TIMECARD DEADLINE ANNOUNCED

Time cards for the pay period ending July 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Wednesday, July 13th. All student, classified, unclassified time cards are due. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

STUDENT ASSISTANT EVALUATION REMINDER

As a reminder, student assistant annual evaluations are due. If you have not submitted an annual evaluation of your student assistant(s), please do so as soon as possible. Thanks.

Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR

Attached to this issue of FYI is an examination schedule for State Civil Service examinations offered on the Lawrence campus. Library student assistants interested in taking the Library Assistant I examination should call Personnel Services, 4-4946, to register. Please note that the State of Kansas requires applicants to have 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. Therefore, 2 years of college and one year (full-time equivalent) of library experience should qualify you for the classification. Contact Sandy Gilliland, 4-3601, if you have any questions.

Sandy Gilliland

MASON TO CHAIR COMMITTEE

Alexandra Mason has been appointed chair of the Lilly Library Visiting Committee, on which she has served since 1986. As an advisory committee to the University Librarian, the Provost, and the President of Indiana University on matters concerning the Lilly Library of rare books and manuscripts, the committee's membership has included William Matheson (former Chief, Rare Books Division, Library of Congress), Gordon Ray (president of the Guggenheim Foundation), and G. Thomas Tanselle (noted physical bibliographer and historian of the book). The committee will meet next in October.

Mary Hawkins

WELLER ATTENDING MEETING

LeAnn Weller will be attending the American Library Association Annual Conference and on vacation from July 5 - July 14. Would individuals with serial, document, bibliographer, or other problems that are not urgent, please hold those items until July 15. Thank you for your help.

LeAnn Weller

OPEN MEETING ON "PROPOSAL FOR INTERIM AUTOMATION PROJECTS"

The Library Automation Committee will hold an open meeting on Tuesday, July 19, during its regular meeting time, 1:00-3:00 p.m. in Conference Room A of Watson Library. The purpose is to receive questions and comments on the "Proposal for Interim Automation Projects" that is attached to this FYI. For additional information and explanation, please refer to the reports of the June 21 and June 28 committee meetings (published in this FYI). If you are unable to attend...
FYI - 7/7/88

and wish to comment, please send a written comment to John Miller or express your opinion to any of the committee members (Brandt, M. Hawkins, Howard, R. Miller, J. Neeley & Roach).

John Miller

ATTACHMENTS

State Promotion and Transfer List (below); July 1988 Civil Service Testing Calendar; Invitation to Exhibit, Kansas Collection; Minutes of the Automation Committee meetings of 6/21/88 and 6/28/88; Minutes to PC Users Meeting of 6/22/88; Travel Reports by Shelley Miller and Dan Barkley; Proposal for Interim Automation Projects.

PROMOTION AND TRANSFER LIST

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<td>Ron Collins (316) 221-2171</td>
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EQUAL OPPORTUNITY EMPLOYER

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
July 5, 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, July 8, 1988.
### TESTING CALENDAR

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*Written examinations: Cook I & II, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II, Office Assistant II & II*

Unassembled examinations (ratings of training and experience) available: Carpenter II, Dietitian I & II, Electrician II, Medical Technologist I, Office Supervisor, University Police Officer
You are cordially invited to the opening of the exhibit

Saint Philippine Duchesne

made up of documents drawn from the holdings of the Kansas Collection on the occasion of St. Philippine's canonization.

4pm Friday, July 8, 1988

Kansas Collection
Kenneth Spencer Research Library
Report of the Library Automation Committee meeting, Tuesday, June 21, 1988, 1-3 p.m.

Absent: S. Brandt

This meeting centered on three topics: (1) a review of recent events in the computer center, including what Gary and John have been doing; (2) a discussion of the status of the serials accounting system project; and (3) a discussion of the draft survey distributed to committee members the week before.

News

John announced that a new programmer, Annamarie Hill, had begun work on June 20, replacing Horry Anderson. She is going through some basic training and will begin by working on a circulation system project to change the number and wording of overdue notices. Gary has been spending much of his time on non-library specific tasks. In part, this is because Systems and Programming (S&P) has been without a director for several months and Gary is helping with some general projects. For example, he has just edited a new programmer's handbook for all S&P staff. There has also been a lot of turnover in the contract team that he oversees (which includes the library programmers) so he has spent a lot of time training and covering for positions that currently lack a dedicated staff member. Most of John's time has gone into getting the online batch jobs into production (they went in in April), fixing bugs in a variety of systems (especially in serials and the online catalog), doing a lot of non-programming work associated with this committee, and doing a strange assortment of tasks related to the online catalog. The catalog project was by no means finished when the terminals were hurriedly installed last November. Lots of bugs still remain.

Serials Accounting

John brought up the problem of what to do in the next several months, especially in light of Annamarie having started work. He stated that it seemed probable that the general survey and planning process would take at least several months to complete and that there needed to be a project or projects to work on in the interim. The single discrete project that has already been analyzed and mapped out and has nothing obvious standing in its way is a serials accounting system. (Another project, adding serials and serial holdings to the online catalog, as of this meeting seemed to be blocked by technical limitations -- see the report of the next meeting for more details.) Gary, working with a committee of serials staff, has written a 15-page serials accounting project plan. Assuming no substantial changes are made, the project is ready to go to a programmer. Gary's plan, if given the go-ahead, would be to have Annamarie work on it after completing the circulation project.

John asked if it would be possible and advisable for the committee to recommend that work progress on the serials accounting project, assuming that it would be a one-person project lasting approximately 6-9 months. This obviously preempts part of the planning process, but appears to be an intelligent way to proceed, given both the advanced state of the planning and Annamarie's availability. After considerable discussion, the committee decided: (1) John would distribute copies of the project plan to committee members within a couple of days; (2) Kent would present a report to the committee at the next meeting on the project, emphasizing its relation to the merging of serials into the online catalog; and (3) any decision would be made after more discussion.

Automation needs survey

The committee generally approved of the format of the draft survey, including the descriptions of current systems. They suggested adding a "technical considerations" section at the end. John agreed to make the changes and to have the survey ready to distribute by the middle of the following week (June 28 or 29).

-- John Miller
Report of the Library Automation Committee meeting, Tuesday, June 28, 1988, 1-3 p.m.


In addition to some announcements, this meeting covered four principal topics: (1) approval of the automation needs survey document; (2) the adoption of a mission statement; (3) a discussion of the possibilities of proceeding with a serials accounting project and a project to include serials in the online catalog while the planning process goes on over the next several months; and (4) a discussion of Clint’s draft proposal for the use of some science library equipment money.

Announcements
John first announced that a new head of Systems & Programming (S&P) had been hired and had begun work. Merle Parks replaces Dave Gardner who recently became Director of the Office of Information Systems (OIS). Gary Susott, who is project manager of the team that includes the library programmers, reports to the head of S&P who in turn reports to the Director of OIS. Mr. Parks has most recently been a private consultant, but before that worked for several different companies and institutions, including the University of Nebraska.

John next announced a very significant change in OIS plans. The chief obstacle to displaying circulation status and serials holdings in the online catalog has been the isolation of the online catalog in its own CICS. It previously looked doubtful that that condition would change until the middle of next year at the earliest. Now, prompted by the severe problems experienced by production CICS in the last couple of months, the decision has been made to move the other library applications (cataloging, circulation, retrospective, & serials) from production CICS into the online catalog CICS as soon as possible. This would make it possible to proceed with providing access to circulation status and serials holdings. Most of the programming for the display of circulation status is already done; the details of the “serials merge project,” as it is sometimes called, still need to be worked out and no programming has been done so far.

Automation needs survey
The committee agreed upon the final draft of the survey and decided on a final list of staff to whom it would be distributed—department heads plus the heads of several subordinate units. The goal was to distribute the survey widely, especially since copies would also be available to individuals through the library administrative office. John was instructed to distribute the survey and announce its distribution in FYI.

Mission
The committee, after considering several alternatives, adopted the following as a statement of its general mission.

Mission: Through consultation with library staff, the Library Automation Committee will develop and recommend to the Dean of Libraries a plan and set of priorities for future automation in the libraries, both long-term and short-term, both for mainframe systems and for microcomputer and other types of automated systems. The Committee also will guide the design and implementation process as a plan and priorities become established.

Serials accounting and serials in the online catalog
This discussion originated in the suggested need to move ahead with productive programming work during the next several months while the committee works on a general automation plan. This is obviously a preempting of the planning process in the short-term, but probably necessary. The initial planning process alone will take several months.

John had previously suggested the idea of proceeding with the serials accounting project since the planning was rather advanced (see the last week’s meeting report). In addition, with the new plans to consolidate all library applications in one CICS, merging serials into the online catalog again becomes a possibility and presumably becomes a high priority. The online catalog committee had recommended that serials be added as soon as possible, with the initial supposition being that they could be added in the first half of 1988 (this, of course, proved to be impossible).

Committee members had received a copy of the serials accounting project plan prior to the meeting. Kent began the discussion by giving a presentation (1) describing the status of the planning for the serials accounting system, (2) describing the planned components of the system, and (3) describing the crucial need for the system in light of plans to add serials to the online catalog. The key linkage in the last case is that the payfile records must be connected to online serial bibliographic records so that changes to the bibliographic record entry will be automatically reflected in the payfile. Records are already diverging as the manually-updated payfile is losing track of changes made to the bibliographic records — changes made both individually by staff members and globally through changes to authority file records.
In answer to a question, John stated that the two projects, serials accounting and the serials merge, could be worked on simultaneously since Anna Marie could work on serials accounting under Gary's guidance while he (John) worked on the serials merge project. The only unknown at this point is the science library money project which would require a large amount of someone's time, but not necessarily Anna Marie's or John's.

The discussion reflected the fact that the two projects were perceived differently. First of all, the serials merge project appeared to have wide support, both within the committee and, based upon committee members' perceptions, within the library as a whole. It also had the advantage of being more or less a planned continuation of the online catalog project that had been temporarily postponed due to technical obstacles. The committee agreed that it made good sense to proceed with the project as soon as an oversight committee could be formed to decide some of the remaining issues.

Discussion of serials accounting was less straightforward. No one questioned the importance of the project. Its logical association with the serials merge project also seemed clear and appeared to argue for doing the two projects in tandem. The considerable work that had already gone into the project, including the creation of a project plan, was recognized as important. The real remaining question was whether or not all these factors meant that it should be done immediately.

After considerable discussion, the committee decided to recommend continuing with the accounting project with the proviso that a bibliographer be added to the serials department working group that had been designing the system. That group would also become a more formally recognized committee.

John was asked to write a justification for the two projects to be discussed at the next meeting.

Science Library Money (see also the Report of the June 14 meeting)

There was general approval of Clint's draft "vision" which had been distributed to committee members earlier. The proposal recommended spending the money on (1) some additional CD-ROM databases and workstations (possibly hooked together through a local area network), (2) a substantial investment in mainframe databases (for example, Science Citation Index) and the software needed to store and search them (for example, BRS/SEARCH), and (3) substantial investment in the campus communications network to enhance the general ability of the campus community to use online library files, both the existing online catalog and any newly acquired databases.

In the discussion, three items were stressed: (1) If the project were funded, someone, possibly a new staff member, would have to devote considerable time to the project over the next few years; (2) we need to find out what similar projects are operating or being considered elsewhere on campus or in the state and coordinate our efforts to as large a degree as possible; and (3) the primary concern at the moment is to gain approval of the general concept. The committee recommended that Clint's document provide the basis for discussions between the library administration and Executive Vice Chancellor Ramsay. Staffing and technical details should wait upon general approval of the idea by Strong Hall.

John Miller

Minutes: PC Users Meeting
Date: June 22, 1988
Present: Shelley Miller, Elizabeth Stephens, Rich Ring, Dan Barkley, Ann Hyde, Nancy Hawkins, Susan Craig, Mary Hawkins, Judith Emde

The meeting was called by the Staff Development Committee to discuss the interests of staff members in computer applications. Each person at the meeting described his or her familiarity and level of expertise with specific hardware and software. Everyone also indicated what further information would be useful in individual applications. The meeting had to close in individual applications. The meeting had to close before discussing how to meet the varied needs of the group. A directory listing names of staff members, hardware and software packages used, and level of expertise was suggested to help PC users with questions.

Another meeting will be called in July to discuss the formation of a directory.

Judith Emde, Secretary
I recently attended the InterAgency Seminar hosted by the Government Printing Office on April 17th-22nd in Washington, D.C. The Seminar was designed to bring Document Librarians together with those who operate the various federal agencies that generate publications that we work with on a daily basis. The Seminar was attended by 75 Document Librarians (five from Kansas) and was extremely successful.

Each day's seminar was designed to allow interaction and feedback between the Librarians and the bureaucrats who operate the different government agencies. The goal of the Seminar was to alert those who operate the agencies and generate information that their material is important and essential to librarians and that their material is used by a wide variety of interests. I believe that goal was attained.

Each seminar was constructed around a central theme. The first day was spent on Intellectual Property Rights and focused on the Patent and Trademark and Copyright Offices. The second day dealt with the Census Bureau, their publications, collection methods for the decennial census, etc. Day three was spent working with the National Technical Information Service (NTIS), their collection and dissemination methods and how they work with the private sector in the distribution of their material. The fourth day focused on the Library of Congress and their research efforts, such as the Congressional Research Service, various other services the Library of Congress performs. Also a workshop on the Federal Register and how to use it was conducted. The final day was spent reviewing information that had been disseminated during the week and finished with an informal question and answer period that included all the participants from the federal agencies.

The Seminar was highly informative, very useful and most valuable in the information gathered and exchanged. I believe that the people who operate the agencies involved in the Seminar learned as much as the Document Librarians. The Librarians were able to demonstrate the need for continued generation of government information, cooperation in meeting those informational needs, and the fact that the information is important, useful, relevant and widely used by a number of different interest groups.
Proposal for Interim Automation Projects:
(1) online public access to serials
(2) serials accounting

I. General.

The first phase of the general planning process will take at least 4-5 months and probably longer. It is important that the committee not rush the planning process. At the same time, programming time is available currently and should be used. At the least, Annamarie Hill is available full-time and John Miller part-time. It is proposed that the two projects described below (in sections II. & III.) be worked on at the same time.

II. Online public access to serials and serials holdings.

A. The scope and details of a project to add serials to the online catalog and to display their holdings will be worked out by a task force. The proposal is to proceed with the work of determining the project's scope and details and then, assuming they can be agreed upon, with formal analysis. Then, if the proposed project could be completed approximately by next summer, proceed with programming and implementation.

B. Arguably, this is the project most directly benefitting patrons. Along with providing check-out status and putting all books into the online catalog, it is one of the most frequently-requested items on patron comments.

C. The committee is confident that public online access to serials will rank near the top of staff preferences, so it seems prudent to at least begin the planning process at this time.

D. The online catalog committee identified this as the highest priority enhancement of the online catalog.

E. The physical quality of the Central Serials Record microfiche has declined substantially over the past several months. Reruns have been the norm.

F. Projected increase in offsite access to the online catalog makes it much less acceptable to tell patrons to "consult the Central Serials Record," since that is impossible without coming to a library.

G. Online public serials access is important to a "state-of-the-art" science library.
III. Serials Accounting.

A. A complete and detailed project plan has already been completed after considerable committee work. This is a significant portion of the time spent on any project.

B. The six major benefits provided by the system are the following:

1. a "payfile" record is attached to the holdings record which is in turn attached to the master bibliographic record - therefore all updates to the bibliographic or holdings records are reflected immediately in the payfile record

2. invoices are tracked all the way through receipt and payment

3. single entry of all data (as opposed to the current system that requires multiple keying of many items)

4. accounting satisfying legal and departmental requirements

5. ability to provide internal budget information for collection development and other budget/management purposes

6. make possible further automation of claiming system

While all six are needed functions, supplying the first function is particularly imperative. The absence of a direct connection between the payfile and the master bibliographic file means that headings in the two files are rapidly diverging as (1) more and more serials are fully cataloged on OCLC and become linked to the authority file and therefore change as the authority file changes, (2) headings are manually changed in local serial records, and (3) headings are changed by machine in local serial records. If serials go into the online catalog, the process will be extended even farther. In many cases, there will be only an inexact link between the entry for a title in the catalog and the entry in the payfile.

C. The programming for this project will probably take only slightly longer (6-9 months) than the first phase of the planning process and it can begin almost immediately.

D. This project would be a good, discrete one for Annamarie Hill to work on as an initial large project (under Gary Susott’s guidance).

IV. Task Forces.

A. A task force will be formed as soon as possible to work on online public access to serials.

B. The group of serials staff that has been planning the serials accounting system over the past year will be slightly enlarged and will become a formally-recognized task force.
CLASSIFIED VACANCIES

**Secretary I, Kansas Collection.** Due to Martha Minor's resignation (see PERSONNEL below), the Kansas Collection has announced the availability of a full-time Secretary I position. Responsibilities include: 1) General office management; 2) Accession assistance; 3) Reproductions for patrons; 4) Reference desk duty; 5) Typing; 6) Departmental projects. Minimum Qualifications: One year of experience in secretarial and/or clerical work. **Strongly Preferred:** Strong organizational skills; ability to organize work and meet deadlines; accurate typing ability of at least 50 wpm; reference experience or public service work; ability to work effectively with patrons and staff; experience with historical materials. **Preferred:** Knowledge of library organization; knowledge of Kansas history; experience using a microcomputer. The Secretary I classification is funded at salary range 13 on the Civil Service salary scale, at a beginning annual salary of $14,880. A copy of the position description is on file in the Library Office for review. Library staff interested in applying for this vacancy should contact Sandy Gilliland by 5:00 p.m. Wednesday, July 20, 1988.

**Library Assistant I, Engineering Library.** Due to Lance Tomlin's resignation the Engineering Library has announced the availability of a full-time Library Assistant I position. Responsibilities include: 1) Serial processing; 2) Non serial processing; 3) Supervision and training; 4) Reference/circulation assistance; 5) Equipment maintenance. Minimum Qualifications: Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years. **Strongly Preferred:** Experience in technical processing of serials; demonstrated successful ability to interact effectively with library patrons and staff. **Preferred:** Reference experience and working knowledge of reference sources; experience in technical processing of documents; demonstrated ability to prioritize work and function independently; demonstrated ability to maintain accuracy and attention to detail while working with a large scale flow of materials; knowledge of library resources and organization; KU Libraries UKASE system experience; KU Libraries Circulation system experience; accurate keyboard skills. The Library Assist. I classification is funded at salary range 14 on the Civil Service salary scale, at a beginning annual salary of $15,648. A copy of the position description is on file in the Library Office for review. Library staff interested in applying for this vacancy should contact Sandy Gilliland by 5:00 p.m. Wednesday, July 20, 1988.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

**PERSONNEL.**

Martha Minor, Secretary I in the Kansas Collection, has announced her resignation effective August 17, 1988. Martha will begin a Master's Degree program in Library Science this Fall. She began employment with the Libraries in September, 1985.
FYI - 7/14/88

Rita Penny, Bookkeeper in the Library Administrative Office, has announced her resignation effective July 17th. Rita began employment with the Libraries in November, 1987. She has accepted a promotion to an Accountant I position in the University's Comptrollers Office.

Judy Kasson has been appointed the Libraries' Student Employment Coordinator (Office Assistant IV) effective August 1st. Judy is currently employed with the University's Computer Science Department. She has also held previous employment with the University's Supportive Educational Services department and with Southwestern Bell Telephone Co.

Kathryn Snell has been appointed as Reference Librarian (Librarian I). Kathy earned the MLS degree in 1988 from the University of South Carolina. She received a B.A. degree in English from the University of Minnesota. Her appointment is effective August 1st.

Vickie Doll's Library Assistant I position in the East Asian Library has been converted to an unclassified Program Assistant effective June 18th due to a significant change in the responsibilities assigned to the position. Vickie will now be serving as a bibliographer for Chinese Studies and will be responsible for the East Asian Library's conversion to the OCLC CJK system. Vickie has been employed by the East Asian Library since January, 1982.

TUITION ASSISTANCE APPLICATION DEADLINE ANNOUNCED

Applications for the Fall, 1988 Tuition Assistance Program are due in the Executive Vice Chancellor's Office by 5:00 p.m. Friday, July 29th. To be eligible, one must be a full-time staff member of the University and have been in a full-time position for at least one year. The Tuition Assistance Program will pay for the cost of one course, plus supplies to staff who receive funding. Awards are made on a competitive basis. For additional information, contact Ruth Miller or Sandy Gilliland in the Library Office, 4-3601, or staff in the Executive Vice Chancellor's Office, 4-4904. An application form is attached.

OPEN MEETING ON "PROPOSAL FOR INTERIM AUTOMATION PROJECTS"

This is a reminder of the open meeting of the Library Automation Committee on Tuesday, July 19, 1:00-3:00 p.m. in Conference Room A of Watson Library. The purpose is to receive questions and comments on the "Proposal for Interim Automation Projects" published in last week's FYI. If you are unable to attend and wish to comment, please send a written comment to John Miller or express your opinion to any of the committee members (Brandt, M. Hawkins, Howard, K. Miller, J. Neeley & Roach).

UPDATE ON SHIFTING OF STACKS

We are starting the last part of the West stacks shift. We are working on 3½ W this week.

NEWLY PUBLISHED

A new volume has just appeared in the Library Series of the University of Kansas Publications: The Autobiography of Thomas Secker, Archbishop of Canterbury, edited by John S. Macauley and the late R. W. Greaves, both of KU's Department of History. The book is a transcription of the 18th-century manuscript held at Lambeth Palace, then and now the seat of the Archbishop of Canterbury, and is one of only two such autobiographies ever written. Titles in the Library Series are distributed on exchange to libraries around the world, and are also available for purchase.

L.E. James Helyar
BORROWING POLICY AT THE ARCHIE DYKES LIBRARY

Although the Dykes Library lending policy has recently been distributed to a number of library departments, an abbreviated statement may be of general interest. The Dykes Library at the KU Medical Center will lend to anyone directly affiliated with the Lawrence campus; faculty, staff, and students of other Regents' institutions; and grads of the KU Lawrence programs in Social Work and Pharmacy who belong to an alumni association. The Dykes Library does not honor courtesy cards such as KCRCHE cards or the Kansas Library card, however. Kansas residents may use Dykes Library materials on the premises and may obtain borrowing privileges by payment of a quarterly or annual fee. In referral of library users to the Dykes Library, Lawrence staff are encouraged to call (560-7166) whenever there is a question about borrowing status. 

Mary Hawkins

RECEPTION FOR REBECCA STUHR-ROMMEREIM

The Reference Department will host a farewell reception for Rebecca Stuhr-Rommereim on Friday, July 22nd (her last day at work) from 10:30 till noon in the Watson Library conference rooms. Refreshments will be served. All staff are invited to attend. 

