Gilliland

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

COURIER SCHEDULE
The K-State based Regents Schools courier will make its stop Tuesday, July 5th
instead of Monday July 4th. The normal schedule will resume Thursday, July 7th.
Judy Brow

LFA BALLOT RESULTS
The results of the recent LFA ballots are found in the Nominating and Ballot
Committee report attached to this FYI. A complication arose in that the vice
chair/chair elect vote resulted in a tie between Susan Craig and Rob Melton.
After consulting Robert's Rules of Order and Possible Solutions to this dilemma,
it was decided that the fairest option was a drawing. The drawing was held and
witnessed. Rob Melton will be the next LFA vice chair/chair elect. There was a
very strong turnout for this election. Thanks to all who voted, to all our
candidates and to those who will be assuming leadership of the LFA for next year.
Sandra Brandt

LIBRARY AUTOMATION NEEDS SURVEY
The Library Automation Committee is in the process of distributing a survey to 27
library department and unit heads. The survey consists of two questions followed
by several pages describing the libraries' current mainframe systems, some of the
parts of those systems that are missing or incomplete, and some of the factors
involved in making changes to existing systems. Any staff member who wants a
copy of the document, whether to submit an individual opinion to the committee or
simply to read the system descriptions, can obtain a copy from Ruth Miller in the
Watson Administrative Office.
John Miller

INDEPENDENCE DAYS IN LAWRENCE
This year at Independence Days in Lawrence, there will be a program on "Family
Photographs: A Lifeline to Our Past". A panel of speakers, including Nicolette
Bromberg, Kansas Collection, will discuss the information that can be gained from
historical photos. Audience members are encouraged to bring family photographs
for an analysis. The panelists will be discussing a select group of photos that
are from the Kansas Collection holdings, as examples.
The program will be held on Saturday, July 2, and Sunday, July 3, at 1:00 p.m. in
the Tent Show.
Sherry Williams

HITCHENS TO PERFORM WITH KU POLKDANCERS
Susan Hitchens will be performing with the KU Folkdancers at Lawrence's
Independence Days on Sunday, July 3rd. The performances will be at 1 p.m. on the
Riverfront stage and at 4 p.m. on the Tent stage, and will include dances from
Greece, Israel, Germany, Hungary, Romania, and Bulgaria.
Sandy Gilliland

MICKIE RYThER HONORED BY AREA ARCHIVISTS
Belated congratulations to Thomas "Mickie" Ryther for being named the winner of
the Kansas City Area Archivists' Award of Excellence for his contributions to
preserving documents at KU. As announced by the Lawrence Journal-World earlier
this month, Dr. Ryther has volunteered an estimated 18,000 hours since 1971 to
work on projects to benefit researchers using materials in the University
Archives and the Kansas collection. The libraries extend warm congratulations
for this well-deserved honor.
Mary Hawkins
THANK YOU

I would like to thank the "friends from Watson Library" who contributed flowers on the occasion of the death of my aunt, Ruth Schmutz. Your thoughtfulness was much appreciated by my family and by me.

Barbara Jones

ATTACHMENTS


STUDENT MONTHLY VACANCY

Attached is an advertisement for a Student Monthly (half-time) position in the Serials Department. Please inform your students of this vacancy. S. Gilliland

Minutes of the Salary Committee meeting of Tuesday, June 28, 1988

Present: Shelley Miller, Sandy Gilliland (ex-officio)
Absent: Priscilla Howe (Bulgaria), Susan Craig (ill)

1. Committee met to review the search committee's salary recommendation for the Assistant Science Librarian candidate.

2. Shelley noted for the minutes that Lincoln National is now offering a Social Awareness Fund for pension investments. As a fundamental policy, investments in this fund will not be made in companies that participate in the economy of South Africa's government, or in companies engaged in activities with substantial negative impact on one or more of the following:
   - protection and preservation of the environment
   - proper use of natural resources
   - health and safety of their workers
   - protection of consumers
   - purity of their products
   - availability of EEO to their job applicants and employees

However, the criteria "are not fundamental, and may be changed by the Board of Directors of the Fund without shareholder approval", AND Kansas is one of 13 states which has not yet approved the fund. Stay tuned.