Jim Neeley

POTLUCK SUNDAY BRUNCH

You are invited to a potluck Sunday brunch in honor of Susan Shaw (departing at the end of her 1-year grant) and Priscilla Howe (recently returned from Bulgaria) and assorted Leos (SS, PH & ST among others). Shelley Miller will provide tableware, French toast and o.j. Please bring toppings or breakfast eats. 10:00 a.m., Sunday, July 17 (through early afternoon, so come later if earlier is too early.) 936 Pennsylvania (6 blocks east of Massachusetts Street).

Students and staff are welcome to the Sunday brunch at my house. Food ideas: syrup, juice, fruit, bacon, sausage, has brown fixings, champaigne, butter, yogurt, etc. (nothing is ok too!) Shelley Miller

ATTACHMENTS

State Promotion and Transfer List, State Unclassified Vacancy announcement, Tuition Assistance Application form.
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

July 11, 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, July 15, 1988

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-21</td>
<td>*Facilities Maintenance Supervisor (2 positions – masonry, carpentry, electrical)</td>
<td>Dave Pelzel (913) 472-3177 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-16</td>
<td>*Painter</td>
<td>Ron Collins (316) 221-2171 Kansas Soldiers Home</td>
</tr>
<tr>
<td>R-23</td>
<td>*Physical Plant Supervisor I</td>
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<tr>
<td>R-16</td>
<td>Communications Operator I (2 vacancies – rotating shifts)</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
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<tr>
<td>R-19</td>
<td>*Medical Technologist I</td>
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<tr>
<td>R-18</td>
<td>University Police Officer (3 vacancies – rotating shifts)</td>
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<td></td>
<td>*School Psychologist (Unclassified)</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-21</td>
<td>Accountant II</td>
<td>Bill Wachs (913) 296-3521 Department of Administration (Accounts and Reports)</td>
</tr>
</tbody>
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EQUAL OPPORTUNITY EMPLOYMENT
(CONTINUOUS ON BACK)
TOPEKA (cont.)

R-26 *Chemist III
   (thorough knowledge of analytical chemistry)
Ginny McCord (913) 296-4171
   Board of Agriculture

R-11 Keyboard Operator I
R-15 Office Assistant IV
   (3 years experience in mail room machinery)

R-27 *Computer Systems Analyst III
Graig Brummer (913) 232-6000
   Kansas Bureau of Investigation

R-17 *Electronic Control Center Mechanic
Heleen Parnsay (913) 296-3116
   Department of Administration
   (Buildings and Grounds)

R-12 *Food Service Supervisor I
Gloria Weir (913) 296-7295
   Kansas Correctional-Vocational Training Center

R-18 Library Assistant II
   (Zenith PC w/dbase program preferred)
Kay Jones (913) 296-2974
   Kansas Historical Society

R-11 Office Assistant II
R-13 Secretary I
   (2 positions)
Susan Koch (913) 296-3785
   Department of Commerce

R-23 *Personnel Management Specialist II
   (See below)
Vicki Harding (913) 296-3140
   Department of Administration
   (Division of Personnel Services)

This vacancy is in the Exam Development and Validation Unit. Work involves conducting job analyses, evaluating employee selection requirements, and developing and validating various employee selection instruments using appropriate statistical techniques. Experience or education in psychometric testing and measurement, industrial psychology, job classification or statistical research analysis preferred. Working knowledge of statistical analysis, data base management and spreadsheet software desired.

R-22/25 *Registered Nurse II/III
   (3-11 and 11-7 shifts)
   (several vacancies)
Don Pesmark (913) 296-4321
   Topeka State Hospital

R-22 Social Worker III
Linda Kraus (913) 296-3936
   Youth Center at Topeka

*Water Resource Planner
   (Unclassified)
   (See page 3)
Kansas Water Office (913) 296-3185

WINFIELD

R-31 *Coordinator of Institutional Research and Training
   (Staff Education)
Farrel Oard (316) 221-1200
   Winfield State Hospital and Training Center

R-15 *Licensed Practical Nurse
   (7-3 and 11-7 Shifts)
R-21 *Psychologist I
R-23 *Qualified Mental Retardation Professional
R-25 *Registered Nurse III (All Shifts)
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 reviews
7. Permit reviews

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 officed 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, Kansas 66612-1215

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
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.
CLASSIFIED VACANCY

The Science Library has announced the availability of a new Library Assistant I position. Responsibilities of this position include: 1) stack supervisor--responsible for shelving and maintenance of the entire Science Library collection; 2) searches, recalls and holds coordinator; 3) Supervision of student assistants; 4) circulation desk back-up; 5) information desk duty. Minimum Qualifications: Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of 2 years. Strongly Prefer: ability to interact effectively with library patrons and staff. Prefer: successful supervisory experience; experience and training with the KU Libraries' online circulation system or other library automated systems; demonstrated ability to work independently; work experience in a large academic or research library; willingness to work a flexible schedule.

The Library Assistant I classification is funded at salary range 14 of the Civil Service salary scale, at a beginning annual salary of $15,648. Library staff interested in applying for this position should contact Sandy Gilliland by 5:00 p.m. Wednesday, July 27th. A copy of the position description is on file in the Library Office for review.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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REMEMINDER OF CLASSIFIED VACANCY

All department heads and classified staff received an FYI SPECIAL FLIER earlier this week announcing an Accountant I vacancy in the Library Administrative Office. Staff interested in applying for this position should contact Sandy Gilliland by 5:00 p.m. Monday, July 25th.

Sandy Gilliland

STUDENT HOURLY WAGE INCREASE

The University recently announced an increase in the minimum wage rate for students on the Lawrence campus. Effective for Fiscal year 1989, or as of June 18, 1988, student employees have been increased from $3.35 to $3.50 per hour. All continuing students appointed at the minimum wage rate last fiscal year, or new hires, have been automatically appointed at the $3.50 per hour rate for FY 1989. Future student time cards submitted by departments should reflect this increase in the minimum wage rate.

Nancy Jaeger

PERSONNEL

Jan Darting, Librarian I with the Kansas Collection's Wilcox Grant, has announced her resignation. Jan began employment as a Program Assistant with the grant project in January, 1986. Her position was changed to a Librarian I in January, 1988. Jan has accepted a librarian position with the Perry-Lecompton school district. Her resignation is effective July 29th.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
FYI - 7/21/88

COURIER SCHEDULE
Due to the driver's vacation, the K-State based Regent's Schools ILS courier will not run from July 29th to August 19th. The first courier delivery for the Fall semester will be on August 22nd. Judy Brow

J. DARTING HAS ESSAY ACCEPTED FOR PUBLICATION
Jan Darting, of the Wilcox Project in the Kansas Collection, has had an essay on Ralph Newbery, the Elizabethan printer, accepted for publication in the April 1989 issue of the Library Quarterly. Jan's essay was originally a term paper for the History of the Book course taught by Rick Clement in Special Collections. Rick Clement

ORIGAMI EXHIBIT IN ART LIBRARY
Origami by design student Joel Cooper is currently on display in the Art Library, Spencer Museum of Art. The exhibit features traditional and modern examples of paper folding. Ann Snow

TO FRIENDS OF REFERENCE DEPARTMENT
There are a few items in the Reference Department Office which were left over from Saturday's party. You may pick them up there. Marilyn Clark

REMINDER—RECEPTION FOR REBECCA STUHR-ROMMEREIM
The Reference Department will host a farewell reception for Rebecca Stuhr-Rommereim on Friday, July 22nd (her last day at work) from 10:30 till noon in the Watson Library conference rooms. Refreshments will be served. All staff are invited to attend. Jim Neeley

ANNOUNCEMENTS
State Promotion and Transfer List.
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, July 22, 1988.

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<tr>
<td>R-21</td>
<td>*Administrative Law Judge</td>
<td>Robert Anderson (913) 296-3441</td>
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<td></td>
<td>*Accountant I</td>
<td>Ronna LeVin (316) 662-5304</td>
</tr>
<tr>
<td>R-19</td>
<td>*Accountant II</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
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<tr>
<td>R-31</td>
<td>*Accountant III</td>
<td>Warren Hurst (913) 281-3308</td>
</tr>
<tr>
<td>R-21</td>
<td>*Assistant Director, Student Assistance Center</td>
<td>Lorna Zimer (913) 864-4064</td>
</tr>
<tr>
<td>R-22</td>
<td>*Assistant Director, Student Assistance Center</td>
<td>Lorna Zimer (913) 864-4064</td>
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<tr>
<td>R-19 Accountant I</td>
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<tr>
<td>R-31 Dentist</td>
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<tr>
<td>R-21 Psychologist I</td>
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<td>R-22 Assistant Director, Student Assistance Center</td>
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<th>LAWRENCE (cont.)</th>
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<tr>
<td>R-21 Facilities Maintenance Supervisor (Rotating Shift)</td>
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<tr>
<td>R-22 *Registered Nurse II</td>
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<tr>
<td>R-28 *Systems Software Specialist</td>
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<td>R-25 Technical Support Programmer I</td>
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<td>R-6 *Switchboard Operator I</td>
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<td>R-23 Corrections Counselor II</td>
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<td>R-24 Accountant II</td>
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<td>R-21 Facilities Maintenance Supervisor</td>
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<tr>
<td>R-22 Accountant II</td>
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<tr>
<td>R-24 Tower &amp; Antenna Specialist</td>
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<tr>
<td>R-25 *Assistant Director, Workers Compensation</td>
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<th>LAWRENCE</th>
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<tr>
<td>R-25 Central Accountant III</td>
</tr>
<tr>
<td>R-26 *Research Analyst II</td>
</tr>
<tr>
<td>R-31 *Microbiologist I</td>
</tr>
<tr>
<td>R-33 <strong>Office Assistant III (Limited Term)</strong></td>
</tr>
</tbody>
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Continued on next page.
TOPEKA (cont.)

R-11 Office Assistant II
(Intermittent/Mornings)
Sondra Lowe (913) 296-2493
Department of Administration
Division of Accounts and Reports

R-13 Office Assistant III
Freddie Thom (913) 296-2326
Animal Health Department

Set up new office with minimal supervision. Good typist. Set up and maintain good filing system. Understand rules and regulations. Please send application to Animal Health Department, Room 451, Landon State Office Building, 900 SW Jackson, Topeka, KS 66612.

R-23 *Personnel Management Specialist II
(See below)
Vicki Harding (913) 296-3140
Department of Administration
Division of Personnel Services

This vacancy is in the Exam Development and Validation Unit. Work involves conducting job analyses, evaluating employee selection requirements, and developing and validating various employee selection instruments using appropriate statistical techniques. Experience or education in psychometric testing and measurement, industrial psychology, job classification or statistical research analysis preferred. Working knowledge of statistical analysis, data base management and spreadsheet software desired.

R-22/25 *Registered Nurse II/III
(3-11 and 11-7 Shifts)
(Several Vacancies)
Don Pesmark (913) 296-4321
Topeka State Hospital

R-15 Secretary II
Karen Parker (913) 296-3968
Dept. of Social and Rehabilitation Services
Legal Division

R-17 Secretary III
Caryl Clanton (913) 296-4300
Dept. of Social and Rehabilitation Services
Adult Services

R-13 *Sign Shop Worker
(Temporary)
Jessie DeGarmo (913) 296-3253
Kansas Museum of History

R-10 *Utility Worker
(Temporary through January 17, 1989)

R-22 Social Worker III
Jim Gill (913) 296-9521 (Ext. 260)
Dept. of Social and Rehabilitation Services
Topeka Area Office

R-24 Social Worker IV
David Scott (913) 296-4633
Dept. of Social and Rehabilitation Services
Youth Services

R-27 *Technical Support Programmer II
Boyce McCarter (913) 296-3343
Department of Administration
Div. of Information Systems and Communications

WINFIELD

R-31 *Coordinator of Institutional Research and Training
(Staff Education)
Farrel Gard (316) 221-1200
Winfield State Hospital and Training Center

R-15 *Licensed Practical Nurse
(7-3 and 11-7 Shifts)

R-27 *Pharmacist II
R-21 *Psychologist I
R-23 *Qualified Mental Retardation Professional
R-25 *Registered Nurse III (All Shifts)

ASSISTANT DIRECTOR, STUDENT ASSISTANCE CENTER

Responsible for services for students with disabilities and assistance to the general student population. Minimum Requirements: Masters degree (special education, counseling, psychology, student personnel or related field is preferred) and experience in provision of services to students with disabilities; effective communication skills; familiarity with student development principles. Deadline is 5:00 p.m. on August 2, 1988.

ASSISTANT DIRECTOR, STUDENT ASSISTANCE CENTER

Responsible for developing and delivering educational programs and assisting non-traditional and general student population. Minimum Requirements: Masters degree (student personnel, counseling, psychology, or a related field is preferred) and experience with seminar development and delivery; effective communication skills; familiarity with student development principles. Deadline is 5:00 p.m. on August 2, 1988.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

COURIER SCHEDULE

Due to the driver's vacation, the K-State based Regents Schools ILS courier will not run from July 29th to August 19th. The first courier delivery for the fall semester will be on August 22nd. A temporary courier has been arranged for service to the Regents Center, the KU-Med Center, and Linda Hall during this interim/vacation period. Brenda Owens will be making one stop at each of these libraries on Monday and Thursday of the first three weeks in August (8/1, 8/4, 8/8, 8/11, 8/15, 8/18). Her scheduled departure time is 8:30 a.m. with an approximate return time of 11:30 a.m.

Judy Brow

TAKE MY BOXES, PLEASE

The Aquisitions Dept. currently has an oversupply of cardboard boxes available for new applications. If you or anyone you know is moving, reorganizing their garage or planning children's activities requiring firm, fibrous material, stop by.

Malcolm Lodwick

UPDATE ON STACKS SHIFT

We are finished with the 3½ W shift. We will be bringing books from 3 W to 3½ W now.

Cynthia Shively

VACATION PLANS

Sandy Gilliland will be on vacation beginning Thursday, August 4th through Sunday, August 14 (returning to work on Monday, August 15th). In her absence, all personnel-related matters should be referred to Judy Kasson, our new "Ruth Hurst" replacement, or to your appropriate Assistant Dean (Clint Howard or Mary Hawkins). As a reminder, Judy's first day is August 1st.

Sandy Gilliland

LIBRARY SUMMER PARTY REMINDER

As a reminder, the fifth annual Library Summer Party will be held this Saturday, July 30th, at Sandy and Keith Gilliland's farm. Please refer to the attached invitation for specific information. All library staff (including students) are invited.

Sandy Gilliland

ATTACHMENTS

The 40th Annual Meeting of the Association for Asian Studies was held in San Francisco, March 24-27. The major reason for my attendance this year was to present a report to the Subcommittee for Japanese Materials. I have chaired a task force on educational opportunities for Japan-specialist librarians during the past three years. The task force studied various projects and funding opportunities. I wrote a grant proposal seeking funds to start an internship program for young librarians, but it was not funded this year. My report summarized the activities of the task force and recommended some future actions and projects.

The Committee for East Asian Libraries is the planning and coordinating body for East Asian library resource development in the U.S. This committee plans its own schedule of activities at the Association meetings. During the past three years, we have had a great deal of excitement. The technological breakthrough which enables computer manipulation of all three East Asian languages (Chinese, Japanese, Korean) with a single program has brought dramatic changes in East Asian librarianship, and we have seen a refreshing burst of energy talking about and demonstrating all the new possibilities. Perhaps because of this period of unusually stimulating activities, we have come with heightened expectations. This year's conference activities seemed rather anticlimactic. Everything I saw and heard at this meeting seemed to me to be recycled information from the previous years. If it was not for the most beautiful weather and the special charm of the City of San Francisco, my attendance at this annual meeting would have been very dull.

---Gene Carvalho


This meeting was an open hearing on the committee’s "Proposal for Interim Automation Projects: (1) online public access to serials; (2) serials accounting." This proposal appeared in the July 7, 1988 FYI. (See the minutes of previous meetings for more information on the proposal.)

After an introduction by John Miller and a few opening comments by committee members, the meeting consisted of a free form discussion involving both guests and committee members. The discussion continued unabated for two hours and, as the diplomats say, involved a free and open exchange of ideas. Given the impossibility of reporting everything that was said, the following statements attempt to summarize the discussion:

-- Several people spoke in favor of the serials accounting project; no one spoke against it. The consensus appeared to be that it makes sense to proceed with the project.

-- Opinion on the proposal to provide online public access to serials and serials holdings was divided into at least three different parts: (1) those who think the project is very necessary and that the committee should proceed with its interim proposal to create a project task force, define the project, and execute it if it can be accomplished in this fiscal year; (2) those who approve of the idea in general and think it is proper to create a project task force, but who want to separate that decision from any actual decision to proceed with the project; and (3) those who think nothing should be done until after the automation committee has received and reviewed the results of the preliminary automation needs survey. The majority of the participants appeared to favor one of the first two alternatives.

As might be assumed from the above statements, most of the discussion concerned online public access to serials. The principal problem seemed to be that there is no current consensus on the limits or scope of the project. There is a continuum of possibilities, with different benefits and drawbacks at each point along the continuum. It seemed to be clear to all that there would need to be considerable discussion and planning before the project could be begun.
Report of the Library Automation Committee meeting, Tuesday, July 5, 1988, 1-3 p.m.


After modifying and approving the draft reports of the previous two meetings, the committee discussed two topics.

The first topic was whether the library administration needed any more help from the committee before going to Executive Vice Chancellor Ramaley with the proposal for "Expanded Database Access." The reply was that nothing else was needed at this time.

The second topic was the draft proposal for two interim automation projects: serials accounting and serials in the online catalog. (John had prepared a draft and distributed it to members before the meeting.) The committee discussed the two proposals at great length. Discussion seemed to bring consensus on the serials automation project, but not on the online access to serials project. Some members remarked that the meaning of "adding serials to the online catalog" was less clear at the end of the meeting than at the beginning. There did seem to be consensus, however, that the general idea was important and it was important to begin the planning process with the "hope" that a project might be able to be accomplished in a reasonably short amount of time.

In the end, the committee: (1) made numerous changes to the original draft; (2) approved the revised draft; and (3) decided to have an open hearing on the topic before making any final decisions. The hearing was scheduled for July 19, with the understanding that the interim proposal would be published in the July 7 FYI and the open meeting announced in both the July 7 and July 14 FYI's.
**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

July 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, July 29, 1988

**SALARY RANGE**  **VACANT POSITIONS**  **CONTACT PERSON**

<table>
<thead>
<tr>
<th>RANGE</th>
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<tbody>
<tr>
<td>R-18</td>
<td>*Office Specialist</td>
<td>Dave Telvel (913) 472-3177 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-18</td>
<td>*Social Worker I (Step B)</td>
<td>Scott Hogue (316) 275-0271 Dept. of Social and Rehabilitation Services Garden City Area Office</td>
</tr>
<tr>
<td>R-19</td>
<td>*Vocational Rehabilitation Counselor I</td>
<td>Richard Thompson (316) 651-6200 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-31</td>
<td>*Administrative Law Judge</td>
<td>Robert Anderson (913) 296-3441 Department of Human Resources</td>
</tr>
<tr>
<td>R-19</td>
<td>Accountant I</td>
<td>Ronna LeVun (316) 662-5304 Correctional Work Facility at Hutchinson</td>
</tr>
<tr>
<td>R-19</td>
<td>*Electrician II</td>
<td>Lynn George (913) 864-4942 University of Kansas</td>
</tr>
<tr>
<td>R-19</td>
<td>*Plumber II (Steamfitter)</td>
<td></td>
</tr>
</tbody>
</table>

**SALARY**

| R-18 | Social Worker I | Wayne Sraek (913) 231-5300 Dept. of Social and Rehabilitation Services |
| R-13 | General Maintenance and Repair Technician I | Mike Renk (913) 825-0275 Kansas College of Technology |
| R-32 | *Assistant Director, Workers Compensation | Robert Anderson (913) 296-3441 Department of Human Resources |
| R-15 | *Data Control Technician II | Kay Ellis (913) 296-3906 Department of Education |
| R-31 | *EEO Director (see next page) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-11 | Keyboard Operator I | Ginny McCord (913) 296-4171 Board of Agriculture |
| R-13 | Office Assistant III | Jeannine Harmon (913) 296-5097 Behavioral Sciences Regulatory Board |
| R-13 | Office Assistant III (Typing) | Gail Giordano (913) 296-3797 Dept. of Social and Rehabilitation Services |

**EQUAL OPPORTUNITY EMPLOYER**

**LAWRENCE (cont.)**

*Assistant Director, Student Assistance Center (Unclassified - $19,000 for 12 months) (See below)

Responsible for services for students with disabilities and assistance to the general student population. **Minimum requirements:** Masters degree (special education, counseling, psychology, student personnel or related field is preferred) and experience in provision of services to students with disabilities; effective communication skills; familiarity with student development principles. **Deadline is 5:00 p.m. on August 2, 1988.**

*Assistant Director, Student Assistance Center (Unclassified - $19,000 for 12 months) (See below)

Responsible for developing and deliverying educational programs and assisting non-traditional and general student population. **Minimum requirements:** Masters degree (student personnel, counseling, psychology, or a related field is preferred) and experience with seminar development and delivery; effective communication skills; familiarity with student development principles. **Deadline is 5:00 p.m. on August 2, 1988.**

**PITTSBURG**

| R-18 | Social Worker I |  |
| R-13 | General Maintenance and Repair Technician I |  |
| R-32 | *Assistant Director, Workers Compensation |  |
| R-15 | *Data Control Technician II |  |
| R-31 | *EEO Director (see next page) |  |
| R-11 | Keyboard Operator I |  |
| R-13 | Office Assistant III |  |
| R-13 | Office Assistant III (Typing) |  |

Continued on next page
TOPEKA (cont.)
R-16 Painter
R-18 Power Plant Operator II
R-22 Programmer II
(R15/SU/PRA Experience)
R-25 *Programmer III
R-22/25 *Registered Nurse II/III
(3-11 and 11-7 Shifts)
(Several Vacancies)
R-17 *Resource Protection Officer
(Law Enforcement - Unclassified)
R-15 Secretary II
(Steno)

WINFIELD
R-31 *Coordinator of Institutional
Research and Training
(Staff Education)
R-15 *Licensed Practical Nurse
(7-3 and 11-7 Shifts)
R-27 *Pharmacist II
R-21 *Psychologist I
R-23 *Qualified Mental Retardation Professional
R-25 *Registered Nurse III (All Shifts)

EEO DIRECTOR
STATE OF KANSAS

A position is available to manage and direct the State EEO office. The director is responsible for administering the State’s Affirmative Action plan and for assuring compliance with state and federal civil rights and affirmative action laws, rules and regulations.

Candidates should have considerable knowledge of federal and state EEO programs, civil rights legislation, and legal precedents; must have demonstrated the ability to be a strong manager of human resources and administer at a high level, equal opportunity programs. Must have the capacity and commitment to serve as a team member and advocate for equal employment opportunity and affirmative action in state government. Must be able to communicate and interact effectively with state officials, legislators, employees, and the general public.

Qualifications: Any combination of education and experience which would demonstrate possession of the knowledge, skills and abilities needed to perform the duties and functions described. Prefer candidates with Master's degree in public, personnel or business administration, law, human relations, or the social sciences; and at least five years of related experience including experience in equal employment opportunity programs.

FIFTH ANNUAL LIBRARY SUMMER PARTY

You are invited to a
potluck picnic (a salad supper) in the country

SATURDAY, JULY 30, 1988

at the home of Sandy & Keith Gilliland
(map on back of invitation)

Come at 5 p.m.
to have a cool drink in the shade and/or
play volleyball or croquet

Supper will begin at 6:30 p.m.

Please bring either hors d'oeuvres, chips, SALADS, rolls,
soda pop, or desserts

and a lawn chair

Iced tea, beer, wine, plates, forks, spoons, glasses & ice
will be provided

Feel free to bring your spouse, friend, and even the children...

If you need a ride, call Kerry Bower,
Cataloging Department (864-3038)
UNCLASSIFIED VACANCY

Cataloger, a temporary full-time or possibly two half-time position available through December 31, 1988 with possibility of continuation through May 17, 1989. Responsible for cataloging ephemeral materials in the Wilcox Collection of Contemporary Political Movements, housed in the Kansas Collection. 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: ALA-accredited MLS. Prefer: 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: $18,500. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts and names of three references to Sandra Gilliland, 502 Watson Library. Applications must be postmarked no later than August 16, 1988. A full vacancy notice is available from the Library Office, 4-3601.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

CLASSIFIED VACANCIES

Several library departments are recruiting for classified positions listed below. Library staff interested in applying for these vacancies should contact Judy Kasson, Library Office, 4-3601, by 5:00 p.m. Friday, August 12th.

Library Assistant II, Engineering Library. Responsibilities include: 1) Circulation operations management; 2) Reserve operations coordinator; 3) Supervision and training; 4) Administrative responsibilities; and 5) Reference assistance. Minimum Requirements: 5 years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. Strongly Prefer: Demonstrated ability to establish and maintain effective working relationships with patrons, library staff, and personnel in other academic units; successful supervisory experience. Preferred: Experience with circulation and reserve operations; reference experience and working knowledge of reference tools; demonstrated ability to successfully plan, evaluate, organize and implement detailed and complex procedures; demonstrated ability to prioritize and work independently; knowledge of KU library resources and organization; willingness to work a flexible schedule; accurate keyboard skills. Salary: $18,996.

Library Assistant I, Circulation Department. Responsibilities: 1) Training and supervising of student assistants in the operation of the return room, sorting area, bookstacks; 2) Planning and organizing for all stack shifts; 3) Technical responsibilities; 4) Circulation Desk back-up. Minimum requirements: 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: familiarity with Dewey Decimal and Library of Congress call number systems. Prefer: supervisory

An Equal Opportunity/Affirmative Action Employer
experience, library experience in circulation operations, demonstrated ability to organize work effectively, demonstrated ability to supervise large numbers of people and work areas. Salary: $15,648.

Library Assistant I, Department for Spain, Portugal, and Latin America (SPLAT). Responsibilities: 1) Supervision of student assistants; 2) Bibliographic searching; 3) Exchanges and gifts; 4) Assists in overall functioning of the department. Minimum requirements: (as listed above for LA. I). Special Requirement: Strong reading and writing knowledge of Spanish. Strongly Preferred: Strong reading and writing knowledge of Portuguese; demonstrated initiative and organizational skills; problem-solving ability; ability to work successfully with detailed and complex procedures; ability to work independently. Preferred: Experience with bibliographic searching; knowledge of and experience with library technical processes; ability to train and supervise student assistants; accurate keying skills; college coursework in Latin American studies or study or residence in Latin America. Salary: $15,648.

Office Assistant III, Fines Office. Responsibilities: 1) Public service; 2) Terminal operation; 3) Searching; 4) Accounts receivable; 5) Other miscellaneous; 6) Training and supervision of student(s). Minimum requirements: One year of clerical (or library) work experience. Preferred: Ability to work effectively with staff and patrons; public service experience; library experience; familiarity with video terminals; bookkeeping experience; typing skills; supervisory experience. Salary: $14,880.

Office Assistant III, Serials Department. Responsibilities: 1) Check-in of journal publications; 2) Processes serial added volumes; 3) Physical processing procedures; 4) Training and supervision. Minimum requirements: (see above for O.A. III). Preferred: Successfully demonstrated work experience with a CRT (micro-based system, mainframe-based system, or PC); experience with work of a very technical or detailed nature; experience working with serial publications; knowledge of KU Libraries' automated systems, especially the UKASE system (University of Kansas automated serials system); successfully demonstrated supervisory experience; successfully demonstrated ability to maintain a regular work schedule; knowledge of at least one Western European language; effective communication skills; successfully demonstrated ability to work independently and accurately and to meet deadlines. Salary: $14,880.

Sandy Gilliland

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

PERSONNEL

Mary Borton, John Lynch, and Kent Lewis have been hired as Library Assistant I's in the Cataloging Department. Mary is currently employed in the Engineering Library and transfers to the Cataloging Dept. effective 9/2/88. John Lynch is an Office Assistant III in Serials and will transfer effective 8/29/88. Kent Lewis is an Office Assistant III in Cataloging and transfers August 18th.

Ariell Griekspoor and Cynthia Shively have announced their resignations effective August 17th. Ariell is an Office Assistant III in the Fines Office; Cynthia is a Library Assistant I in Circulation. Sandy Gilliland

TIMECARD DEADLINE ANNOUNCED

All student, classified and unclassified/librarian time cards for the July 18th to August 17th pay period are due in the Library Office by 9:00 a.m. Tuesday, August 16th. Earlier submission would be much appreciated. Sandy Gilliland
STUDENT HELP RESOURCES FOR FY 1989

The Library has received a base allocation of $350,380 of State (regular) funds and $140,000 in Federal work study dollars, for a total budget of $490,390 in FY 1988/89. To provide additional resources to departments, and to help insure that the Library's full work study funding is expended, we have overallocated the work study funding by an additional $21,000. This represents a combined (regular & work study) budget of $511,380 for student help resources in FY 1989. Based on the minimum wage rate of $3.50 per hour this equates to 146,109 hours. In addition, the Library has received special funding for two projects in FY 1989. An allocation of $14,500 of regular student hourly funds has been assigned to the retrospective records conversion project and $35,100 in work study funds has been provided to several departments who need to make preparations to move their collections next July. Notification of the departments student help allocations for FY 1989 should be distributed soon.

Nancy Jaeger

FALL SEMESTER LIBRARY HOURS

Attached is the schedule of library hours for the fall semester (August 29, 1988 through January 18, 1989). Fall classes will begin on Monday, August 29, and the last day of fall semester finals will be Friday, December 23. The Martin Luther King holiday this year is Monday, January 16, and spring semester classes will begin the following Thursday, January 19. If you have questions regarding the schedule, corrections to report, or schedule changes at any time during the semester, please call me at 4-3601.

Mary Hawkins

TRAVEL REQUESTS FOR 2ND QUARTER

Applications for reimbursement of travel during October through December are due Friday, August 26th. Travel request forms are available from Judith Emde or Rich Ring.

Judith Emde

TYPEWRITERS FOR SALE

The Libraries has received permission to dispose of twenty-one manual typewriters through a public sale conducted through sealed bids. Typewriters will be available for showing between the hours of 3:00 p.m. and 5:00 p.m. on Wednesday, August 10, 1988 in Watson Library, Room 502, Conference Room A. Persons interested in examining the typewriters and submitting bids must do so during this scheduled time.

Janet Mears

CIVIL SERVICE TESTING CALENDAR

Attached to this issue of FYI is a copy of the examination calendar for State Civil Service exams offered in the Department of Personnel Services, 103 Carruth-O'Leary Hall. All library student employees interested in permanent Civil Service employment must take a civil service exam. Please note that the Library Assistant I & II exams are again being offered this month. (All examination applicants must meet the minimum qualifications for the classification in which they are interested. Contact Personnel Services if you have questions regarding your eligibility.)

Sandy Gilliland

UPDATE—STACKS MOVE

We have finished the 3W stacks shift. We will be shifting 3W.

Cynthia Shively

HOWE TO SPEAK ON TRIP TO BULGARIA

The Staff Development Committee would like to invite all staff members to a brown bag lunch presentation by Priscilla Howe on her recent trip to Bulgaria. The presentation will be given on Tuesday, August 16th, in conference room A, 5th floor Watson, at noon.

Judith Emde
Libraries' Committee on Promotion and Tenure
Minutes of Meeting 1 Jun 88

Present: S. Williams, Clark, Mason, Gaeddert, Melton

Williams reported on her conversation with C. Kelly. Kelly has had no answer yet from the University General Counsel. Some department heads sit on internal promotion and tenure review committees, others do not. Social Welfare, Journalism, Architecture, Law, and Business at present do not have departmental level review. As a point of interest, Kelly cited the Faculty Senate Rules Section 6.1.10.1 on the composition of UCPT. Assistant, Associate, and Full Vice-Chancellors and Deans are ineligible for UCPT except for the two Vice Chancellors whose service is mandated. The Vice-Chancellor for Research votes all of the time, the Vice-Chancellor or Academic Affairs votes only in case of a tie.

A re-wording of recommendation number 6 from the last meeting was worked out: 6. LCPT recommends that the personnel officer meet with LCPT during the summer to ascertain the timetable by which candidates are notified of the pertinent dates of all actions involved in their promotion and/or tenure.

Mason suggested that the Personnel Officer meet with the present committee as well as the new committee. It was agreed that two summer meetings, given the number of vacations, would be a good idea.

Mason suggested that LFA elections are mandated by June 1st so that most library faculty are present to vote.

Gaeddert suggested a 10th recommendation:

10. LCPT recommends that the Personnel Officer prepare the evaluation sheet for each candidate for promotion and/or tenure in time for LCPT members to have it in hand before reading files. Members felt that the information requested from the University General Counsel was necessary before further discussion could take place on the recommendation regarding the ex-officio membership of the Dean of Libraries on LCPT.

The next meeting will be Wednesday, June 22, 1988 at 10:15 AM.
The purpose of this meeting was to draft a recommendation to Dean Ranz based upon the discussions in the last several committee meetings, including the open hearing the week before. The recommendation would address three topics: (1) the mission statement adopted by the committee; (2) a serials accounting project; and (3) a project to provide online access to serials and serial holdings. (John had conferred informally with Clint and formally with Sandra and Mary before the meeting on these topics.)

The consensus of the committee was: (1) to recommend the mission statement as earlier adopted; (2) to recommend that the serials accounting project as described in Gary Susott's project plan be initiated with the understanding that a few areas still need to be fleshed out; (3) to recommend that the informal committee that had been working on the design of the project with Gary be turned into an official project task force with the addition of one other staff member selected by Kent Miller; and (4) to recommend that a task force be created to study the problems, issues, and possibilities involved in adding serials to online catalog and displaying holdings in the online catalog.

The last recommendation concerning serials in the online catalog was made with the following understandings: (1) the automation committee as soon as possible would recommend project task force members to Dean Ranz; (2) the creation of a task force and a decision to actually go ahead with a particular programming project are separate decisions; (3) adding serials to the online catalog is important enough and complicated enough that it makes sense to begin work regardless of whether or not a project will actually be initiated in the near future; and (4) that the creation of this task force does not in any way prevent the creation of other project-oriented task forces in the near future.

In other business: (1) John distributed the first thirteen replies to the preliminary automation needs survey; (2) Jim asked that the committee at its next meeting discuss the possibility of protesting the reported creation of a campus-wide information policy committee without any library representation; and (3) due to various member's vacations, the next automation committee meeting would be on August 23 at the earliest.

-- John Miller
State of Kansas — Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66611-1251
913-296-4278
August 1, 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, August 5, 1988.

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<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<td>R-10</td>
<td>General Maintenance and Repair Technician I</td>
<td>Mike Renk (913) 825-0275 Kansas College of Technology</td>
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<tr>
<td>R-11</td>
<td>Activity Therapy Aide II (Part-Time)</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
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<td>R-12</td>
<td>Administrator, Board of Medical Services (Unclassified) (See Page 3)</td>
<td>Lyle Eckhart (913) 296-7296 Board of Emergency Medical Services</td>
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<tr>
<td>R-13</td>
<td>Cook II</td>
<td>George Carter (913) 296-7278 State Reception and Diagnostic Center</td>
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<td>R-14</td>
<td>Corrections Officer I</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-15</td>
<td>EEO Director</td>
<td>Jeralyn Jellison (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-16</td>
<td>Office Assistant II (Accounts Receivable Clerk) (Typing)</td>
<td>Gail Smith (913) 296-5726 Kansas Lottery</td>
</tr>
<tr>
<td>R-17</td>
<td>Office Assistant III</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-18</td>
<td>Office Assistant IV</td>
<td>Ruth Sherrer or Jessie DeGarmo (913) 296-3253 Historical Society</td>
</tr>
<tr>
<td>R-19</td>
<td>Secretary II</td>
<td>Nisha C. Jain (913) 296-4495 Department of Corrections</td>
</tr>
<tr>
<td>R-20</td>
<td>Programmer II</td>
<td>Margaret Kerr (913) 296-3227 Corporation Commission</td>
</tr>
<tr>
<td>R-21</td>
<td>Registered Nurse I</td>
<td>Don Pesmark (913) 296-6221 Topeka State Hospital</td>
</tr>
<tr>
<td>R-22</td>
<td>Registered Nurse II/III</td>
<td>Gloria Weir (913) 296-7295 Kansas Correctional-Vocational Training Center</td>
</tr>
<tr>
<td>R-23</td>
<td>Registered Nurse IV</td>
<td>Bob McDonnell (913) 296-7408 Board of Emergency Medical Services</td>
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<tr>
<td>R-24</td>
<td>Secretary II</td>
<td>Bonnie Still (913) 296-3981 Dept. of Social and Rehabilitation Services Medical Programs</td>
</tr>
<tr>
<td>R-25</td>
<td>Secretary III (Steno)</td>
<td>Sharon Bolyard (913) 296-3777 Dept. of Social and Rehabilitation Services</td>
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**WINFIELD**

R-31  
*Coordinator of Institutional Research and Training*  
(Staff Education)

R-15  
*Licensed Practical Nurse (7-3 and 11-7 Shifts)*

R-25  
*Pharmacist I*

R-24  
*Coordinator*

R-27  
*Registered Nurse III (All Shifts)*

R-23  
*Pharmacist II*

R-21  
*Psychologist I*

R-22  
*Qualified Mental Retardation Professional*

The salary range at (913) 66603.

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**ADMINISTRATOR, BOARD OF EMERGENCY MEDICAL SERVICES**  
(Unclassified)

The Administrator carries out the duties of the Board of Emergency Medical Services as delegated by the Board, including the planning, coordination, and direction of a statewide program for emergency medical services. The Administrator is appointed by the Board and serves at the pleasure of the Board.

Qualified candidates must have been graduated from a four-year college or university with specialization in public administration, public health, or a related field. A master's degree in public administration or public health is preferred. Progressive, responsible, supervisory and managerial experience in a field directly related to emergency medical services is required. Kansas certification as an ambulance attendant is preferred.

The salary range is $45,000 to $50,000, depending on qualifications. For consideration, submit a letter of application and resume with three professional references by August 15, 1988, to: Representative Ivan Sand, Chairman, Board of Emergency Medical Services, 111 West 6th, Topeka, Kansas 66603.

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**REGISTERED NURSE IV**

The Board of Emergency Medical Services has an opening for a Registered Nurse IV to manage its Education and Training Section. The salary range for this position is $30,936 to $41,460. The beginning salary will be $30,936. This position reports to the Board Administrator and is responsible for the supervision of five employees.

Selective certification has been approved for this position. Selection certification requires Kansas certification as a Mobile Intensive Care Technician and three years of experience in emergency nursing or three years of field experience as a Mobile Intensive Care Technician.

Graduation from a four year college or university with major course work in nursing, or graduation from an accredited school of nursing supplemented by the attainment of a four year degree is preferred but not required. The successful candidate will be expected to obtain American Heart Association certification as a BLS and ACLS Instructor within six months of employment. If you are interested in the position, please contact Bob McDanel at (913) 290-7408 no later than August 5, 1988. Interviews will be scheduled for the week of August 8th. A position description is available if you would like more information.

---

**EE0 DIRECTOR**

STATE OF KANSAS

A position is available to manage and direct the State EEO office. The director is responsible for administering the State's Affirmative Action plan and for assuring compliance with state and federal civil rights and affirmative action laws, rules and regulations.

Candidates should have considerable knowledge of federal and state EEO programs, civil rights legislation, and legal precedents; must have demonstrated the ability to be a strong manager of human resources and administer at a high level, equal opportunity programs. Must have the capacity and commitment to serve as a team member and advocate for equal employment opportunity and affirmative action in state government. Must be able to communicate and interact effectively with state officials, legislators, employees, and the general public.

Qualifications: Any combination of education and experience which would demonstrate possession of the knowledge, skills and abilities needed to perform the duties and functions described. Prefer candidates with Master’s degree in public, personnel or business administration, law, human relations, or the social sciences; and at least five years of related experience including experience in equal employment opportunity programs.

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<td><strong>HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.</strong></td>
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<td>PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.</td>
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**THE UNIVERSITY OF KANSAS LIBRARIES**

**FALL SCHEDULE OF HOURS: Aug. 29, 1988 - January 18, 1989**

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

TIMECARD DEADLINE REMINDER
All student, classified and unclassified/librarian time cards for the July 18th to August 17th pay period are due in the Library Office by 9:00 a.m. Tuesday, August 16th. Earlier submission would be much appreciated.

Sandy Gilliland

ACQUISITIONS SEARCH
An interview has been scheduled for the position of Head of Acquisitions on Tuesday, August 16th, and Wednesday, August 17th. The candidate is Rachel Miller. A meeting with the candidate has been scheduled for Bibliographers and Department Heads on Wednesday, 9:00-10:15. There will be an open meeting for all interested library staff on Wednesday, 1:45-3:00. Both meetings are in Conference Room A, 5th level Watson.

Please make any comments you may have to members of the search committee. Members are: Susan Craig, Carol Jeffries, Richard Ring, Elizabeth Stephens, LeAnn Weller, Sandy Gilliland, and Clint Howard.

Clint Howard

REVISED SCHEDULE OF FALL SEMESTER LIBRARY HOURS
A schedule of fall semester library hours was issued with the 8/4/88 FYI. Attached is an updated schedule, which reflects an expanded schedule of hours for the Engineering Library. Please discard the schedule dated 8/4/88.

Mary Hawkins

MATHEMATICS/COMPUTER SCIENCE LIBRARY TO BE CLOSED
The Mathematics and Computer Science Library will be closed all day Friday, August 12th (8/12/88) for redoing the floors.

Ruth Fauhl

VOLUNTEERS WELCOME
Once again the Reference Department is planning an expanded schedule of Watson Library tours for a period of four weeks from August 23 through September 15. The week before classes begin, general orientation tours will be offered Tuesday and Thursday from 2:30-3:15 and Wednesday from 1:30-2:15. From August 29 - September 15, tours will be offered Mondays and Wednesdays from 1:30-2:15, and Tuesdays and Thursdays from 9:30-10:15 and 2:30-3:15. If other Library staff, classified or unclassified, are interested in giving one or more such tours, we would welcome your participation. Staff from any Library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. New volunteers will receive training in the form of taking one or two custom tours themselves (about one hour each) conducted by experienced Reference Department staff. The tours you would be giving take only about 45 minutes each. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. If you are interested in participating, please contact Saralinda Rhodes by Monday, August 22nd. Thank you.

Saralinda Rhodes

An Equal Opportunity/Affirmative Action Employer
**FY1989 PAY PERIOD INFORMATION**

Attached to this issue of FYI is a schedule of the number of working days and hours in each pay period (18th through 17th or Calendar month) for fiscal year 1988/89. Also included is a list of the maximum number of hours that a student hourly employee may work during each pay period.

Nancy Jaeger

**ATTACHMENTS**

Staff Development Committee minutes of 7/26/88 meeting; Library Faculty Assembly Executive Committee minutes of 8/4/88 meeting; FY89 Pay Period Information; updated Fall Schedule of Library Hours.

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**MINUTES: STAFF DEVELOPMENT COMMITTEE**

**DATE:** July 26, 1988  
**Present:** L.Bauer, J.Emde, S.Rhodes, R.Ring, S.Tronier

The out-of-state travel allocation for FY89 was announced. The Office of Academic Affairs provided $1,000 which is $125 more than last year. $1,000 has again been provided from library endowment funds. The grand total for the year is $2,000.

A notice will be placed in FYI next week requesting applications for travel funding during the 2nd quarter.

Rich Ring will write the annual report for the committee.

A discussion followed on future brown bag luncheons and tours. Priscilla Howe volunteered to report on her recent trip to Bulgaria on Tuesday, August 16th. Other potential meetings:
1) Reports from staff members attending the ALA annual meeting.
2) State Library and State Historical Society tours in September.
3) The second Allen Press tour.
4) A meeting to discuss the organization of a PC users directory. A brown bag lunch meeting will be organized in September as suggested by the orientation task force for newcomers to meet the Dean, LFA Exec, and LFA committee chairpersons.

Judith Emde  
Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 4, 1988

Present: Rick Clement, Rob Melton, Judith Emde
Absent: Barbara Jones, Barb Gaeddert, Dan Barkley, Vickie Bozarth

The first meeting of the FY88/89 LFA Executive Committee began with an agreement to take minutes and to circulate a draft among the committee members for changes and amendments before publishing in the FYI.

The next order of business was the selection of a representative from LFA Exec to be on the University Senate Libraries Committee. Traditionally, the vice-chair/chair-elect represents the LFA. Rob Melton, who holds that office this year, recommended that Rick Clement should be the representative since he became a member of the LFA Exec in the middle of last year and was unable to be on the University Senate Libraries Committee. Rick stated that he would like to be on the committee but wants to discuss this change at a future meeting when more committee members are present.

Rick drew up a memo to be sent to all LFA members requesting volunteers to staff the vacancies on the standing committees. The form will be due on August 19th.