P.S. Pension comparison grid due out the first week of July, 1988.

Submitted by Shelley Miller
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: May 23, 1988

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

1. Peer Review Issues:

Sandra Brandt and Rick Clement reported on their meeting with Dean Ranz and Sandy Gilliland. The purpose of the meeting was to discuss the effect of the university's requirement that faculty be reviewed annually on the implementation of the Peer Review Task Force's recommendations, which had been approved by LFA. The information in Sandy Gilliland's April 21 letter was discussed and clarified, and Sandy has provided a second letter which will be distributed to LFA members at the May 24 meeting. No specific reference to an annual review requirement can be found in the Faculty Handbook, but it is a long-standing tradition and the university administration perceives it as a fundamental tenet. Implementing the Task Force recommendation that tenured L II's and L III's be reviewed less frequently would place us in noncompliance with university policy. A compromise process in which all librarians would be reviewed annually but only some of them by the Peer Review Committee did not appear to be workable. Sandra and Rick informed Dean Ranz of the fact that the full LFA meeting scheduled for May 24 might result in a mail ballot on a motion to abolish peer review. Dean Ranz responded that if such a motion were to pass he would respect it as an indication of the LFA's desire and he would not establish a Dean's peer review committee.

The Executive Committee also discussed the status of the visitation provision in the peer review process approved by the LFA, and agreed that the Peer Review Committee could not possibly handle the work load of visitation if it had to review all librarians every year. The Committee decided to recommend to the full LFA that visitation be abolished.

2. Full LFA Meeting: The Committee reviewed and approved the agenda for the general meeting.

3. Future LFAEC Meetings: The Committee agreed to meet Wednesday June 15 at 1:00 (this meeting was subsequently cancelled), and Wednesday June 22 at 1:00.

Reported by Rachel Miller
To: Sandra Brandt, Chair  
Library Faculty Assembly  
From: Rhonda Neugebauer, Secretary  
Nominating and Ballot Committee  
Re: Report on meeting to count ballots

The Nominating and Ballot Committee (Kathleen Neeley, Margaret Wilson, Rhonda Neugebauer) met on Tuesday June 28, 1988 to count the votes of four LFA ballots.

The results are as follows:

1. Mail ballot on Annual Evaluation Process: 32 in favor  
   15 NOT in favor

2. Election for Committee on Promotion and Tenure:  
   Librarian: Kent Miller  
   Librarian III:  
      - Gene Carvalho  
      - Lorraine Moore  
      - Margaret Wilson

3. LFA Ballot for Elected Officials, 1988-1989 --to Executive Committee  
   Vice Chairperson/Chairperson Elect: Rob Melton  
   Secretary: Judith Emde  
   Librarian I: Dan Barkley  
   Librarian II: Barbara Gaeddert  
   Librarian III: Barbara Jones  
   Unclassified professional staff: Vicki Bozarth

4. Also, for your information, the ballots for the Library Grievance Committee were tabulated. The tally sheets were turned over to Sandy Gilliland. The winners: Paulette DeFilippo, Janice Franklin, Shelley Miller, Rhonda Neugebauer. A tie for the fifth place occurred. Decision to be made later.
NOTICE OF POSITION AVAILABLE

June 28, 1988

POSITION: Student Monthly: One half-time position in the Serials Dept., University of Kansas Libraries.

HOURS: 20 hours per week between 8:00 a.m. - 5:00 p.m., Monday - Friday from date of hire until June 30, 1989.

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

REQUIRED QUALIFICATIONS: (1) Availability to work half-time in 3-4 hour blocks, Monday-Friday, 8:00 a.m. - 5:00 p.m., between date of hire and June 30, 1989. (2) Must be enrolled in K.U. during Fall '88 and Spring '89 semesters. (3) Must be accurate and rapid typist. (4) Demonstrated ability to successfully interact with a variety of people. (5) Demonstrated ability to exercise sound judgment, to work independently, and to adhere to a regular work schedule.

PREFERRED QUALIFICATIONS: (1) Library work experience. (2) Serials work experience with OCLC and/or UKASE system(s). (3) Experience working with or using serial publications and records. (4) Work experience as computer data base entry operator or as a typist. (5) Work experience with K.U. or other library automated systems.

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

POSITION AVAILABLE: July 1, 1988 - June 30, 1989

SALARY: $400.00 per month

APPLICATION DEADLINE: Friday, July 8, 1988 at 5:00 p.m. Applicants to be interviewed will be contacted on July 11.
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, July 1, 1988

### Salary Range

<table>
<thead>
<tr>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>ELLSWORTH</td>
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</tr>
<tr>
<td>R-15 *Office Assistant IV (Typing)</td>
<td>Dave Pelzel (913) 472-3178 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>KANSAS CITY</td>
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</tr>
<tr>
<td>R-15 *Licensed Practical Nurse (Evenings and Some Weekends)</td>
<td>Warren Hurst (913) 281-3308 School for the Visually Handicapped</td>
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<tr>
<td>R-25 *Registered Nurse III (Some Evening and Weekend Work Required)</td>
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<tr>
<td>OLATHE</td>
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<tr>
<td>R-11 Office Assistant II (Typing)</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>TOPEKA</td>
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</tr>
<tr>
<td>R-13 *Account Clerk (50% - Unclassified)</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192) Adjutant General's Department</td>
</tr>
<tr>
<td>R-24 *RADIAC Instrument Program Coordinator (Statewide Travel Required)</td>
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<tr>
<td>R-23 Administrative Officer II</td>
<td>Jeralyn Jellison (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-32 *Information Resource Manager II (Limited Term)</td>
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<tr>
<td>R-13 Secretary I</td>
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<tr>
<td>R-15 Secretary II</td>
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### TOPEKA (cont.)

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<tr>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-8 *Custodial Supervisor I (Night Shift 5:00 p.m. to 10:30 p.m. Monday - Friday)</td>
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<tr>
<td>R-19 *Refrigeration and Air Conditioning Service Technician II</td>
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<tr>
<td>R-11 Keyboard Operator I</td>
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<tr>
<td>R-13 Keyboard Operator II</td>
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<tr>
<td>R-28 Management Analyst IV</td>
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<tr>
<td>R-11 Office Assistant II</td>
<td></td>
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<tr>
<td>R-11 Office Assistant II (Half Time - Typing)</td>
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<tr>
<td>R-11 Office Assistant II (Part Time Intermittent)</td>
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<tr>
<td>R-13 Office Assistant III (Position involves operating electronic mailing machines, and pickup and delivery of mail. Requires heavy lifting and valid driver license.)</td>
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</tr>
<tr>
<td>R-21 *Public Information Officer I (Must have 12 hours of history)</td>
<td>Kay Jones (913) 296-2974 Historical Society</td>
</tr>
<tr>
<td>R-22/25 *Registered Nurse II-III (3-11 and 11-7 Shifts) (Several Vacancies)</td>
<td>Don Pesmark (313) 296-4321 Topeka State Hospital</td>
</tr>
<tr>
<td>R-28 Registered Nurse IV</td>
<td></td>
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<tr>
<td>*Water Resource Planner (Unclassified) (See Page 3)</td>
<td></td>
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<tr>
<td>WINDFIELD</td>
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<tr>
<td>R-31 *Coordinator of Institutional Research and Training (Staff Education)</td>
<td>Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-15 *Licensed Practical Nurse (7-3, and 11-7 Shifts)</td>
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<tr>
<td>R-21 *Psychologist I</td>
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<tr>
<td>R-25 *Registered Nurse III (All Shifts)</td>
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### Equal Opportunity Employer
NOTICE OF VACANCY
June 14, 1988

Water Resource Planner (Unclassified)

The Kansas Water Office is seeking interested individuals to apply for an unclassified Water Resource Planner position. Qualified minority, female and handicapped persons are encouraged to apply.