LFA Exec is responsible for appointing members to the task force on merit and evaluation as approved at the last LFA meeting. A discussion followed as to number of people on the committee and what factors should be considered when selecting members. A final list of potential members will be discussed at the next meeting.

Two meetings were tentatively scheduled. Membership of the task force on merit and evaluation will be discussed at the next meeting on August 10th at 9:30 a.m. The second meeting on August 23rd will center on committee appointments. Sandra Brandt will be invited to a future meeting to provide a background on the LFA's work during the past year and recommendations for the future.

Judith Emde, Secretary
## FY89 Pay Period Information

### 18th - 17th Pay Period

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# THE UNIVERSITY OF KANSAS LIBRARIES
## FALL SCHEDULE OF HOURS: AUGUST 29, 1988 - JANUARY 18, 1989

**THE UNIVERSITY OF KANSAS LIBRARIES**

**FALL SCHEDULE OF HOURS: AUGUST 29, 1988 - JANUARY 18, 1989**

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### WATSON LIBRARY (864-3956)
- **Circulation Desk**
  - Mon-Thurs: 8am - 9pm
  - Fri: 8am - 5pm
  - Sat: 11am - 5pm
  - Sun: noon - 10pm

### ART & ARCHITECTURE LIBRARY
- Mon-Thurs: 8am - 10pm
- Fri: 8am - 6pm
- Sat: 9am - 5pm
- Sun: noon - 10pm

### PERIODICALS READING ROOM
- Mon-Thurs: 7:30am - midnight
- Fri: 7:30am - 10pm
- Sat: 9am - 5pm
- Sun: noon - midnight

### FINS OFFICE (864-4715)
- 309C Watson
- Mon-Fri: 8:30am - 4:30pm
- Sat & Sun: Closed

### KANSAS COLLECTION (864-4274)
- 224 Spencer Library
- Mon-Fri: 8am - 5pm
- Sat: 9am - 1pm
- Sun: Closed

### GOVERNMENT DOCUMENTS & MAPS
- (864-4662) (864-4420)
- Basement, Spencer Library

### EAST ASIAN LIBRARY (864-4669) 5th Level Watson
- Mon-Thurs: 8am - 10pm
- Fri & Sat: 8am - 5pm
- Sun: noon - 10pm

### ENGINEERING LIBRARY
- (864-3866) Spahr Hall
- Mon-Thurs: 8am - 10pm
- Fri: 8am - 5pm
- Sat: noon - 5pm
- Sun: noon - 10pm

### HOMAE READING ROOM
- (BUSINESS AND ECONOMICS)
- 864-3404, 103 Summerfield
- Mon-Thurs: 8am - 10pm
- Fri: 8am - 5pm
- Sat: noon - 5pm
- Sun: noon - 10pm

### INTERLIBRARY SERVICES
- (864-3960) 3rd Level Watson
- Mon-Thurs: 8am - 5pm
- Fri & Sat: noon - 5pm
- Sun: noon - 6pm

### MUSIC LIBRARY (864-3496)
- 449 Murphy
- Mon-Thurs: 8am - 10pm
- Fri: 8am - 5pm
- Sat: 10am - 5pm
- Sun: noon - 10pm

### SPECIAL COLLECTIONS
- (664-4334)
- 327 Spencer Library
- Mon-Fri: 8am - 6pm
- Sat: 9am - 1pm
- Sun: Closed

### REGENTS CENTER LIBRARY
- (841-2147) 9000 Mission Rd., Overland Park, KS
- Mon-Thurs: 9am - 10:45pm
- Fri: 9am - 5pm
- Sat: 10am - 5pm
- Sun: noon - 5pm

### UNIVERSITY ARCHIVES
- (864-4188)
- 422 Spencer Library
- Mon-Fri: 8am - 5pm
- Sat & Sun: Closed

**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

**PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.**
ATTACHED TO THIS ISSUE OF FYI, IS AN ADVERTISEMENT FOR A STUDENT MONTHLY POSITION IN THE COPYING SERVICES. STUDENTS INTERESTED IN APPLYING FOR THIS POSITION SHOULD CONTACT W. GREGG BUCKNER, COPYING SERVICES, 419 WATSON LIBRARY BY THE APPLICATION DEADLINE OF TUESDAY, AUGUST 23, 1988, 12:00 NOON.

JUDY KASSON

PERSONNEL

PRISCILLA HOWE, SLAVIC CATALOGER, HAS ANNOUNCED HER RESIGNATION EFFECTIVE SEPTEMBER 26, 1988. PRISCILLA WAS APPOINTED TO HER CURRENT POSITION IN JULY, 1986. SHE HAS ACCEPTED A POSITION AS CHILDREN'S LIBRARIAN IN MIDDLETOWN, CONNECTICUT.

CARMELA SIBLEY, OFFICE ASSISTANT III IN CATALOGING, HAS ANNOUNCED HER RESIGNATION, EFFECTIVE AUGUST 19. CARMELA BEGAN EMPLOYMENT IN MAY, 1985. SHE HAS ACCEPTED A POSITION WITH THE COMPUTER SCIENCE DEPARTMENT, LOCATED IN STRONG HALL.

ESTHER BOYD HAS BEEN PROMOTED FROM A HALF-TIME OFFICE ASSISTANT III POSITION TO A FULL-TIME LIBRARY ASSISTANT I POSITION IN THE SCIENCE LIBRARY, EFFECTIVE AUGUST 18. THE POSITION TO WHICH ESTHER WILL PROMOTE IS A NEW CLASSIFIED POSITION.

PAMELA BOWER HAS BEEN APPOINTED AS LIBRARY ASSISTANT I IN THE ENGINEERING LIBRARY, EFFECTIVE AUGUST 18. PAMELA HAS PREVIOUSLY WORKED FOR THE MANHATTAN CHRISTIAN COLLEGE LIBRARY AND GRAHAM COUNTY PUBLIC LIBRARY (HILL CITY, KS). SHE REPLACES LANCE TOMLIN.

SABBATICAL LEAVE APPLICATION DEADLINE ANNOUNCED

AS ANNOUNCED IN AN AUGUST 10TH MEMO TO FACULTY AND ACADEMIC STAFF, APPLICATIONS FOR SABBATICAL LEAVE IN THE 1989/90 ACADEMIC YEAR ARE DUE IN THE OFFICE OF ACADEMIC AFFAIRS WITH THE ENDORSEMENT OF THE DEAN, NO LATER THAN NOVEMBER 1. THE LIBRARIES' INTERNAL APPLICATION DEADLINE, ESTABLISHED TO ALLOW FOR REVIEW BY THE LIBRARIES COMMITTEE ON PROMOTION AND TENURE, IS OCTOBER 3. APPLICANTS FOR SABBATICAL LEAVE MUST HAVE AT LEAST SIX YEARS OF FULL-TIME SERVICE TO THE UNIVERSITY SINCE INITIAL APPPOINTMENT (OR SINCE THE LAST SABBATICAL); MUST BE TENURED BEFORE THE SABBATICAL IS TAKEN; AND MAY BE GRANTED LEAVE FOR THE PURPOSE OF PURSUING ADVANCED STUDY, CONDUCTING RESEARCH STUDIES, OR SECURING APPROPRIATE INDUSTRIAL OR PROFESSIONAL EXPERIENCE. INCLUDED IN THE SCOPE OF THE SABBATICAL LEAVE PROGRAM ARE IN-DEPTH OR ADVANCED STUDY IN ONE'S FIELD OF EXPERTISE AND IN RELATED FIELDS; RESEARCH PROJECTS, PREPARATION OF A MANUSCRIPT, A BOOK, A PLAY, OR OTHER CREATIVE OR SCHOLARLY ACTIVITY; AND PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES IN ONE'S DISCIPLINE AND IN RELATED DISCIPLINES. THE APPLICANT MUST COMPLETE AN APPLICATION FORM, ACCOMPANYING IT WITH A CURRICULUM VITAE. FOR ADDITIONAL INFORMATION AND APPLICATION FORMS, CONTACT SANDY GILLILAND.

AN OPEN MEETING WILL BE HELD AT 7:30 P.M. IN THE JAYHAWK ROOM OF THE KANSAS UNION FOR ALL INTERESTED FACULTY AND ACADEMIC STAFF MEMBERS TO DISCUSS PROCEDURES TO BE FOLLOWED IN THE PREPARATION AND REVIEW OF APPLICATIONS FOR SABBATICAL LEAVE.

SANDY GILLILAND
FULBRIGHT SCHOLAR TO HAVE INTERNSHIP WITH LIBRARIES

Ms. Roseli Abinader, a 1987-88 Fulbright Scholar from Brazil has been sponsored for a three-month association with the K.U. Libraries beginning August 22. Ms. Abinader is Head Librarian of the Uniao Cultural Brasil-Estados Unidos (UCBEU), the U.S.-Brazilian Cultural Union (an English language institute) in Sao Paulo. This internship will provide an opportunity for Ms. Abinader to work with our bibliographers and other Librarians and staff and, more specifically, she will work to broaden her expertise in the American Studies area, especially language and literature. During her stay, Marilyn Clark will serve as Ms. Abinader's "Coordinator" and will be responsible for overseeing the scheduling of meetings between Ms. Abinader and our staff, providing tours and other orientation sessions. Additional information regarding Ms. Abinader will be announced in future FYI's.

Sandy Gilliland

SUMMER STUDENT TERMINATION INFORMATION

Attached is information clarifying when a student should be terminated from employment if not enrolled in the coming Fall semester. Contact Judy Kasson if you have any questions (4-3601).

Judy Kasson

COURIER SCHEDULE

The K-State based Regents Schools Courier will resume regular Monday and Thursday service for the fall beginning Monday, August 22nd.

Judy Brow

NEW LFA EXECUTIVE COMMITTEE

The LFA Executive Committee for the coming year (88/89) consists of Rick Clement, Chair; Rob Melton, Vice Chair/Chair Elect; Judith Emde, Secretary; Barbara Jones, Barbara Gaeddert, Dan Barkley, and Vicki Bozarth.

Rick Clement

VOLUNTEERS FOR TOURS — REMINDER

Once again the Reference Department is planning an expanded schedule of Watson Library tours for a period of four weeks from August 23 through September 15. The week before classes begin, general orientation tours will be offered Tuesday and Thursday from 2:30-3:15 and Wednesday from 1:30-2:15. From August 29-September 15, tours will be offered Mondays and Wednesdays from 1:30-2:15, and Tuesdays and Thursdays from 9:30-10:15 and 2:30-3:15. If other Library staff, classified or unclassified, are interested in giving one or more such tours, we would welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. New volunteers will receive training in the form of taking one or two custom tours themselves (about one hour each) conducted by experienced Reference Department staff. The tours you would be giving take only about 45 minutes each. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. If you are interested in participating, please contact Saralinda Rhodes by Monday, August 22nd (4-3366). Thank you!

Saralinda Rhodes

ONLINE CATALOG GROWS

The online catalog quietly passed a milestone last week when it, for the first time exceeded half a million titles. As of Monday, August 15, the grand total is 504,909. This represents a growth of 26.19% over the 400,104 titles in the catalog when it first appeared last November. The current catalog has the following number of access points (including see references): 633,050 subjects, 610,691 names, 735,640 titles, and 504,871 call numbers.

John Miller
PUBLICICATION ANNOUNCED

Professor George Jerkovich has published "A Thousand Years of Russian Christianity: Kievan Rus' to Present", Comments and a Survey of the Literature.

LIBRARY HOURS

In the continuing saga of Fall library hours, another revised edition is attached. The hours for Interlibrary Services have been corrected on this edition. Thanks again.

Mary Hawkins

ATTACHMENTS

Student Monthly Position Description, Letter regarding Student Employee Employment, New Library CICS Information, State Promotion and Transfer List, Updated Fall Schedule of Hours.

THE UNIVERSITY OF KANSAS

Office of the Comptroller
Payroll (913) 864-4385
Staff Benefits (913) 864-4418
8 Carruth-O'Leary Hall
Lawrence, Kansas 66045

August 16, 1988

Judy Kasson
501 Watson Library
University of Kansas

Dear Judy:

Recently our office received an inquiry regarding how long a student employee could stay on the payroll if the student was not enrolled for the fall semester.

Although there has been no written policy, the Payroll Office always assumed a student employee who would not be enrolled for fall would be terminated from employment at the beginning of the academic year.

The official policy for Payroll is: if a student is employed on the student payroll during the summer and is not admitted or enrolled for the fall semester, the student employee should be terminated from employment by August 17.

Since student hourly employees and student monthly employees have different pay periods, 18th through the 17th and 1st through the 31st respectively, it may be suggested that student hourly be terminated as of August 17 and student monthly as of August 16N, which is the date used this year for the beginning (or ending) academic appointments. However, hourly or monthly, the appointment should be terminated no later than August 17. Terminating the appointment no later than August 17 will retain the integrity of the data on the student reports (i.e. "Students on Payroll but Not Enrolled") which the Payroll staff must audit and correct.

I hope this information clarifies the policy for you. Please call me if you have questions or if I can be of further assistance.

Sincerely,

Jackie Frame
Administrative Officer
Payroll Office

cc: Linda Beville
Sandy Gilliland
Janet Riley
Marilyn Cisnka
NOTICE OF POSITION AVAILABLE

The University of Kansas
Watson Library Copying Services
August 17, 1988

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
Monday--Friday, each shift 3--4 hours in length beginning at 8:00 a.m.,
Monday--Friday, and/or to open the unit on Saturday or Sunday. 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) Operate copying equipment. 2) Provide user service. 3) Reconcile
change fund in copiers' coin tubes. 4) Read meters and record amounts.
5) Collect and secure all money from each copier. 6) Deliver and pick
up copy cards for SOV and patron users from branches. 7) Maintain copiers,
clean, add paper and toner, perform minor repairs, etc. 8) Provide change
to branch change funds. 9) Communicate with branch key operators on all
problems regarding maintenance and repairs. 10) Deliver copier supplies
to branches. 11) Maintain service logs of repairs. 12) Assist with
training student hourly employees in the operation and maintenance of
15) Provide back-up when supervisor is absent. 16) Related duties as
assigned. 17) Accomplish detailed tasks successfully.

QUALIFICATIONS REQUIRED: 1) Ability to work 20 hours per week including 8:00 a.m. to 11:00 a.m.
See 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 work with demanding clientele.
6) Ability to communicate effectively in verbal and written forms.
7) Valid driver's license and ability to drive a van. 8) Availability
to work through end of finals period for fall semester. 9) Must be
K.U. student.

QUALIFICATIONS PREFERRED: 1) Strongly prefer availability to work 8:00 a.m.--12:00 noon, Monday--
Friday. 2) At least one year of on-the-job experience with record keeping
and handling money. 3) Public service experience. 4) Some supervisory
experience. 5) Experience training others to do their jobs. 6) Ability
to organize time and meet deadlines. 7) General knowledge of KU Libraries
public service policies and procedures. 8) Ability to type. 9) Availability
to start Sept. 1, 1988. 10) Availability to work through end of 1989
summer session.

CONTACT: W. Gregg Buckner, Copying Services, 419 Watson Library, 864-4209

POSITION AVAILABLE: September 1 - June 1989. Continuation after July 1, 1989 dependent on
availability of funding.

SALARY: $400.00 per month.

APPLICATION DEADLINE: Tuesday, August 23, 1988, 12:00 noon
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.
If you use any of the library online systems
(circulation, cataloging, serials, retrocon, online catalog)

PLEASE READ THIS

If all goes well, a major change will occur next Sunday, August 21.
All current CICS online systems will be divided into two separate
CICS's -- one for library systems and one for all other systems.

This change will have the following effects:

1) You no longer have to disconnect ("disc") to go from the online
catalog to another library system or from another library system
to the online catalog. To go to the online catalog, just clear
out of circulation, serials, cataloging, or retrocon and then
enter "ocat" (you do not need to sign off). To go the other
direction, enter "logoff" on any online catalog display and then
enter a new transaction ("libc", "lcat", "lcon", or "lser").

2) Your staff terminal will automatically connect to the new library
CICS in the morning instead of to production CICS. Across the top
of the screen it should say "UNIV OF KANSAS LIBRARIES (CICSLBRX)
--CLEAR SCREEN & ENTER TRANSACTION". "CICSLBRX" is the official
name of the new CICS. If your terminal continues to say
"TERMINAL NOW ATTACHED TO PRODUCTION CICS," please let me know.

3) If you ever find yourself on the screen with only "UNIVERSITY OF
KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK" across the
top, enter "libry" or "ocat" to go to the library CICS. DO NOT
enter "prod" or "cics" or "cssn" since any of them will take you
to production CICS rather than to the library CICS.

4) Public catalog terminals that formerly could use only the online
catalog can now use all library systems. To exit the catalog
on a public terminal, however, you still need to know the exit
code. Call me if you need to know the code. These public
terminals will continue to connect automatically to the online
catalog when they come up in the morning.

5) The principal roadblock to displaying circulation information and
serial holdings is now removed. Circulation information should
appear within a few weeks. More details later.

(over for more)
6) Those staff who need to use non-library systems such as student records must now sign off of the library CICS, then enter a "disc" command, then enter "prod" or "cics" to go to the regular production CICS. To go back, disconnect ("disc") from production CICS and follow the instructions in number 3 above.

7) Response time on library systems other than the online catalog should improve slightly -- at least it should never be as bad as it was a couple of months ago. Response time on the online catalog may suffer slightly.

I will personally try to contact all departments on Monday morning, August 22, either to say that the change has not been made or to make sure that everything is working correctly following the change.

If you have any questions, please call me at 4-0223 or Gary Susott at 4-0203.

-- John Miller
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
London State Office Building, 909 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
August 15, 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, August 19, 1988

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-18</td>
<td>Columbus</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-23</td>
<td>Social Worker I</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-18</td>
<td>Social Worker III</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-14</td>
<td>Food Service Supervisor I</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-15/16</td>
<td>Corrections Officer I/II (4 Positions)</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-16</td>
<td>Corrections Officer III (5 Positions)</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-31</td>
<td>Dentist</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-23</td>
<td>Dietitian II</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>Food Service Supervisor I</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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<td>R-25</td>
<td>Physician's Assistant II, Corrections</td>
<td>Robert Mikel (316) 421-4500 Dept. of Social and Rehabilitation Services Parsons Area Office</td>
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TOPEKA

- Accountant I
- Administrative Officer I (Statewide Travel - See Below)

One year of experience in training adults or graduation from a four year college or university with a degree in education or possess a teaching certificate.

- Civil Engineer II
- Ecological Specialist (MS in Agricultural Sciences)

- Ecological Specialist (Plant Pathologist - MS Degree)
- Corrections Counselor I
- Environmental Engineer III
- Office Assistant II (Half-Time)
- Office Assistant IV (Personnel)
- Programmer II (TOTAL/TIS/SUPRA)
- Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies)
- Coordinator of Institutional Research and Training (Staff Education)
- Licensed Practical Nurse (7-3 and 11-7 Shifts)
- Pharmacist I
- Psychologist I
- Registered Nurse III (All Shifts)

GARDEN CITY

- Social Worker I (50 States Position)
- Social Worker III
- Food Service Supervisor I

HUTCHINSON

- Psychologist I
- Food Service Supervisor I (Step B)

JULIANNE ELLISON

- Office Assistant II (Half-Time)
- Office Assistant IV (Personnel)
- Programmer II (TOTAL/TIS/SUPRA)
- Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies)
- Coordinator of Institutional Research and Training (Staff Education)
- Licensed Practical Nurse (7-3 and 11-7 Shifts)
- Pharmacist I
- Psychologist I
- Registered Nurse III (All Shifts)
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<th>Library</th>
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<td>Reference Desk (864-3347)</td>
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<td>CIRCULATION* (864-4715)</td>
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<td>Circulation Desk</td>
<td>15 min. before Library closes</td>
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<td>Bookstacks closed 3 1/2 hr. before Library closes</td>
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<td>-copying Services (864-4209)</td>
<td>Self-service copiers available on same schedule as above, until 3 1/2 hr. before Library closes</td>
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<td>Engineering Library</td>
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**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.
VACATION/SICK LEAVE BALANCE FORMS

The Library Office is in the process of revising and updating Leave Balance Forms for all permanent staff. Additional information, including current balances, will be mailed to staff within the next several days. In the meantime, if you have questions regarding your vacation and sick leave balances, please refer to the balances listed on your paycheck stub, or call Sandy Gilliland, 4-3601.

Sandy Gilliland

AFFIRMATIVE ACTION TRAINING SEMINARS ANNOUNCED

Attached is a complete list of training seminars offered during the Fall semester by the Office of Affirmative Action. Library staff interested in attending any of these workshops must register by calling the Affirmative Action Office, 4-3686. As a reminder, all search committee members should attend the workshop "Search, Screening, Selection and Support". Contact Sandy Gilliland if you have any questions, 4-3601.

Sandy Gilliland

OPEN MEETING TO DISCUSS SABBATICAL LEAVE APPLICATION PROCEDURES

The date of an open meeting to discuss sabbatical leave procedures was inadvertently omitted from last week's FYI. The date of the meeting is Tuesday, September 13th, 7:30 p.m. in the Jayhawk Room of the Kansas Union. All interested persons are invited to attend.

Sandy Gilliland

HEALTH CHECK '88

All librarians, classified staff, and unclassified staff should receive by early next week, a "HEALTHCHECK '88 packet of material describing a FREE health risk appraisal for State employees. HEALTHCHECK '88 is a benefit offered through the State of Kansas in cooperation with Stormont-Vail Regional Medical Center. Trained staff from Stormont-Vail will be on campus for several days beginning Wednesday, September 14th to conduct brief medical tests. Follow-up sessions to evaluate the results will be held approximately three weeks after the medical tests are given.

Staff who wish to participate in this program should call 4-3481 to schedule a time for the medical tests. Tests will be given only during the hours of 8:00 a.m. - 11:00 a.m. on the days the medical team will be in Lawrence. All tests will be administered in Watkins Hospital. You are instructed not to eat or drink anything for ten to twelve hours prior to your scheduled medical test (water, plain tea, and/or black coffee may be consumed). It is important that you take your completed health risk appraisal form with you to your scheduled appointment.

If you have any questions regarding the program, or if you do not receive a HEALTHCHECK '88 packet, please contact Sandy Gilliland, 4-3601.

Sandy Gilliland

CLASSIFIED CONFERENCE BALLOTS DUE

This is a reminder that ballots are due for the Classified Conference elections this Friday, August 26 at 5:00 p.m. Representatives should have distributed ballots by now. If you have not received a ballot, ask your representative for one. If you do not know who your representative is call Malcolm or Lars (4-3476) and they can tell you.

Lars Leon

An Equal Opportunity/Affirmative Action Employer
LOST STAMP

Anyone knowing the whereabouts of the stamp used on student assistant application forms, "PLEASE COMPLETE THIS SIDE", is asked to contact Judy Kasson or Sandy Gilliland in the Library Office, 4-3601. Thanks.

Sandy Gilliland

ANNOUNCEMENT

It's a husband!! Farewell single tax returns (sob), etc., etc. Join Kellie and myself Sunday, August 28th at the Holiday Inn Convention Center four-ish for festivities. The bride and groom (zap!) request no gifts.

Malcolm Lodwick

ATTACHMENTS

Affirmative Action Seminars, minutes of Library Faculty Assembly Executive Committee meeting of 8/10/88, Travel report from Sherry Hawkins, State Promotion and Transfer List, State "Special List" (below), Application for Staff Fee Eligibility and instructions.

PROMOTION AND TRANSFER LIST

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-21</td>
<td>Accountant II</td>
</tr>
<tr>
<td>R-18</td>
<td>Activity Therapist I</td>
</tr>
<tr>
<td>R-15</td>
<td>Bookkeeper</td>
</tr>
<tr>
<td>R-26</td>
<td>Classification Administrator, Corrections</td>
</tr>
<tr>
<td>R-21</td>
<td>Corrections Counselor I (State Employees Only)</td>
</tr>
<tr>
<td>R-23</td>
<td>Corrections Counselor II</td>
</tr>
<tr>
<td>R-15/16</td>
<td>Corrections Officer I/II (State Employees Only)</td>
</tr>
<tr>
<td>R-18</td>
<td>Corrections Officer III</td>
</tr>
<tr>
<td>R-20</td>
<td>Corrections Officer IV</td>
</tr>
<tr>
<td>R-24</td>
<td>Corrections Supervisor II</td>
</tr>
<tr>
<td>R-12</td>
<td>Food Service Supervisor I</td>
</tr>
<tr>
<td>R-15</td>
<td>Food Service Supervisor II</td>
</tr>
<tr>
<td>R-24</td>
<td>Institutional Training Officer, Corrections</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (State Employees Only)</td>
</tr>
<tr>
<td>R-27</td>
<td>Personnel Management Specialist III</td>
</tr>
<tr>
<td>R-21</td>
<td>Psychologist I</td>
</tr>
<tr>
<td>R-26</td>
<td>Psychologist II</td>
</tr>
<tr>
<td>R-25</td>
<td>Registered Nurse III</td>
</tr>
<tr>
<td>R-28</td>
<td>Registered Nurse IV</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II</td>
</tr>
<tr>
<td>R-21</td>
<td>Social Worker II</td>
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<td>R-16</td>
<td>Storekeeper III</td>
</tr>
<tr>
<td>R-25</td>
<td>Unit Team Manager</td>
</tr>
</tbody>
</table>

TO APPLY: Submit a Department of Corrections application form to Dave Pelzel, Business Manager, Ellsworth Correctional Facility, Box 107, Ellsworth, Kansas 67439. Applications must be received by 5:00 p.m., August 25, 1988.

EQUAL OPPORTUNITY EMPLOYER
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>Thursday</td>
<td>9:30-12:00</td>
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<tr>
<td>September 12</td>
<td>Monday</td>
<td>10:00-11:30</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>September 13</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Preventing Sexual Harassment</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>September 14</td>
<td>Wednesday</td>
<td>9:30-12:00</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>September 21</td>
<td>Wednesday</td>
<td>9:00-11:00</td>
<td>Affirmative Action/Equal Opportunity Update</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>September 21</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>September 22</td>
<td>Thursday</td>
<td>9:30-12:00</td>
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<tr>
<td>September 26</td>
<td>Monday</td>
<td>10:00-11:30</td>
<td>Valuing Diversity III - Communicating Across Cultures</td>
<td>International Room, Kansas Union</td>
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<tr>
<td>September 28</td>
<td>Wednesday</td>
<td>9:30-12:00</td>
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<tr>
<td>October 5</td>
<td>Wednesday</td>
<td>2:00-4:00</td>
<td>Accommodating Persons with Disabilities</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>October 6</td>
<td>Thursday</td>
<td>9:30-12:00</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>October 12</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>October 12</td>
<td>Wednesday</td>
<td>9:30-12:00</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>October 18</td>
<td>Tuesday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>October 20</td>
<td>Thursday</td>
<td>2:00-4:00</td>
<td>Preventing Sexual Harassment</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>October 20</td>
<td>Thursday</td>
<td>9:30-12:00</td>
<td>Search, Screening, Selection and Support</td>
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<tr>
<td>October 25</td>
<td>Tuesday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity III - Communicating Across Cultures</td>
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<td>October 27</td>
<td>Thursday</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Time</td>
<td>Topic</td>
<td>Location</td>
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<tr>
<td>November 1</td>
<td>Tuesday</td>
<td>9:00-11:00</td>
<td>Utilizing AA/EO Grievance Procedures</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>November 3</td>
<td>Thursday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<td>November 7</td>
<td>Monday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity I - Managing Differences</td>
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<td>November 9</td>
<td>Wednesday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
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<tr>
<td>November 10</td>
<td>Thursday</td>
<td>9:00-11:00</td>
<td>Affirmative Action for Vietnam Era Veterans</td>
<td>Pine Room, Kansas Union</td>
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<td>November 14</td>
<td>Monday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>November 16</td>
<td>Wednesday</td>
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<td>Pine Room, Kansas Union</td>
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<td>Thursday</td>
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<td>Search, Screening, Selection and Support</td>
<td>International Room, Kansas Union</td>
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<td>November 21</td>
<td>Monday</td>
<td>2:00-3:30</td>
<td>Valuing Diversity III - Communicating Across Cultures</td>
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<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>December 1</td>
<td>Thursday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>December 6</td>
<td>Tuesday</td>
<td>10:00-11:30</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>December 7</td>
<td>Wednesday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
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<td>December 13</td>
<td>Tuesday</td>
<td>10:00-11:30</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>December 13</td>
<td>Tuesday</td>
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<tr>
<td>December 14</td>
<td>Wednesday</td>
<td>2:00-4:00</td>
<td>Utilizing AA/EO Grievance Procedures</td>
<td>Pine Room, Kansas Union</td>
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<tr>
<td>December 15</td>
<td>Thursday</td>
<td>9:30-11:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>December 20</td>
<td>Tuesday</td>
<td>10:00-11:30</td>
<td>Valuing Diversity III - Communicating Across Cultures</td>
<td>Pine Room, Kansas Union</td>
</tr>
</tbody>
</table>
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 10, 1988

Present: Rick Clement, Rob Melton, Judith Emde, Dan Barkley, Barbara Jones
Absent: Barb Gaeddert, Vickie Bozarth

The minutes from the last meeting were changed and approved.

The members of the committee agreed that Rick, chair of LFA Exec, should be the LFA representative on the University Senate Libraries Committee this year. Traditionally, the vice-chair/chair-elect has held the post.

The committee continued the discussion from the last meeting concerning appointments to the task force on merit. A list of five members was drawn up by the committee. Rick will contact each member this week.

Attendance to LFA meetings is not limited to LFA Executive Committee members only. If any LFA member has an item that he or she would like to be presented to LFA Exec, please contact Rick Clement. The task force on merit review will be invited to the next meeting on August 23rd at 1:00 p.m. in Conference Room B.

Committee appointments will also be discussed.

Judith Emde
Secretary

8/18/88

To the Staff Development Committee:


It wasn't the heat... and I can't say that I returned refreshed, but I did return with new insights and reaffirmations of friendship. Among the past Watsonian I saw were LaVern Coan, Bonnie Postlethwait, Banny Rucker, Eileen McGrath and Cliff Haka.

Speakers of note were Margaret Truman for the ALA Intellectual Freedom Committee and both Anne Clifford and Gerald Shields for RUSD's FBI Library Awareness Program. Some of you may have been aware that the "Nightline" TV show on July 12th was on this very topic.

Of the sessions I attended, there were two that stand out: ACRL's Sci/Tech section's Libraries Without Walls: emerging technologies and practical information access, and a panel discussion titled Copyright is Still With Us which discussed everything from library videos shown in rest homes to lending software.

It was an exciting, steaming few days and I appreciate the monetary assistance which encouraged me to attend.

Thank you.

Sherry Hawkins
Microforms
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, August 26, 1988

### Salary Range

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Person</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELoit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-21 *Psychologist I</td>
<td>Denis Shumate (913) 738-5735</td>
<td>Youth Center at Beloit</td>
</tr>
<tr>
<td>R-21 *Psychologist I</td>
<td>Shirley Lawson (316) 662-2321</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>TOPEKA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-21 Accountant II</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
<td>Adjaut General's Department</td>
</tr>
<tr>
<td>R-18 Activity Therapist I</td>
<td>Linda Kraus (913) 296-3936</td>
<td>Youth Center at Topeka</td>
</tr>
<tr>
<td>R-36 *Benefits Analysis Manager</td>
<td>Vicki Harding (913) 296-3140</td>
<td>Department of Administration</td>
</tr>
<tr>
<td>R-32 *Personnel Management Specialist V</td>
<td>Ginny McCord (913) 296-4171</td>
<td>Board of Agriculture</td>
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<tr>
<td>R-26 Civil Engineer II</td>
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<tr>
<td>R-25 *Ecological Specialist</td>
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<td>TOPEKA (cont.)</td>
<td>Linda Moore (913) 296-5724</td>
<td>The Kansas Lottery</td>
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<tr>
<td>R-15 Computer Operator II</td>
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<td></td>
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<tr>
<td>R-15 *Computer Operator II</td>
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<td>R-18 *Corrections Officer III</td>
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<tr>
<td>R-21 Data Control Supervisor I</td>
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<td></td>
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<tr>
<td>R-23 *Laboratory Improvement Specialist</td>
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<td></td>
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<td>R-13 Office Assistant III</td>
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<td>R-13 Office Assistant III</td>
<td></td>
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<td>R-22/25 *Registered Nurse II/III</td>
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<td></td>
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<td>R-28 *Registered Nurse IV</td>
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<td></td>
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<tr>
<td>R-15 Secretary II</td>
<td></td>
<td></td>
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<tr>
<td>R-23 Social Service Administrator I</td>
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<tr>
<td>R-31 *Coordinator of Institutional Research and Training</td>
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<td>R-21 *Dietitian II</td>
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<td>R-15 *Licensed Practical Nurse</td>
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<td>R-24 *Pharmacist I</td>
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<tr>
<td>R-21 *Psychologist I</td>
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<td>R-23 *Qualified Mental Retardation Professional</td>
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</tr>
<tr>
<td>R-25 *Registered Nurse III (All Shifts)</td>
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</tbody>
</table>

**Position description is available in the Administrative Office.**
**STAFF FEE ELIGIBILITY FOR FALL 1988**

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

### STAFF RATE

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

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

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

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

1. have been eligible for the staff rate for the previous nine months; or
2. have been eligible for the staff rate for the preceding Spring Semester and, will be eligible for the staff rate for the following Fall Semester; or

### STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the dependent spouse or child of a University employee desires to pay fees at the resident rate. The residence regulations of the Kansas State Board of Regents, quoted in part below, and all other qualifying criteria must be met by the sponsor.

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

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

A student enrolling in the summer session is eligible for the resident rate if the sponsor:

1. has been eligible for the staff rate for the previous nine months; or
2. has been eligible for the staff rate for the preceding spring semester and will be eligible for the staff rate for the following fall semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."

Dependent spouses and children of employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC, and similar University-related agencies, are eligible for the staff rate.

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**APPLICATION FOR STAFF FEE ELIGIBILITY CARD**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>STUDENT NUMBER:</th>
</tr>
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<tbody>
<tr>
<td>POSITION TITLE:</td>
<td>SOC. SEC. NUMBER:</td>
</tr>
<tr>
<td>Percent time:</td>
<td>TIMES OF CLASS(ES):</td>
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<tr>
<td>SEMESTER:</td>
<td>TOTAL HOURS ENROLLED:</td>
</tr>
<tr>
<td>NAME OF COURSE(S):</td>
<td>CREDIT/AUDIT (Please circle one)</td>
</tr>
</tbody>
</table>

**JUSTIFICATION:**

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

Recommended by: ____________________________

(Department Head)
UNCLASSIFIED VACANCY

Slavic Monographs Cataloger, a half-time, grant-funded appointment available September 18, 1988 for a maximum of three years. (Funding for this position is provided through a federal grant awarded to the Department of Soviet and East European Studies.) Duties: Performs original and copy cataloging of Slavic-language (primarily Russian) monographs according to AACR2 and OCLC/MARC standards; assigns Library of Congress classification numbers and subject headings to bibliographic records; maintains authority control over all access points on bibliographic records, and supervises one or more student assistants in this work. Required Qualifications: ALA-accredited MLS; knowledge of and experience with online cataloging, AACR2 and OCLC/MARC online standards and practices; excellent knowledge of Russian; demonstrated ability to work independently and to supervise others. Preferred Qualifications: M.A. degree in Russian literature or language; familiarity with KU online cataloging; good working knowledge of a West Slavic language; good working knowledge of a Western European language, preferably French; knowledge of a South Slavic language. Annual Salary: $10,000 for the half-time appointment. Excellent benefits. Application Deadline: Applications must be received by Friday, September 16, 1988. To apply, submit a letter of application, resume, transcripts, and names of three references to Sandra Gilliland, 502 Watson Library.

CLASSIFIED VACANCIES

The Science Library and Cataloging Department have announced Office Assistant III vacancies. The Science Library's position is a half-time position with the following responsibilities: 1) Oversees and assists in the effective operation of photocopying services in the Science Library; 2) Oversees and assists in duplicate exchanges; 3) Provides reference assistance to patrons; 4) Maintains supplies; 5) Maintains records for costs and payments of computerized literature searches; 6) Provides secretarial support to the Science Librarian. Preferred Selection Criteria: Strongly prefer ability to establish and maintain at all times effective working relationships with patrons, library staff and other academic departments. Prefer demonstrated ability to work independently; strong organizational and analytical skills; ability to maintain high quality and quantity of work under pressure; accurate typing skills; bookkeeping training or experience; familiarity with secretarial practices; knowledge of library resources and organization; substantial college coursework in an area of the sciences; willingness to work a flexible schedule.

The Cataloging Department's position is a full-time position with the following responsibilities: 1) Oversees the general flow of books routed from the Acquisitions Department; 2) Oversees the flow of certain "Special" types of materials; 3) Catalogs books by accepting records supplied by student searchers, or searches the OCLC database for Library of Congress cataloging records; 4) Assists in training and supervising one or more student assistants; 5) Enters original cataloging records from work forms coded by catalogers or
paraprofessionals. Preferred Selection Criteria: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer person who is able to work well with a large staff as in the Cataloging Department; prefer 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.

Minimum qualifications for the Office Assistant III classification (as specified by the State) include: One year of clerical work experience (some substitutions may be allowed—contact Sandy Gilliland for additional information). The beginning annual salary rate is $14,880.

Library staff interested in applying for these vacancies should contact Judy Kasson, 4-3601, by 5:00 p.m. Thursday, September 8, 1988. A copy of the position descriptions are on file in the Library Office for review.

Sandy Gilliland

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

PERSONNEL

Rachel Miller has been appointed as Head of the Acquisitions Department effective September 1, 1988. Rachel is currently Latin American Bibliographer and Head of the Department for Spain, Portugal and Latin America. She earned her MLS degree from the University of Chicago in 1976 and earned a 2nd Master's Degree in Latin American Studies (1983) from the University of Kansas. Her undergraduate degree is in History, from Goshen College (1971). Rachel's appointment is effective September 1, 1988.

Jo Nell Proctor has been appointed as Accountant I in the Library Office, replacing Rita Penny. Jo Nell is currently an Assistant to the Director of KU's Printing Service. She received a B.S. degree in Business Administration from Northwestern Oklahoma State University in 1974. Her appointment is effective September 6, 1988.

Kathy Clodfelter's Library Assistant I position in the Cataloging Department has been reclassified to the Library Assistant II level, effective August 18th. This reclassification was approved due to a significant change in the level of responsibilities assigned to the position.

Sandy Gilliland

OPEN MEETING ON PROMOTIONS AND TENURE

The University Committee on Promotions and Tenure will hold an open meeting for departmental promotion and tenure committee members and interested faculty/librarians to discuss the preparation and review of recommendations for promotion and tenure. The meeting has been scheduled for Monday, September 19th, at 7:30 p.m. in the Jayhawk Room of the Kansas Union. All library faculty interested in promotion and tenure procedures are encouraged to attend.

Sandy Gilliland

SOCIAL SECURITY CARDS REQUIRED FOR ALL STUDENT APPOINTMENTS

As a reminder, copies of social security cards are required for all student appointments. If the student provides other documentation to verify eligibility of employment on the I-9 form, we still need a copy of the social security card for other purposes. Therefore, please be sure to send a copy of the social security card with your student appointment requests. (As always, if the student needs a few days to send for his/her card, we can still process the payroll paperwork, provided the card is not supporting documentation for the I-9 form.) If the social security card is to be used as supporting documentation for the I-9 form and the student does not have his/her card, we will be unable to appoint the
student to the payroll. A copy of an application for a social security card may be substituted temporarily for the card to complete documentation for the I-9. However, when the student receives his/her actual card, we must forward a copy to the Payroll Office. Confusing? Call Judy or Sandy, 4-3601. Judy Kasson

COURIER SCHEDULE
The K-State based Regent's Schools Courier will make deliveries Tuesday, Sept. 6 instead of its usual Monday stop due to the Labor Day holiday. Normal Monday and Thursday service will resume Thursday, Sept. 8th. Judy Brow

CICS PASSWORD CHANGE PROBLEMS
If you ever sign-on to any of the library systems (circulation, cataloging, etc.), please read section 2 of the Online Catalog Update published in this FYI. John Miller

UKASE TRAINING TAPE
Rich Crank, Science Library, has created an audio tape for training SAs & Staff on the use and interpretation of UKASE. It's geared primarily for public-service staff, but it might also be helpful for tech-service people. It's designed for use w/headphones (walkman compatible) while sitting at a library staff terminal. Each side of the tape is 45 minutes, with a progression from basic information to more complex material. There are a very limited number of copies, initially, but if you want to borrow a copy, contact Rich, 4-4928. Suggestions & comments will be welcome from those who use the tape (revisions will be based on reactions). Rich Crank

SIGN MAKING OPERATION
Matt Myers, the person responsible for making signs for library departments, has resigned as of September 1. Requests for new signs or repairs of existing signage will be held until a new person is hired to replace Matt. Questions concerning the sign operation should be directed to Janet Mears, or Nancy, Jaeger, 4-3601. Janet Mears

CLASSIFIED CONFERENCE VOTING RESULTS
The results of the Classified Conference voting have been tabulated. Taking Lance Tomlin's place as Vice President for the rest of the calendar year will be John Lynch. The committee results are below. (Committee terms run from the beginning to the end of the fiscal year.)

  Grievance Committee: Verna Froese
  Staff Development Committee: Nancy Hawkins
  Budget & Planning Committee: Kendall Simmons, Lars Leon

TRIP TO KS STATE HISTORICAL SOCIETY LIBRARY/ARCHIVES, KS STATE LIBRARY & CAPITOL BUILDING PLANNED
The Staff Development Committee is planning a trip to the Kansas State Historical Society Library and Archives and the Kansas State Library and Capitol Building in Topeka on Wednesday, Oct. 12th. We will leave KU at approximately 9 a.m. and return around 4 p.m. Please let me know as soon as you can if you are interested in attending.

Also, specify your preference for either a fast food or a nice, sit-down lunch. Any suggestions for a good restaurant in Topeka are welcome! Thank you.

Saralinda Rhodes

FAREWELL RECEPTION
There will be a reception in the Slavic Dept., 210 West Watson, for Priscilla Howe on Friday, Sept. 2nd at 10 a.m. This is Priscilla's last day at work.

Gordon Anderson
ATTACHMENTS

Report of the Library Automation Committee meeting, 8/23/88 (below); State Promotion and Transfer List; Online Catalog Update, 9/1/88; Updated Library Directory.

Report of the Library Automation Committee meeting, Tuesday, Aug. 23, 1988, 1-3 p.m.

Absent: K. Miller

John began by reporting on the recent consolidation of all library applications into a single CICS region and the accompanying "turning on" of the circulation current status message in the online catalog.

Due to the bad system response time experienced earlier this year by all systems except the online catalog, OIS administrators and technical service staff were under a lot of pressure to solve whatever problems existed with the current CICS's and improve response time, preferably before the beginning of fall enrollment on August 22. They identified two changes that could be made: (1) move the temporary storage areas used by many online programs, especially those in the library system, from main storage (where they conflict with program storage) to auxiliary storage on disk; and (2) divide all CICS applications into two more-or-less equal regions -- one with all library applications and one with everything else.

Both of these activities were pursued in earnest over the last couple of weeks. Gary and John made changes to about 75 library programs and Wayne Trowbridge, manager of OIS technical services, almost single-handedly did the tremendous amount of work needed to set up the new CICS. The big shift was made early Sunday morning, August 21. Almost everything seems to be working very well. Response time has improved immensely on production CICS, has improved somewhat for non-online-catalog library applications, and has really become any worse on the online catalog. [There were over 160,000 transactions on the two CICS's on Tuesday, August 24. Despite this abnormally high load, due mostly to enrollment, the average machine response time on both CICS's was about 1/2 second. Response time as it appeared to the user probably averaged between 2 and 3 seconds.]

The majority of the rest of the meeting concerned the membership and mission of the task force on adding serials to the online catalog. The chief issues were the size of the committee, the specific members to be recommended to Dean Ranz, and the basic issue of whether or not the committee should be only a committee of experts or should in some way be more representative. There was consensus on who should be asked to chair the committee and on a list of possible members. After considerable discussion, there also appeared to be consensus on the basic components of the task force's mission. John was asked to put the ideas expressed by the committee into a draft mission statement and distribute it for discussion and approval at the next meeting. The committee also agreed that John should speak to the proposed chair about the draft mission statement and about the committee membership and ask that the proposed chair attend the next meeting of the automation committee.

The final item discussed by the committee was the group of responses to the preliminary automation needs survey. To date, twenty responses have been received, with three known intended responses still outstanding. All members were encouraged to read in preparation for a lengthy preliminary discussion at the next meeting (Aug. 30).
This report covers three topics:

(1) circulation status information
(2) sign-on ("cssn") password change problems
(3) extended hours for the catalog


Since the circulation interface programs were ready to go when the CICS split occurred on August 21, we decided to go ahead and turn on the interface and attempt to display circulation status information in the online catalog. In part, we did this so we could see how well it works on the complete file. That analysis is still incomplete, but the interface seems to be working well enough to leave in place. We welcome any comments or suggestions on how well it is working.