Duties:
- Manages and conducts specific water planning, development and implementation of projects by providing professional consultation and participating in the collection, compilation and analysis of local, regional and national water resources data from a wide variety of sources.
- Evaluates data and makes recommendations regarding water planning issues, policies and problems which need to be addressed and writes necessary reports and documents relating to planning project assignments.
- Writes and revises assigned sections of the Kansas water Plan in accordance with guidelines provided, ensuring that the Plan is in compliance with federal and state laws and agency goals and objectives.
- Arranges meetings with local, regional, state or federal governmental or private units and advisory groups to discuss issues and problems related to water-resources planning. Answers complex technical and policy questions on specific water resources planning projects and encourages participation in the planning process.
- Coordinates progress of planning with other planning groups and agencies. Attends coordination meetings both within and outside the agency to exchange ideas, develop work plans and check progress by listening to presentations and participating and/or leading discussion. Documents significant occurrences.
- Performs other duties as assigned related to:
  1. Lake level management
  2. Water marketing
  3. Reservoir operations
  4. Streamflow analysis
  5. Stream-aquifer interactions
  6. Project review
  7. Permit review

All work is performed under the general direction of a Water Resource Manager or Water Resource Planner Team Leader.

Minimum Qualifications:
- Graduation from an accredited four-year college or university in an approved engineering curriculum with a professional engineering license granted by the Kansas State Board of Technical Professions or by another jurisdiction whose standards are acceptable to the Kansas State Board of Technical Professions. Two years of experience relating to water preferred.
- OR
- Graduation from an accredited four-year college or university in an approved geology curriculum with extensive experience relating to water.

Special Requirements:
- Good communication skills mandatory. Proficiency in using computers and some knowledge of programming and statistics required. Must have a valid drivers license and ability to drive a vehicle.

Location of Position:
- The person hired for this position will be office at 109 SW 9th, Suite 200, Topeka, Kansas. A considerable amount of travel within the State of Kansas is required.

Salary:
- The beginning salary, based on the qualifications of the applicant, shall range between $31,260 and $33,432 per year.

How to Apply:
- Applications are available from the Kansas Water Office by calling (913) 296-3185. Send applications and any other pertinent information you would like to have considered, such as resume, transcripts, certifications, registrations, licenses to:
  Kansas Water Office
  109 SW 9th, Suite 200
  Topeka, KS 66612-1215

Closing Date:
- To be considered for this vacancy, applications must be received no later than July 8, 1988.
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.

*Indicates positions that are open for application to non-state employees as well as state employees.

Applications will be accepted through Friday, April 15, 1988

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<th>VACANT POSITIONS</th>
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<tr>
<td>R-13</td>
<td>*Power Plant Operator I</td>
<td>Judy Randolph (913) 727-3553</td>
</tr>
<tr>
<td>R-10</td>
<td>*Utility Worker</td>
<td>Kansas Correctional Institution at Lansing</td>
</tr>
<tr>
<td>R-15</td>
<td>Corrections Officer I (2 Positions) (Rotating Shift)</td>
<td>George Carter (913) 296-7278</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing) (Hours Between 8:00 a.m. and 5:00 p.m.)</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
<tr>
<td>R-28</td>
<td>Registered Nurse IV (Recruiter/Consultant)</td>
<td>Peggy Shinn (913) 296-2158</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Farrell Maichel (913) 296-4171</td>
</tr>
<tr>
<td>R-31</td>
<td>*Coordinator of Institutional Research and Training (Staff Education)</td>
<td>Farrell Oard (316) 221-1200</td>
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EQUAL OPPORTUNITY EMPLOYER