Some of you at one time or another may have heard an explanation of the limited nature of the circulation status information given in the online catalog. For the record, the following is how the system currently works.

A. No status information is shown for serials -- the label "CURRENT STATUS" does not even appear.

B. No status information appears for items with brief numbers -- users are referred to the circulation desk.

C. Status information appears for any book that is complete in a single volume and of which the library has only one copy (this accounts for about 75% of the titles in the catalog). All multi-volume and/or multi-copy works show the default message "if item is not on shelf, ask at circulation desk" or, if the location indicates a reference location, "if item is not on shelf, ask at reference desk."

D. For books that fall into the above category, the system searches the circulation files and displays one of the following messages, depending upon the success of the search:

1) "not checked out"
2) "checked out - item may be recalled at the circulation desk"
3) any of 155 custom temporary location messages -- these were created by the relevant service units last October
4) "unknown - circulation files are currently closed"
5) "on search - ask at circulation desk for more information"
6) "item is currently lost"
7) "no circulation information available"
8) "if item is not on shelf, ask at circulation desk"
9) "if item is not on shelf, ask at reference desk"
Online Catalog Update - September 1, 1988

Message 4 appears whenever the online catalog is available and the circulation system is not. See the third part of this update for more information.

Message 7 appears for a location that is not on the circulation system.

Messages 8 and 9 appear when no master circulation record can be found for the current full record display. This can occur because there is in fact no record or because the call numbers in the master circulation record and the bibliographic record do not match.

In the near future, we will add the message "item does not circulate" for certain materials in the Wilcox Collection of the Kansas Collection.

2. Sign-on ("cssn") problems.

There is a problem with sign-on password changes on the new library CICS that will be an aggravation for some time to come. The passwords on the library CICS are copied from production CICS every night. ("Production" CICS is where all non-library systems exist -- where all library systems except the online catalog used to exist.) This is done so the computer center can maintain a single set of passwords. The problem comes every 90 days when the system forces you to change your password. If you change your password on the library CICS, it is wiped out the next night when the production CICS passwords are copied over to the library CICS. The next day, not only will your new password not work (your old one will), but the system will force you to change it again. This will go on forever, unless ...

The short-term solution is to change your password on production CICS whenever you are forced to change it on the library CICS. To do this, perform the following steps sometime during the same day that you change your password on the library CICS.

1) sign-off ("cssf") of the library CICS

2) press the CLEAR key to return to the library CICS logo screen (it says "UNIV. OF KANSAS LIBRARIES" in the upper left corner)

3) press the CLEAR key again to go to a blank screen

4) type "disc" and press the ENTER key

5) the screen should now say "UNIVERSITY OF KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK" across the top -- type "prod" and press the ENTER key

6) you should see another CICS logo screen, this time saying "TERMINAL NOW ATTACHED TO PRODUCTION CICS" across the top -- sign on ("cssn") using your OLD password
7) type the transaction "pswd" and press the ENTER key -- this forces a password change

8) follow the instructions to change your password to the new password that you have previously chosen in the library CICS

9) sign-off ("cssf")

10) press the CLEAR key to go to the production CICS logo screen

11) press the CLEAR key again to go to a blank screen

12) type "disc" and press the ENTER key

13) this should take you back to the library CICS logo screen -- if instead you are at the screen saying only "UNIVERSITY OF KANSAS OFFICE OF INFORMATION SYSTEMS TERMINAL NETWORK," type "lbry" and press the ENTER key to go to the library CICS logo screen

3. Extended hours.

As of Monday, August 29, the online catalog is available as follows:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - midnight</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
</tbody>
</table>

In practice, the catalog will usually come up sometime between 7:00 and 7:30 a.m. Monday through Friday, but it is not promised until 8:00 a.m.

The only exceptions to this schedule are: (1) that the catalog, along with everything else, will be down November 25-27 (Thanksgiving) during the installation of the new OIS computer; and (2) that the hours on Jan. 15 will be noon to 3 a.m.

Since the circulation system hours are not being extended to match those of the online catalog, there will be times when circulation status information will not appear in the online catalog. Instead the message "circulation files are currently closed" will appear next to the "CURRENT STATUS" label. This will occur during the following times:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>midnight - 3 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10 p.m. - 3 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 p.m. - midnight</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 a.m. - noon; midnight - 3 a.m.</td>
</tr>
</tbody>
</table>

-- John Miller
PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
August 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, September 2, 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>Denis Shumate (913) 738-5735</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Youth Center at Beloit</td>
</tr>
<tr>
<td>R-21</td>
<td>*Psychologist I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-15/16</td>
<td>Corrections Officer I/II</td>
<td></td>
</tr>
<tr>
<td>R-22</td>
<td>Corrections Supervisor I</td>
<td></td>
</tr>
<tr>
<td>TOPEKA</td>
<td></td>
<td>Mary Stanton (913) 877-3380</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norton Correctional Facility</td>
</tr>
<tr>
<td>R-21</td>
<td>Accountant II</td>
<td>Teresa Parsons (913) 233-7560 (Ext. 192)</td>
</tr>
<tr>
<td></td>
<td>(Some Travel)</td>
<td>Adjutant General’s Department</td>
</tr>
<tr>
<td>R-26</td>
<td>*Attorney I</td>
<td>Carol Foreman (913) 296-2433</td>
</tr>
<tr>
<td></td>
<td>(Part-Time Intermittent)</td>
<td></td>
</tr>
<tr>
<td>R-36</td>
<td>*Benefits Analysis Manager</td>
<td>Vicki Harding (913) 296-3140</td>
</tr>
<tr>
<td>R-32</td>
<td>**Personnel Management Specialist V</td>
<td></td>
</tr>
<tr>
<td>R-26</td>
<td>Civil Engineer II</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td></td>
<td>(Bachelors Degree in Engineering and EIT Certificate)</td>
<td>Board of Agriculture</td>
</tr>
<tr>
<td>R-25</td>
<td>*Ecological Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(MS Degree in Agricultural Sciences)</td>
<td></td>
</tr>
<tr>
<td>R-25</td>
<td>*Ecological Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Plant Pathologist - MS Degree)</td>
<td></td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER

TOPEKA (cont.)

| R-19 | Economic Development Representative I, Trainee | Susan Koch (913) 296-3785 |
|      | Department of Commerce |  |

This position is established under the Governor's Trainee Program which is designed to facilitate the employment and advancement of protected groups. The Department of Commerce is seeking female, disabled, or minority applicants.

Duties include soliciting film companies to come to Kansas and providing assistance to those companies. Responding to inquiries with location information through research, support data, photographs and on-site location scouting. Working knowledge of Kansas locations preferred. Extensive travel and interaction with the public required.

Only protected group applicants who do not meet the minimum qualifications for Economic Development Representative I, but who are able to meet them within two years of date of hire are eligible to apply. The minimum qualifications for the regular classification of Economic Development Representative I are: graduation from an accredited four year college or university.

| R-13 | Office Assistant III | Vicki Harding (913) 296-3140 |
|      | (Typing) | Department of Administration |
|      |          | Division of Personnel Services |

| R-15 | Office Assistant IV |  |
|      | (Typing) |  |

| R-16 | Power Plant Operator II | Helen Raasay (913) 296-3116 |
|      | (Shift Work) | Department of Administration |
|      |              | Buildings and Grounds |

| R-22/25 | Registered Nurse II/III |  |
|         | (3-11 and 11-7 Shifts) | Dom Pemskar (913) 296-4321 |
|         | (Several Vacancies) | Topeka State Hospital |

| R-13 | Secretary I | Dorothy Rappard (913) 296-2638 |
|      |             | Dept. of Social and Rehabilitation Services |

| R-21 | Office Assistant II | Rosalie Sacks (913) 296-2458 |
|      | (Typing = 50% Position) | Dept. of Social and Rehabilitation Services |
|      |                      | Adult Services |

| R-11 | Office Assistant II | Bobbie McKim (316) 651-5317 |
|      | (Typing = 50% Position) | Dept. of Social and Rehabilitation Services |
|      |                      | Wichita Area Office |

| R-31 | Coordinator of Institutional Research and Training | Farrell Gard (316) 221-1200 |
|      | (Staff Education) | Winfield State Hospital and Training Center |

| R-21 | Dietitian II |  |
|      | * |  |

| R-15 | Licensed Practical Nurse |  |
|      | (7-3 and 11-7 Shifts) |  |

| R-24 | Pharmacist I |  |
|      | * |  |

| R-21 | Psychologist I |  |
|      | * |  |

| R-23 | Qualified Mental Retardation Professional |  |
|      | * |  |

| R-25 | Registered Nurse III (All Shifts) |  |
|      | * |  |

**Job descriptions are in the Administrative Office, 502 Watson.
UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY (Revised 9/1/88)

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

ARCHIVES
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Bramble, Sadie, L. Assoc. Cataloging
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Symsa

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Note: The table above lists the names and positions of various personnel associated with the library and its departments. The phone numbers provided are likely for office or department use.
UNCLASSIFIED VACANCY

Science Reference Librarian, a full-time, 12-month, tenure-track position available immediately. Duties: Responsible for general reference in the Science Library, currently a collection of 230,000 volumes; collection development in mathematics, computer science, the physical, biomedical, biological, or earth sciences; supervises an area of public or technical services operations in the Science Library and appropriate paraprofessional staff; conducts online literature searches on the NLM, DIALOG and STN International systems; presents bibliographic instruction sessions; assists in planning a major move to a new $13.9 million science library, scheduled to be completed in the summer of 1989; helps develop and implement programs for new reference equipment and services, such as CD ROM and end user searching. Required Qualifications: ALA-accredited MLS; strong interpersonal and communication skills; strong subject competence (coursework or experience) relevant to the scope of the Science Libraries (organic chemistry, mathematics, computer science or geology coursework especially useful). Preferred Qualifications: Successful reference, collection development, and/or supervisory experience in a special library or a large academic library; training or experience with online literature searching, especially NLM, STN International and DIALOG; experience with microcomputer hardware and software and their application to reference services; demonstrated initiative and good organizational skills. Salary: $20,000-$25,000 depending on qualifications. Excellent benefits. Applications must be postmarked by September 30, 1988. To apply, submit letter of application, résumé, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson Library.

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

TIMECARD DEADLINE ANNOUNCED

Time cards for the pay period ending September 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Wednesday, September 14, 1988. All student, classified, unclassified time cards are due. Contact Judy Kasson if you have any questions.

PERSONNEL

Marilee Richards has been appointed as Library Assistant I in the Cataloging Department (Series Unit). Marilee is currently a Library Assistant at Washburn University's Mabee Library. She has a B.A. degree in History and has completed 24 hours toward a Computer Information Science degree. Her appointment is effective September 18.

Dawn Murrell has been appointed as Library Assistant II in the Engineering Library, effective September 18. Dawn is currently employed by the K.U. Theatre Department. She earned a degree in Theatre and Education from Missouri Southern State University. Dawn replaces Mary Borton.

An Equal Opportunity/Affirmative Action Employer
Yvonne Martinez has been appointed as Secretary I in the Kansas Collection effective September 12. Yvonne is currently a Library Technician at Independence Community College, Independence, Kansas. She has a B.S. degree in Elementary Education from Emporia State University, and has completed 29 hours of library science courses from Emporia. Yvonne replaces Martha Minor.

Jane Hoyt has been appointed as an Office Assistant III in the Serials Receiving Unit, Serials Department. Jane is currently employed as an Office Assistant III with the K.U. Law Library. She earned a BFA degree in Textile Design from K.U. Jane replaces John Lynch, and her appointment is effective September 18.

**Allocation of New Monies for 1988/1989**

Attached are a statement and tables from the Office of Academic Affairs setting forth the allocation of new monies for 1988/89.

--Jim Ranz

**Collection Development Council Meetings Announced**

The Collection Development Council will meet on Thursday, 15 September at 10:30 in Conference Room A. Saralinda Rhodes has resigned as CDC secretary. As yet, no one has volunteered to be a candidate for CDC secretary. Unless there are volunteers, or unless some other arrangement is suggested, there will be no CDC minutes in the future.

The Collection Development Council Executive Committee will meet on Monday, 11 September at 1:30 in Conference Room A. Agenda items include the draft of the Government Documents Policy Statement. Rachel Miller has resigned as an at-large representative on CDC Exec. Jim Neeley will serve the remainder of Rachel's three year term through June 1991.

--Rich Ring

**Civil Service Testing Calendar for September**

Attached is a copy of the testing calendar depicting civil service examinations offered during the month of September by the Department of Personnel Services. Library student assistants are especially encouraged to sign up for one or more of the civil service examinations if they are interested in permanent civil service employment. All persons taking the exams must meet the minimum requirements for each classification. Contact Sandy Gilliland, 4-3601, or the Department of Personnel Services, 4-4946, for additional information.

**Emporia State University Continuing Education Courses**

Emporia State University offers a variety of courses through its Continuing Education program in the Kansas City area, including courses in the Library and Information Science Program. Two ESU library science courses are also offered through the Kansas Telenet system (located in K.U.'s Continuing Education Department): Information Transfer and Children and Young Adult Literature—Update 1988. For a complete listing of ESU continuing education and Kansas Telenet course listings, contact Ruth Miller, Library Office, 4-3601.

**Special Library Association Announced Scholarships for Library Study**

The Special Libraries Association offers scholarships for graduate study leading to a master's degree in library or information science and for study leading to a doctoral degree in a program in library science, information science, or related fields of study, in the U.S. or Canada. Four $6,000 scholarships for graduate study for a master's degree are available. One is limited to members of a minority group. Two doctoral scholarships are for $1,000 each and are funded by the Plenum Publishing Corporation and the Institute for Scientific Information. Additional information concerning the Scholarship Program is available from Sandy Gilliland, 4-3601. Application deadline is October 28, 1988.
COUNCIL ON LIBRARY RESOURCES COOPERATIVE RESEARCH GRANT PROGRAM

Attached is information concerning Cooperative Research Grants provided through the Council on Library Resources. A limited number of grants are available each year to support research projects proposed jointly by librarians and members of faculties in library science, or when appropriate, other pertinent disciplines. Up to $3,000 is available for each grant. The information attached provides a thorough description of the Program and application procedures. Applications are due November 1, 1988.

UNIVERSITY POLICY ON PRIVATE FUND-RAISING PROJECTS

Attached for review by library staff is a policy statement outlining the official University policy governing the identification of private fund-raising projects and the solicitation for all private support funding.

SPECIAL COLLECTIONS NEWS

KU has been cited as one of "the leading collections" of 17th century British newspapers in the United States and special thanks have been extended to Bill Mitchell for his contributions, especially involving the Richmond P. and Marjorie N. Bond collection, in the preface to British Newspapers and Periodicals, 1641-1700, comp. by Carolyn Nelson and Matthew Secombe, New York: MLA, 1987. KSRU holdings appear throughout this catalog.


ELLEN JOHNSON EXTENDS THANKS

Ellen Johnson has written to the Library Staff Association to express her gratitude for the gift certificate. Ellen writes, "I bought a book, of course. It is the latest edition of 'Stories of the Great Operas', by John W. Freeman, under the auspices of the Metropolitan Opera Guild, handsomely printed by W. W. Norton...Thanks again and best regards to all my good friends and especially those who attended the party. Thanks for this memorable occasion, so graciously done. I appreciated it very much. Best wishes for a good year."

ATTACHMENTS

1988/89 Allocation memo; September 1988 Civil Service Testing Calendar; Research Grant Resources bulletin; Private Fund-Raising policy; LFA Executive Committee Annual Report, 1987-88; Travel Report by Susan Hitchens.
MEMORANDUM
August 30, 1988

To: The Deans and the Director of the Art Museum
From: Del Brinkman
Re: Allocation of new resources for FY 1989

The following tables provide detailed information on the allocation of new General Use funds for FY 1989. Just over $3.5 million (including fringe benefits) was available to the University in funding for enrollment increases, in mission-related enhancements through the Regents' "Margin of Excellence" budget plan, and in discretionary OOE. In addition, and even more important, the University's base budget for unclassified salaries was augmented by 7.3% (approximately $4.5 million excluding fringes).

TABLE I shows new resources distributed by the Executive Vice Chancellor's Office to the major budgetary units for FY 1989. Excluded from the totals are fringe benefits, General Use line-item funds, the across-the-board increases in the budgets for merit salary (7.3%), OOE (2.8%), and student help (4%), and the funds that were transferred to the units to help meet increases in telephone costs.

TABLE II shows the FY 1989 allocations from the Vice Chancellor for Academic Affairs to the major academic units of all new and reassigned funds exclusive of fringe benefits. Over $6.1 million was added to the base budgets of the academic units.

INCREASES TO UNCLASSIFIED SALARY BASE BUDGETS: Columns 2-9 detail the allocation of funds for merit salary increases, and for other enhancements to the unclassified salary base of each major academic unit. The allocations to the major academic units for merit salary increases totalled $3,511,827; increases of all kinds to the unclassified base totalled over $5.2 million.

It was clear from your responses in February/March, that, by one measure or another, faculty in every unit are badly underpaid, but the level of deprivation is relative. This fact led to the decision to allocate some of the resources gained through the enhancement portion of the budget (the 2.3% in excess of the "maintenance" 5%) on a differential basis. In deciding on allocations, a number of factors were taken into account, including the following:

The special problems identified by you as deans, and the plans you developed to address general salary needs in your units;
KU salaries as a percent of salaries in the formula funding peer group, and as a percent of salaries in the AAU-14 peer group;

The average salary in each academic unit compared to the average in the other academic units and to the overall KU average;

The need to maintain existing strengths, to build and/or rebuild in areas that had suffered during recent years of poor funding, and to reward scholarship and teaching;

The desire to correct salary deficiencies resulting from historical circumstances, and to reward efforts at minority and female recruitment.

The number of vacant lines also affected the percentage allocated to each academic unit, since the existence of vacant lines allows for added flexibility in the decisions about individual raises. Percentage increases on the total "merit base" ranged from 5.9% in the School of Social Welfare to 9% in the University Library.

Other additions to the base budgets for unclassified salaries totalled nearly $1.6 million (excluding fund transfers of $133,205 within the Division of Continuing Education, which shows up as an addition to the unclassified salary base, but is not, in fact, "new" funding). (See TABLE III for additional detail on the allocation of mission-related and other enhancements.)

FY 1989 increases to the unclassified salary base budgets of the major academic units totalled just over $5.2 million. Percentage increases among the academic units ranged from 5.9% to 17%. Just over twenty unclassified positions were added.

INCREASES TO BASE BUDGETS FOR NEW CLASSIFIED POSITIONS: For FY 1989, 11.5 classified positions were added. The majority of positions (8.0) were allocated to the University Library to accelerate the data base expansion project for the New Science Library, and to provide for staffing the facility when it opens.

INCREASES TO THE STUDENT HOURLY BASE BUDGETS: Student Hourly budgets were increased by 4% across-the-board. An additional $14,500 was added to the University Library's student hourly budget to accelerate the data base expansion project for the New Science Library.

INCREASES TO THE OOE BUDGETS: An across-the-board OOE increase of 2.8% was passed along to the major academic units. In addition, almost $290,000 was permanently transferred to fund increases in the cost of telephone service. Finally, other increases to the OOE budgets totalled $204,800 (excluding internal reallocation of $32,900 in the Division of Continuing Education), the bulk of which was allocated to the University and Law libraries to enhance the acquisitions budgets (see TABLE III). Excluding telephone transfers, percentage increases in OOE ranged from 2.8% to 10.8%, with the average being 4.9%.

ALLOCATION OF FY 1988 ONE-TIME FUNDS: Table II also shows the allocation of FY 1988 year-end and other one-time funds.
TABLE III shows the allocation of new General Use funds and reassigned resources to the major academic units, exclusive of merit salary increases, telephone transfers, and across-the-board increases in OOE and student hourly. A description of the purpose for which the new funding was provided is included in the last column. Some additional explanation of the major allocations may be helpful.

New faculty positions were allocated to expand service in the Kansas City area. For a number of reasons related to mission, role and scope, this has been a high priority for the University, although major expansion has not been undertaken, primarily because of unfunded enrollment growth on the Lawrence campus. During the Legislative session, the choice appeared to be between fewer new positions, and additional positions and funding that would permit the Schools to increase their offerings in Kansas City, and help to relieve pressures on the Lawrence campus. Although an expansion of offerings must result from the funding increases, these new positions need not be dedicated to teaching and research in the Kansas City area, nor is the University required to expand offerings the equivalent of five new positions.

The project to expand the data base in preparation for opening the New Science Library required the allocation of substantial new resources. This project is essential to provide access to the materials that will be housed in the new library. When the new facility opens, the cataloging project will be reduced in scope and staffing will be provided from this allocation.

Finally, most of the additional funds added to the unclassified budget of the College of Liberal Arts and Sciences (funding in excess of that for merit salary increases) was earmarked for the GTA base budget. Similar allocations will be necessary in FY 1990. Since we have already discussed this problem at some length, I will not repeat the arguments here.

TABLE IV provides information about the allocation of new General Use funds to the other major budgetary units. The Table reflects the allocations from the Executive Vice Chancellor's Office. It is similar to TABLE III, but does not include funds that may have been reallocated from other resources controlled by the Vice Chancellors.

I look forward to discussing the FY 1989 allocations with you at our September 1 meeting.

cc: EVC Ramaley
    AVC Rawson

Attachments
TABLE I

Allocation of New General Use Funds to Major Units, FY 1989
(Excludes Across-the-Board Increases for Merit Salary,
Student Help and OOE, Fringe Benefits, Telephone Transfers, and
General Use Line-Item Appropriations)

<table>
<thead>
<tr>
<th>Budget Unit</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>$169,629</td>
<td>5.48</td>
</tr>
<tr>
<td>Facilities</td>
<td>85,668</td>
<td>2.77</td>
</tr>
<tr>
<td>Administrative Computing</td>
<td>111,984</td>
<td>3.62</td>
</tr>
<tr>
<td>Academic Computing</td>
<td>102,302</td>
<td>3.30</td>
</tr>
<tr>
<td>Research, Graduate Studies and Public Service</td>
<td>472,163</td>
<td>15.26</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>2,152,691*</td>
<td>69.57</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,054,437</td>
<td>100.00</td>
</tr>
</tbody>
</table>

* Distribution from the Vice Chancellor for Academic Affairs was as follows:
  Permanent Allocations to Major Academic Units (see TABLE III): $1,948,373
  Equipment Replacement Pool: 102,302
  Allocations to Smaller Units, and Reserve for Contingent Commitments: 102,016
  $2,152,691

Distributions from the vice chancellors of the other major budgetary units are shown in TABLE IV.

8/23/88
<table>
<thead>
<tr>
<th>Major Academic Unit</th>
<th>FY 89</th>
<th>FY 89</th>
<th>FY 89</th>
<th>FY 89</th>
<th>FY 89</th>
<th>FY 89</th>
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<th>FY 89</th>
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<th>FY 89</th>
<th>FY 89</th>
<th>FY 89</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inc.</td>
<td>Merit</td>
<td>Allocation</td>
<td>Additions</td>
<td>Budget</td>
<td>Inc.</td>
<td>New</td>
<td>% Inc.</td>
<td>New</td>
<td>Position</td>
<td>Increase</td>
<td>Over</td>
<td>% Inc.</td>
<td>New</td>
<td>Position</td>
<td>Increase</td>
</tr>
<tr>
<td></td>
<td>Lines</td>
<td>Lines</td>
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<td>Lines</td>
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<td>Lines</td>
<td>Lines</td>
<td>Lines</td>
<td>Lines</td>
<td>Lines</td>
</tr>
<tr>
<td>Basic</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
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<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
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<tr>
<td>FY 89</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$1,251,065</td>
<td>$1,660,000</td>
<td>$1,465,705</td>
<td>6.5%</td>
<td>17.0%</td>
<td>7.8%</td>
<td>3.6%</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

## Classification of Budget

- **Unclassified Base Budget**: $1,465,705 (6.5% Inc., 17.0% New, 7.8% Lines)
- **Student Hourly**: $1,660,000 (6.5% Inc., 17.0% New, 7.8% Lines)
- **OEC Base Budget**: $1,465,705 (6.5% Inc., 17.0% New, 7.8% Lines)
- **Total Additions**: $200,000
- **FY 89 One-time Alloc.**: $30,000

### Interactive Features

- **Arch/Urban Des.**
- **Business**
- **College of LAS**
- **Education**
- **Engineering**
- **Fine Arts**
- **Journalism**
- **Law**
- **Pharmacy**
- **Social Welfare**
- **Library**
- **Continuing Ed.***
- **Art Museum**

### Total Additions to Base Budgets

- **Total Additions to Base Budgets**: $200,000
- **FY 89 One-time Alloc.**: $30,000
- **Total Additions**: $230,000

---

*Continuing Education reflects a transfer of $133,000 (Unc.) and $22,000 (OEC) from line-item appropriations to General Use funds for Fire Service Training, and an additional $205 internal reallocation to the major academic units for FY 89. These additions are described in more detail in TABLE III.*
<table>
<thead>
<tr>
<th>Major Academic Units</th>
<th>UNCLASSIFIED BUDGET</th>
<th>CLASSIFIED BUDGET</th>
<th>STUDENT HOURLY</th>
<th>OEE BUDGETS</th>
<th>FY/89 TOTAL NEW FUNDS</th>
<th>FY/82 ONE TIME FUNDS</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY/79 Add. (Excl. Merit Increases)</td>
<td>New Pos. Amount</td>
<td>Amount in Excess of 6%</td>
<td>Amount in Excess of 2.5%</td>
<td>Amount</td>
<td>Units % of Total</td>
<td>Amount</td>
</tr>
<tr>
<td>Arch. Urban Des.</td>
<td>$131,000 3.6</td>
<td>$6,700 7.1%</td>
<td>$137,700 7.1%</td>
<td></td>
<td>166,425</td>
<td>166,425</td>
<td>Positions tied to enrollment increases; support for E.C. Arch. Management Program; Urban Design Ass't. Prof.</td>
</tr>
<tr>
<td>Business</td>
<td>$180,435 4.0</td>
<td>$186,435 9.6</td>
<td>27,000 1.4</td>
<td>138,556 7.1</td>
<td>$58,500 33,000 1.5</td>
<td>Positions for enrollment increases; Ass't.Prof. positions to expand/enhance E.C. program.</td>
<td></td>
</tr>
<tr>
<td>College of LAS</td>
<td>$845,649 2.9</td>
<td>$33,150 46.6</td>
<td>$977,299 44.6</td>
<td>166,425</td>
<td>907,299</td>
<td>Funding for enrollment increases (C.T. base budget funding); salary upgrades; summer months; OOE packages for specific faculty; math acquisitions; high priority classified positions; equipment funding (one-time).</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>$27,000 1.0</td>
<td>27,000 1.4</td>
<td>138,556 7.1</td>
<td></td>
<td>138,556 33,000 1.5</td>
<td>Positions tied to enrollment increases.</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>$131,286 2.9</td>
<td>$7,300 5</td>
<td>138,556 7.1</td>
<td></td>
<td>138,556 33,000 1.5</td>
<td>Enrollment Increase position; Ass't.Prof. to expand/enhance E.C. program; replacement of endowment funding; completion of B.S. in Computer Engineering funding (classified position).</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>$60,050 2.25</td>
<td>$60,050 3.5</td>
<td>$90,000 3.5</td>
<td></td>
<td>$90,000 33,000 1.5</td>
<td>Positions for enrollment; additions to Dance Program.</td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td>$30,000 1.0</td>
<td>30,000 1.5</td>
<td></td>
<td></td>
<td>30,000 33,000 1.5</td>
<td>Position for enrollment.</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>$13,500 1.0</td>
<td>13,500 1.4</td>
<td>26,850 1.5</td>
<td></td>
<td>26,850 33,000 1.5</td>
<td>Replacement of Law Enrichment funds; Library acquisitions funding.</td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>$34,000 1.0</td>
<td>14,260 1.0</td>
<td>49,000 2.5</td>
<td></td>
<td>49,000 33,000 1.5</td>
<td>Replace Med.Center funding for Pharm.D. position; OOE for PharmChem.</td>
<td></td>
</tr>
<tr>
<td>Social Welfare</td>
<td>$8,000 4.0</td>
<td>16,240 8.0</td>
<td>14,500 156,500</td>
<td></td>
<td>156,500 33,000 1.5</td>
<td>New classified position.</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>$88,000 4.0</td>
<td>261,500 10.5</td>
<td>261,500</td>
<td></td>
<td>261,500</td>
<td>Positions and OOE for data base expansion and eventual staffing of New Science Library; additions to the base budget for acquisitions; one-time funds for acquisitions.</td>
<td></td>
</tr>
<tr>
<td>Continuing Ed.*</td>
<td>$1,793</td>
<td>$1,793 -</td>
<td>$1,793</td>
<td></td>
<td>$1,793 -</td>
<td>Additional funding needed for new Curator position.</td>
<td></td>
</tr>
<tr>
<td>Art Museum</td>
<td>$1,793</td>
<td>$1,793 -</td>
<td>$1,793</td>
<td></td>
<td>$1,793 -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,556,563 20.33</td>
<td>$172,460 11.5</td>
<td>$14,500 14,500</td>
<td>$204,850</td>
<td>$1,948,373 446,425</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Division of Continuing Education received no new resources in FY 1989 beyond the pro-rata shares that have been excluded from the above table. The $133,205 in additional unclassified resources, and the $32,900 in additional OOE (shown in Table II) are internal reallocations.
<table>
<thead>
<tr>
<th>Units</th>
<th>UNCLASSIFIED BUDGET FY'69 Adds New (Excl. Merit Pos. Increases)</th>
<th>CLASSIFIED BUDGET New Pos. Amount</th>
<th>OOE BUDGET New Pos. Amount</th>
<th>Total New Base Resources Amount</th>
<th>FY'65 ONE TIME FUNDS Amount</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ac.Computing</td>
<td>$</td>
<td>$</td>
<td>$102,302</td>
<td>$102,302</td>
<td>$</td>
<td>To upgrade the IBM/VM computer system; hire two staff members (one to support supercomputing applications, and the other to monitor the campus data network); to add $25,000 to the faculty and student microcomputer fund.</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Two programmers to help support administrative systems (one to develop enhancements and changes to the student Information system, the other to work on the development of a new financial system for the institution); full 4% increase allocated to the computing reserve.</td>
</tr>
<tr>
<td>Computing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Microcomputers and other equipment.</td>
</tr>
<tr>
<td>Facilities Png.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Engineer position and supporting OOE; housekeeping equipment replacement.</td>
</tr>
<tr>
<td>Facilities Op.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional police protection and supporting OOE.</td>
</tr>
<tr>
<td>Police Dept.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upgrade Minority Affairs position; provide new positions in Financial Aid, Student Life, Foreign Student Services, Admissions, Systems Development, Organizations &amp; Activities; fund Assistant to the Vice Chancellor. One-time funds to remodel/expand office in Strong Hall.</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>121,416</td>
<td>5.5</td>
<td>48,013</td>
<td>10,000</td>
<td></td>
<td>University's mandated subvention.</td>
</tr>
<tr>
<td>RSSPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For the transfer of geological information to the public and for the assembly of public-access data sets.</td>
</tr>
<tr>
<td>Research</td>
<td>177,826</td>
<td>7.0</td>
<td>33,045</td>
<td>61,381</td>
<td>272,250</td>
<td>Equipment</td>
</tr>
<tr>
<td>Museum</td>
<td>108,696</td>
<td>4.0</td>
<td></td>
<td>105,079</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen.Res.Fund</td>
<td>21,739</td>
<td></td>
<td></td>
<td>21,739</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geo.Survey</td>
<td>60,987</td>
<td>2.0</td>
<td></td>
<td>69,478</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dale Building</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>131,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$521,209</td>
<td>19.5</td>
<td>$120,534</td>
<td>6299,913</td>
<td>$941,746</td>
<td>$135,000</td>
</tr>
</tbody>
</table>

TOTAL NEW RESOURCES: $941,746 + $135,000 (FY'65 ONE-TIME FUNDS) = $1,076,746
# University of Kansas

## Department of Personnel Services

### Testing Calendar

*For 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>
<th>SAT</th>
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<td>2</td>
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</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>
| *Written Exams Offered:*
| Cook I & II
| Food Service Supervisor I & II
| General Maintenance Repair Technician
| Office Assistant II & III |

<table>
<thead>
<tr>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Keyboard Operator I&amp;II 1:15</strong></td>
<td><strong>Secretary Office Asst. I&amp;II 1:15 II&amp;III 1:15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td><strong>Office Asst. II&amp;III 8:30</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Keyboard Operator I&amp;II 8:30 1:15</strong></td>
<td><strong>Secretary Secretary I&amp;II 8:30</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unassembled Examinations (ratings of training and experience) available:
Carpenter I, Dietitian I & II, Electrician I, Medical Technologist I, University Police Officer

**BOE/AA**
THE FOLLOWING OUTLINES THE OFFICIAL UNIVERSITY OF KANSAS POLICY GOVERNING THE IDENTIFICATION OF PRIVATE FUND-RAISING PROJECTS AND THE SOLICITATION FOR ALL PRIVATE SUPPORT FUNDING

Considering the importance of private support for the University of Kansas and the intrinsic role The Kansas University Endowment Association plays in encouraging, receiving and administering private support, the Association must be involved in all private fund-raising activities and the following guidelines for the solicitation of outside support are established and are effective immediately:

1) All requests by University of Kansas faculty and staff for private fund-raising support of the University, and the assistance of The K.U. Endowment Association in securing that private support, must come through the normal administrative channels of the University.

2) The professional staff of the Endowment Association will participate in the evaluation of private fund-raising support requests as a step in the "normal administrative channel" procedure described in item 1) above.

3) All requests for fund-raising activities for the benefit of the University or any activity conducted in relation thereto by a member or members of the faculty, staff, student body or any alumni group or person shall then be submitted in writing by the Chancellor to the Executive Committee of the Endowment Association, and sent to the President, The Kansas University Endowment Association, Lawrence, Kansas 66045, for the Association's approval.

4) The Chancellor's request to the Executive Committee of the Kansas University Endowment Association as described in paragraph 3) shall include:
   a) Definition of the proposed activities and goals of the project.
   b) An outline of the need and purpose for which private support is sought.
   c) A statement of the approximate date on which the solicitation is proposed.
   d) A list of those to be contacted as potential donors or a reference to an existing and defined list such as those maintained by the Alumni Association for a particular school, department or group.
   e) The Chancellor's assigned institutional priority for the project.

5) Solicitations to, discussions with or requests for private support from any "family class" private foundation (regional, family or non-corporate foundation) must be approved by the Endowment Association before the proposal is submitted to the foundation.

6) All proposals submitted to "national class" private foundations must be coordinated with the University Office of Research Administration before the proposal is sent, in accordance with guidelines established by that office.

7) CAMPAIGN KANSAS is now, and for the next several years, the officially recognized fund raising project of the University of Kansas. Except in unique cases of high priority, necessity and potential, new projects that may be in competition with CAMPAIGN KANSAS will not be approved.

These guidelines are intended to facilitate, coordinate, and ensure success of solicitations by members of the University family on all campuses, and are meant to ensure that prospects are not solicited on an uncoordinated basis to the detriment of other projects pending with individuals, corporations, organizations or private foundations.
Cooperative Research Grants

Under the Cooperative Research Program, CLR makes a limited number of grants each year to support research projects proposed jointly by librarians and members of faculties in library science or, when appropriate, other pertinent disciplines. The purpose is threefold: to stimulate productive communication between teaching faculty and librarians; to encourage librarians to develop more fully their research skills; and to increase the quantity and improve the quality of research and analytical studies related to library operations.

Grants are limited to a maximum of $3,000 and are intended to fund such incremental research costs as the organization of data, the hiring of interviewers or other assistants, and charges for computer time. Grants may not be used for the salaries of principals, purchase of equipment, or indirect costs. CLR asks for a final report of the project and encourages grantees to submit reports and articles for publication in the professional literature.

Examples of Topics for Attention

Cooperative research grants are given for carefully developed proposals that exhibit an imaginative approach to solving problems or analyzing subjects of current interest in libraries. Funds have been provided for more than 50 studies of such matters as subject access in online catalogs, the role of the library in university efforts to incorporate electronic technologies, demand for rapid document delivery, computer-assisted reference capabilities, the impact of automation on a law school library budget, and evaluation of the RLG Conpectus for assessing a specialized collection.

Applications

Applications must be submitted jointly by the investigators and should include evidence of institutional support for the work. Each proposal should be submitted in the form of a letter to the Council on Library Resources, and should include the following information:

1. A brief abstract (no more than 50 words) of the proposal.
2. A description of proposed work, including objectives, brief discussion of previous work on the topic, methodology, and plans for evaluation. The cooperative nature of the project should be demonstrated through a review of the role each principal will play.

3. Curriculum vitae of each of the principal investigators.
4. The anticipated duration of the project and evidence that time to undertake the work will be available. CLR urges careful consideration of time requirements, because many previous applicants have requested extensions. Most cooperative research projects are completed in slightly over a year.
5. Assessment of the potential utility of research results to libraries generally.
6. A detailed budget for the project, linking costs to projected work.
7. Plans for disseminating the results.

Applicants should provide the original and four copies of the application.

Proposals or questions about the program should be directed to:

Council on Library Resources
1785 Massachusetts Ave., N.W.
Washington, D.C. 20036

Deadline and Proposal Review

Grants are awarded twice each year, in the spring and fall. The spring deadline is April 1, and the fall deadline is November 1. No set number of awards is given. Proposals are considered by CLR staff and external reviewers, with final action taken in accordance with established Council procedures. Usually, reviewers consider such matters as the uniqueness of the work, the importance of the results to libraries in general, relationship to other, similar work, proposed methodology, and relevance to the Council's general objectives. While the program is competitive (typically, about one-fourth of the proposals are funded), evaluators judge each proposal according to standards of excellence for research rather than comparatively. Applicants may be asked to provide further information during the process, which usually takes six to eight weeks; notification is normally by mail.

Selected List of Cooperative Research Projects

Since the beginning of the program in 1982, more than 50 cooperative research grants have been awarded. Examples are listed below; for completed projects, journal citations or Educational Resources Information Center (ERIC) document numbers are included.

Brooks, Terrence, and John Forys, Jr., University of Iowa. "Predicting Academic Library Circulations: A Forecasting Methods Competition." May 1, 1984. ED 243 489


Frost, Carolyn O., University of Michigan, and Kathleen Gumming, University of Houston. "Student and Faculty Subject Searching in an Online Public Catalog." August 1985. ED 264 872


Surpremante, Thomas, Queens College, Barbara Moran, University of North Carolina, and Merrily Taylor, Brown
About the Council

The Council on Library Resources, an operating foundation, was chartered in 1956 to help libraries take advantage of emerging technologies to improve operating performance and expand services for an increasing number of users. Over the years, CLR interests have evolved to include, along with advancing technologies, a wide range of topics including the characteristics and use of information, the management of libraries and information systems, bibliographic systems, and equitable access to information. Professional education is an important area of special interest. From the beginning, the Council's program has concentrated on academic and research libraries because of their key role in collegiate instruction, their centrality to research and scholarship, and their fundamental importance to society. A general brochure, "Council on Library Resources Grant Program," is available.

Council on Library Resources
1785 Massachusetts Ave., N.W.
Washington, D.C. 20036
(202) 483-7474
The year began with a meeting of the previous Executive Committee and the new Executive Committee. This was beneficial in terms of more fully understanding the work that had been started and needed to be continued. The three major items of continuing business were the already established Peer Review Task Force, the need to appoint members to the Task Force on Staff Orientation and the ballot to expand the charge of the Salary Committee to include consideration of staff benefits.

The call for volunteers for committees received a very good response and appointments were made in August to the standing committees and the Task Force on Staff Orientation.

Also in August the ballot to expand the charge of the Committee on Salaries to include the reviewing of staff benefits failed. The vote was 44 in favor and 2 opposed, but a 2/3's vote of the LFA membership was required to amend the code and that needed 46 votes. The Executive Committee decided that given the difficulty of making a code change on any issue and because the membership voting was overwhelmingly in favor of this proposal that we would give the Salaries Committee a charge for the year to pursue the benefits situation.

With the KU faculty ballot on unionization on the horizon, the Executive Committee planned and held a forum on this issue on October 29 for library faculty with speakers representing the KNEA, AAUP and no-representation viewpoints. The senior labor conciliator from the Department of Human Resources in Topeka was also present. A list of librarian's questions was sent to the panelists in advance of the forum. The purpose of the forum was to educate library faculty about the issues and also to make potential representatives aware of specific library faculty concerns.

During October the Executive Committee was surprised when told that library department heads would not be eligible to vote in the faculty union election. After checking with the University counsel and the senior labor conciliator the LFA Chair informed the LFA of this situation. Library department heads that supervised other librarians or reported directly to one of the assistant deans were excluded from the bargaining unit and unable to vote in the November election.

Peer review issues began to consume the time of the Executive Committee during late October. Up to this point the LFA had been without a Peer Review Committee and no evaluation procedures were in place because of the forthcoming Peer Review Task Force report. The Executive Committee began meeting with the Task Force to discuss the completed report and scheduled a fall LFA general meeting for November 12 to discuss the report at length.
The Executive Committee decided at this point to continue with an Ad-Hoc Peer Review Committee for 1988 given the serious time problem and the almost equal degree of satisfaction and dissatisfaction with the present system as evidenced by the Peer Review Task Force Report. Continuing members were asked to serve and a ballot was held to elect the 2 additional members needed.

The November General Meeting focused on the Peer Review Task Force report and resulted in the membership passing a motion to have a mail ballot sent to library faculty to vote on individual items of the Task Force's recommendations. The recommendations, if approved, would take effect in 1988.

A letter from the LFA was sent to Governor Hayden in November protesting the 1988 group health insurance contract for state employees. Composed by the Salaries Committee the letter was copied to our campus administrators, our local representatives and various other individuals responsible for the contracts. Responses to the letter were kept available at the Watson Reference Desk.

The KU Teachers and Employees Association Board responded to a letter from the Committee on Salaries in December and agreed to change the classification of Librarian II's from class 1 to class 2. Department heads became eligible for class 3. This qualified those participating for greater benefits.

December also brought peer review election results. All changes in the evaluation process recommended by the Peer Review Task Force were approved. The principal points of these approved changes were that all librarians to be evaluated would be visited by a member of the Peer Review Committee; tenured LII's would be evaluated every 2 years; LIII's would be evaluated every 3 years and both librarians and supervisors were asked to address specific points in the FASAR.

The new year started and it seemed that after a demanding fall the LFA Executive Committee would be able to take it a bit easier and just handle regular business when the Margin of Excellence situation erupted. In his Margin of Excellence recommendations Governor Hayden had excluded librarians and unclassified staff from the proposed 2.8% salary increase for faculty.

An emergency LFA session was called for January 25th to discuss the M of E recommendations, to present an action plan and to prepare for a meeting called by Executive Vice Chancellor Ramaley on January 26 to address the situation. The membership voted to adopt a plan of action based on a letter writing campaign to legislators and key committee members plus calls and letters to individuals and groups in the state who would help address our cause.

Executive Vice Chancellor Ramaley met with the LFA on January 26. She stated that librarians and unclassified others had been included in the M of E Plan that went to Governor Hayden and that efforts were being made to get the full Plan passed. LFA questions delivered to Dr. Ramaley prior to the meeting were also discussed.

Further work was done on the M of E situation by many LFA members including the development of information packets addressing librarian's salaries and faculty status. These were given to University administrators, legislators and other key individuals. Saturday Legislative Update sessions held by the University administration were attended by LFA Executive Committee members.

The first year of the M of E eventually passed the House and Senate and was signed by Governor Hayden with the inclusion of librarians and unclassified staff within the faculty salary increases.
The Executive Committee reviewed the final report and set of materials from the Staff Orientation Task Force. It was concluded that the recommendations might be added to the Staff Development Committee's charge for next year. The orientation materials were placed in the personnel officer's office and will be updated regularly. The report was distributed to all LFA members.

A meeting regarding tenure and promotion issues was requested by a subcommittee of the University Committee on Promotion and Tenure and attended by the LFA Chair and other library representatives on April 19. The meeting clarified expectations on both sides about the process for librarians and the Executive Committee felt this information should be shared with the membership at the Spring Meeting.

The approved peer review changes hit a snag during April. Academic Affairs informed the library that all faculty must be reviewed annually thus challenging a periodic review process and its accompanying system of visitations. This also needed to be brought before the membership.

A Spring Meeting was held on May 24. It was a marathon session of 3 hours complete with appointed parliamentarian. Discussion covered promotion and tenure issues, the Staff Orientation Task Force report and peer review. A lengthy discussion of peer review resulted in 2 motions. The first motion passed to set up a task force to study the merit and evaluation process. The second motion stated that the Assembly advise the Dean to assign the duty of providing annual evaluations to supervisory librarians and that the LFA Executive Committee establish an appeals committee. It was decided to put the second motion to a mail ballot.

This LFA year proved to be both intense and demanding. The lack of understanding about the salaries, status and function of library professionals and the need to inform and educate others in these areas was an ongoing challenge. My thanks to the many LFA members who helped meet this challenge.

Sandra Brandt
Chair
Library Faculty Assembly Executive Committee
1987-88
Music librarians from 7 states (Nebraska, Kansas, Oklahoma, New Mexico, Arizona, Colorado and Utah) converged on Salt Lake City for a very lively and interesting conference in an extremely scenic setting. Although one of the more interesting aspects of the conference was our attempt to figure out Utah's liquor laws, we all did enjoy the several excellent papers that were presented on a multitude of topics. Especially noteworthy was a paper on the Pulitzer Prize in music, detailing its history and highlighting some of the winners. A panel discussion on music in on-line catalogs featured demonstrations of the NOTIS, CARL and DYNIX systems. Also of interest were presentations on the music program at Salt Lake City's Temple Square, the British choral composer Herbert Howells, and the Ingram music publishing company of Denver. Evening entertainment was highlighted by a tour of Temple Square and attendance at a rehearsal of the Mormon Tabernacle Choir. The second day of the conference was held at Brigham Young University, and featured programs on BYU's Primrose International Viola Archive and film music archives, containing the collections of Max Steiner and Hugo Friedhofer.

I very much appreciate the assistance provided by the Staff Development Committee to attend this conference.

-- Susan Hitchens
**PERSONNEL**

Vickie Bozarth, Program Assistant in the Map Library, has changed her name to Vickie Bozarth Long, due to her recent marriage.

Lauretta Hendricks-Backus has announced her resignation effective September 17th. She has accepted a position with the Lawrence School District.

Janet Anderson-Story has been appointed as a Library Assistant I in the Circulation Department effective September 18th. Janet has several years of library experience with the Lawrence Public Library and most recently has been employed in a temporary position at K.U. She replaces Cynthia Shively. She has a B.A. degree in literature from Ottawa University, and two bachelor degrees from K.U.: Secondary Education and Classical Antiquities.

**REMINDER OF ROSELI ABINADER’S PRESENTATION ON BRAZIL**

As a reminder, all staff are invited to a presentation given by Roseli Abinader, a 1987/88 Fulbright Scholar on the topic of Brazil. Roseli is Head Librarian of the U.S.-Brazilian Cultural Union in Sao Paulo, Brazil, and is participating in a three-month association with the University of Kansas Libraries. Her presentation will focus on historical and current-day aspects of the Brazilian culture. The presentation is scheduled on Thursday, September 22nd, from 3:00 – 5:00 p.m. in Conference Rooms A & B, Watson Library. Slides of major Brazilian cities and video excerpts of popular Brazilian television shows will be shown. Refreshments will be served. This program is sponsored by the Staff Development Committee.

**REVISED "USING THE ONLINE CATALOG SYSTEM" WRITEUP**

ACS User Services has revised the writeup "Using the Online Catalog System". This writeup describes how to gain access to and use the online catalog through the campus packet switch network, including dial-up to the network. Ruth Miller has a revised master copy and will make new copies for anyone who requests them. Individual copies are also available from John Miller and from the consulting window in the computer center.

**MOST SYSTEM TERMINALS WILL NOT WORK ON SATURDAY, SEPT. 17**

As announced in the September 9, 1988 OREAD, cables for most directly-connected coaxial terminals on campus will be moved to new cable tubes beginning at 8 a.m. on Saturday morning, September 17. This means the terminals will have their cables snipped, moved, and then reconnected. The hope is that everything will be reconnected by 8 a.m. Sunday morning the 18th. Public online catalog terminals and other staff terminals that are connected via the KU packet switch network will NOT be affected by this work. All systems should be available on these terminals. If your terminal looks like the online catalog terminals (that is, it is an IBM 3164 terminal), it should work on Saturday. Otherwise, it most likely will not work.

**CARVALHO SELECTED TO TOUR JAPAN**

Gene Carvalho, East Asian Librarian, has been selected by the Subcommittee on Japanese Materials of the Committee on East Asian Libraries (of the Association
for Asian Studies) to participate in a tour of libraries in Japan. Nine other librarians from across the United States have also been selected to participate in the tour. The tour is intended to facilitate professional and institutional contacts between Japanese and American libraries and to inform American Japan specialists of the current developments in Japanese libraries and publishing industry. The tour will be conducted from October 17 through October 27 and is partially funded by the Japan Foundation. Destinations include Keio Gijuku University and a visit to the Japan Foundation's Headquarters, Japan Publications and Trading Company, Tenri University Library, Osaka University, Kyoto University, and others. Sandy Gilliland

**ATTACHMENTS**

Salary Committee Minutes of 7/27/88 meeting (below); Staff Development Committee FY88 Annual Report; Library Faculty Assembly Executive Committee minutes of 8/23/88 meeting; Budget & Planning Committee Report to LFA Executive Committee, 1987-1988; Staff Development Committee minutes of 9/2/88 meeting; Staff Committee–New Science Library minutes of 8/19/88 meeting; Student Monthly Position Description.

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Salary Committee Meeting Minutes

**July 27, 1988**

Present: Susan Craig, Sandy Gilliland (ex-officio), Shelley Miller, Priscilla Howe

The committee met to discuss the salary range to be published in the job announcement for the science librarian position.

**August 22, 1988**

Present: Sandy Gilliland (ex-officio), Shelley Miller, Priscilla Howe

The committee met to discuss the recommended salary to be offered to the candidate for the head of Acquisitions. The committee approved. We also discussed the salary range (again) for the science librarian position.

Submitted by Priscilla Howe
(My last minutes typed up during my last minutes here!)
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
FY88 ANNUAL REPORT

For FY88 the Staff Development Committee allocated $1875 in travel funds to nineteen individuals who attended seventeen different meetings and conferences.

In addition to this regular activity of the committee a number of projects were undertaken. An unusually large number of brown-bag lunches were held: two on AIA activities; Donna Koepp on IFLA; Nicolette Bromberg on preserving photographs; Gordon Anderson on his trip to Poland; Barb Gaddaert on historic houses on Kansas; Lisa Howe on her trip to Bulgaria; and Sandy Gilliland on promotion and tenure issues.

The Staff Development Committee organized field trips to the Kansas State University Library and the Eisenhower Library, and a tour of the Allen Press. Additional trips and tours are planned for FY89.

In connection with the Orientation Task Force (Saralinda Rhodes was the committee's representative) a who's who among library staff was produced. Other intra-library - intra-university activities of the committee included a tour of the KU Law Library.

The Staff Development Committee organized the first meeting of a potential library PC users group. Many believe that this is a very desirable group/activity to foster within the library. Hopefully a PC users group will take shape in FY89.

The main thrust of the discussions within the committee in FY88 has been to find ways to extend the impact of the meager fiscal resources given to staff development. Dean Jim Ranz and Sandy Gilliland have provided additional fiscal resources to the committee for travel and for field trips and have given the committee strong encouragement and moral support in developing programs for the entire library staff.

The members of the Staff Development Committee in FY88 were:

Lois Bauer
Judith Emde
Saralinda Rhodes
Rich Ring (Chair)
Suzanne Tronier

Rich Ring
Chair, Staff Development Committee FY88
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: August 23, 1988

Present: Rick Clement, Rob Melton, Judith Emde, Dan Barkley, Barb Gaeddert, Vickie Bozarth
Absent: Barbara Jones

LFA Exec met with the Task Force on Merit Review. The members of the Task Force are Suzanne Tronier, Donna Koepp, Rachel Miller, Gordon Anderson, and Gene Carvalho. Rick requested that the committee select a chair and a secretary to document the minutes of every meeting to be given to LFA Exec. The broad charge for the Task Force is to study and suggest the fairest system for determining merit. Or as the minutes from the May 24th LFA meeting states, "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." Rick urged the committee to work quickly and to set a deadline to allow them to present a plan to LFA by late December or January. The question was asked if the results were to be voted on by the LFA. Rick stated that a simple majority was required to implement the plan but in order to change the code a two-thirds majority is required. Otherwise, a plan could potentially be voted on every year. At Gene's request, Rob summarized the conclusions of last year's task force and offered the documentation gathered throughout the course of their study to this year's Task Force if needed. The Task Force then adjourned to another room to discuss the charge further.

Rick distributed the results of his request for volunteers to serve on the four standing committees. A good response was received and LFA Exec decided upon the membership of Budget & Planning, Salary, Nominating & Ballot, and Staff Development.

The next meeting was scheduled for Thursday, September 8th, at 1:00 in Conference Room B. The charges as stated in the code for the committees will be reviewed and augmented where necessary. Sandra Brandt will also be invited to explain the work and recommendations of last year's LFA Exec. An LFA general meeting will be planned for late September to announce the membership of the library committees and to provide the opportunity for LFA members to suggest agenda items for the various committees to work on during the year.

Judith Emde
Secretary
Budget and Planning Committee Report to LFA Executive Committee

1987-1988

The Budget & Planning Committee met in the fall and decided on the basis of the previous year's work to address two main questions. The first concerned the budget process in the library—how the budget is constructed and how the library staff is involved in budget related decisions. The second closely related question concerned the process of communication and decision-making throughout the library system.

In order to obtain information about the actual budget, the Committee surveyed information which Mary Hawkins had obtained from Nancy Jaeger, showing various categories of expenditures for FY 88. In addition, a questionnaire was sent to members of the Library Faculty Assembly and the Classified Conference soliciting opinion about the budget process, current methods of allocation of funds, planning decisions, and the lines of communication and authority in the library. There were only a few returns of the questionnaire, and those who did respond indicated that they did not know enough about the budget itself, or the budget process, to comment on it.

When the Committee received information on the new budget proposals for FY 89 and FY 90, Committee members also felt that they did not know enough about the budget to make constructive comments.

There was opinion among members of the Committee that the library really should have a fully articulated and detailed budget showing every category of income—state funds, endowments, income from photocopying, etc., grant income, and so forth, balanced with every category of expense, including salaries divided by department and classification, fringe benefits, supplies broken down into categories, computing costs, equipment costs and repairs. It was felt that once this information was fully available for a given year, the
staff could begin to understand the budget itself, and intelligently make recommendations to the Dean about allocations for subsequent years.

Several members of the Committee began making drafts listing the various categories of income, and the various types of expenses for the library. About that time, the Committee became inactive. The primary reasons were that we realized that the information we wished to be made available was complex and that the provision of it would be quite time consuming. At the same time we felt that the library administration was not at all interested in making a major effort to make this sort of information available to members of the staff. That, unfortunately, is where we have left the situation.

The fact remains that few of the staff are able to contribution to the budget decision making process; some staff members, at least, do not feel comfortable with this situation. Many staff members do not feel comfortable with the current lines of communication and authority in the library. We thus defer to next year’s committee to bring a fresh burst of energy and new methods to combat these problems.

Committee members: G. Carvalho, M. Clark (Chairperson), R. Clement, L. Leon, K. Simmons, R. Stuhr-Rommereim, S. Tronier

Report, MC
1 July 1988
MINUTES: STAFF DEVELOPMENT COMMITTEE
DATE: September 2, 1988
Present: L. Bauer (for Nancy Hawkins), J. Emde, S. Rhodes, R. Neugebauer
Absent: Rosemary McDonough

Even though charges had not been received by LFA Exec yet, the new committee members needed to meet to allocate travel funds for the 2nd quarter of FY88-89. Judith explained the procedure for allocating the meager funds. The committee then reviewed the requests and dispersed the funds.

A chair and secretary will be elected when all the new members are present.

Saralinda reported on her plans for organizing a trip to the Topeka State Library and the State Historical Society on October 12th. One notice has been placed in FYI.

Lois read her report for Classified Conference on the activities of the Staff Development Committee this past year and her recommendations for the future.

Submitted by Judith Emde
Staff Committee--New Science Library
Minutes of the 8/19/88 Meeting
Present: C. Kirby, M. Lodwick, R. Melton, J. Ranz, A. Williams, N. Burich
Absent: S. Couch, J. Franklin, S. Hawkins, S. Williams

Annie reported that progress continues to be made in the retrocon project. She asked for volunteers to fill a vacancy as SC--NSL liaison with the Libraries' Budget and Planning Committee.

Melton reported on his conversation with Prof. Shafer about the statistics journals. Shafer would still like to see these materials consolidated. The committee helped Melton to draft a memo to R. Ring requesting that CDC and/or appropriate bibliographers deal with Shafer's request that four journals which would not normally be included in the move to the NSL be moved there.

The committee discussed how best to let PGAV (architects) know about the ALA architectural awards available for new buildings. Ranz will talk with them about the matter.

As a result of patron interest, Kirby asked whether a name has been chosen for the NSL. Ranz said that the building will be named by the Regents. Executive Vice Chancellor Ramaley has appointed a committee to suggest names. John Nugent is a member of this group.

Kirby asked whether there will be rooms in the NSL designated for patron use of computer terminals. Ranz replied that if this were done, it would have to be at the expense of another function. Though this is an appropriate use, we are getting only 25% of the space needed, and space will be at a premium.

Library staff and frequent patrons of the Science Library soon will be receiving a one-page newsletter (SLU--Science Library Update) which will report changes made in preparation for the move to the new building (i.e. Dewey reclassification, the temporary storage of materials in Watson, etc.). Kirby will prepare the publication.

Annie reported that C. Sibley has resigned from the committee. She has asked the Classified Conference to supply a replacement.

Melton asked whether someone should be working now on orientation materials or a handbook for the NSL. The committee decided that the topic needs further discussion and tabled it until the next meeting on Thursday, November 17, at 11:30 pm.
The University of Kansas

June 28, 1988

NOTICE OF POSITION AVAILABLE

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 '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. (6) Demonstrated ability to do work of a very technical or detailed nature.

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. (6) Knowledge of at least one Western European language.

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.


SALARY: $400.00 per month

APPLICATION DEADLINE: Wednesday, Sept. 21, 1988 at 5:00 p.m. Applicants to be interviewed will be contacted on Sept. 26.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

University of Kansas Libraries • Lawrence, Kansas 66045-2800
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

Janet Loebel has been appointed as a Librarian I with the Kansas Collection's Wilcox grant project effective September 18th. Janet received her MLS degree from Emporia State University in August, 1988, and has an MS degree in Special Education from Kansas State University and a BA in Education from KU. Janet replaces Jan Darting. 

Sandy Gilliland

MAXIMUM NUMBER OF REPORTABLE HOURS FOR WORK-STUDY & INTERNATIONAL STUDENTS

During the current pay period (September 18, 1988-October 17, 1988) work-study and international students are limited to a maximum of 84 hours. As a reminder, work-study and international students are limited to working 20 hours per week. A complete listing of maximum hours will be distributed to all student supervisors within the next several days. In the meantime, please feel free to contact Judy Kasson, 4-3601, if you have any questions. 

Judy Kasson

ALTERATION OF THE HOLD BUTTON FEATURE ON TELEPHONE SYSTEMS IN WATSON & SCIENCE

Due to considerable problems in trying to transfer calls within a department, the multi-line key-set telephones in Watson and Science are being reprogrammed to reverse the "hold button" feature. When the new Poet Walker telephones were installed in Watson and Science over a year ago, they were programmed to press the hold button once for exclusive hold (which meant you could not pick up the call at another station in the department) and twice for station hold to allow transferring of calls within the department. Key-set systems in Watson were reprogrammed last Monday to reverse this hold feature, to allow departments to press the hold button once to transfer calls within the department, and twice for exclusive hold. The reprogramming of the Science Library's key-set telephone hold feature should be completed within the next few weeks. It is hoped that this alteration of the hold button feature will alleviate many of the problems encountered by departments in transferring calls within their areas. 

Nancy Jaeger

KEY-SET TELEPHONE TRAINING SESSIONS OFFERED

Over a year ago, when the new telephone equipment was installed, the Telecommunications Office staff were unable to provide user training sessions on the operations and special features of the new telephone equipment. Now that time permits, Elizabeth Pesek-Shields in the Telecommunications Office has offered to hold several user training sessions to explain the many features available on the key-set telephone equipment. Staff interested in attending one of these training sessions should contact Ruth Miller (4-3601), in the Library Office, by Wednesday, September 28. Training sessions may be scheduled in your department or in the Library Office, depending upon the number of people interested and space available. 

Nancy Jaeger

VISITOR PARKING PASSES

The University has recently announced the availability of visitor's parking permits for half day or all day visits. Courtesy passes will still be available (from one of the parking booths or at the Parking Office) for visitors who need to park their vehicles for three hours or less, as outlined in the attached memo from Keith Ratzloff, Associate Comptroller. The Library has purchased a small quantity of visitor parking passes. 

An Equal Opportunity/Affirmative Action Employer
of visitor passes that are available from Janet Mears in the Library Office. Staff who need to secure a pass for a library visitor should provide the individual's name, purpose of the visit, date, and time that campus parking is needed. Visitor passes are for yellow parking zones, and they do not allow parking in red or blue zone areas or campus pass privileges. Nancy Jaeger

LFA MEMBERSHIP MEETING ANNOUNCED

There will be an LFA Membership meeting on October 5th at 10:00 a.m. in the Conference Rooms, 5th floor Watson. An agenda will be mailed to each member before the meeting. Rick Clement

FIELD TRIP TO TOPEKA REMINDER

There is still plenty of room for more people to join us on the field trip to Topeka to visit the State Historical Society and the State Library on Wednesday, October 12th! Lunch will be at Por'E Richard's, a recommended restaurant within walking distance of both libraries. Please let me know by Friday, September 30th, but no later than Friday, October 7th if you plan to go. Also, please let me know if you can volunteer to drive one of the vans. We'll leave from in front of Watson Library at approximately 9:00 a.m. and return around 4:00 p.m. Saralinda Rhodes

CULS ANNUAL CONFERENCE ANNOUNCED

The College and University Libraries Section of KLA will be holding its annual conference at Emporia State University on October 6th and 7th. Several KU Libraries staff will be attending, presenting, and hosting sessions. LeAnn Weller and Rhonda Neugebauer will be leading Summit Sessions on "Confidentiality and Ethics in Database Searching" and on "Staff Development in Libraries" respectively. Barb Gaeddert will present a paper on "The Art of the Cataloger: Editions and Printings". Many other topics will be featured with plenty of opportunities to socialize and exchange ideas with librarians from across the state. Let's show our support and have more of us attend this year! Please contact Saralinda Rhodes or a member of the Staff Development Committee if you'd like more information, including info on transportation. Saralinda Rhodes

ATTACHMENTS

State Promotion and Transfer List; Visitor Parking Passes Memo; Committee to Review the Entire Evaluation Process minutes of 8/23/88 meeting; Library Committee on Promotion and Tenure minutes of 8/31/88 meeting; Library Faculty Assembly Executive minutes of 9/8/88 meeting; Minutes of the Library Automation Committee 8/30/88 meeting; Online Serials Access Task Force—Mission General Statements; Online Catalog Update.
# 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

913-296-4275

September 19, 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, September 23, 1988

**SALARY RANGE**

**VACANT POSITIONS**

**CONTACT PERSON**

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<td>R-18</td>
<td>*Social Worker I</td>
<td>Joyce Ryan (316) 672-5955 Dept. of Social and Rehabilitation Services</td>
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<td>R-19</td>
<td>*Dietitian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<td>R-20</td>
<td>*Psychologist I</td>
<td>Judy Randolph (913) 727-3553 (Ext. 206) Kansas Correctional Institute at Lansing</td>
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<td>R-21</td>
<td>Keyboard Operator I</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
</tr>
<tr>
<td></td>
<td>(Machine Dictation Experience Preferred)</td>
<td></td>
</tr>
<tr>
<td>R-22</td>
<td>*School Psychologist</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td></td>
<td>(Unclassified)</td>
<td></td>
</tr>
</tbody>
</table>

**STOCKTON**

- R-23 Corrections Counselor II
- R-20 Corrections Officer IV

**TOPEKA**

- R-21 *Architect I
- R-19 Chemist I
- R-24 Civil Engineer I (Dam Safety)
- R-25 *Programmer III
- R-15 Corrections Officer I (Rotating Shifts) (2 Positions)
- R-24 *Corrections Supervisor II
- *Engineer Specialist/Drafter (Temporary - October 24 thru April 13, 1989. $150B/month) (Unclassified)
- R-11 Office Assistant II (Typing)
- R-19 *Microbiologist I
- R-22 Programmer II
- R-13 Secretary I
- R-15 Secretary II
- R-23 **Personnel Management Specialist II (4 Positions)
- R-27 +Personnel Management Specialist III
- R-22/25 *Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies)
- R-22 Social Worker III
- R-25 Technical Support Programmer II

**GREAT BEND**

**HUTCHINSON**

**LANSING**

**LARNED**

**NORTON**

**OLATHE**

- R-23 Corrections Counselor II
- R-20 Corrections Officer IV

**TOPEKA**

- R-21 *Architect I
- R-19 Chemist I
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**GREAT BEND**

**HUTCHINSON**

**LANSING**

**LARNED**

**NORTON**

**OLATHE**

- Mary Stanton (913) 877-3380 Norton Correctional Facility

- Gale Kames (913) 233-9367 Division of Architectural Services

- Mike Ramirez (913) 296-3721 Department of Transportation

- Ginny McCord (913) 296-4171 Board of Agriculture

- Margaret Vasquez (913) 296-7281 State Reception and Diagnostic Center

- John Aurell (913) 296-7011 Topeka Correctional Facility

- Donna Krier (913) 296-3077 Department of Revenue

- Jeralyn Jellison (913) 296-1290 Department of Health and Environment

- Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services

- Les Hughes (913) 296-2411 Kansas Bureau of Investigation

- Don Pesmark (913) 296-4321 Topeka State Hospital

- Linda Kraus (913) 296-3036 Youth Center at Topeka

- Boyce McCarter (913) 296-4109 Department of Administration

**EQUAL OPPORTUNITY EMPLOYER**

(CONTINUED ON BACK)
PERSONNEL MANAGEMENT SPECIALIST II
(Agency Services and Planned Assistance Section)

Position serves as support staff in all personnel management program areas by researching, analyzing and preparing information; reviewing and auditing personnel programs in other agency personnel offices; interpreting statutes, rules and regulations; conducting organizational analyses; and preparing reports.

PERSONNEL MANAGEMENT SPECIALIST II
(Department of Administration Personnel Office)

Major duties involve position classification and organizational analysis; interpretation of statutes, rules and regulations; and development and monitoring of employee orientation program.

PERSONNEL MANAGEMENT SPECIALIST II
(Human Resource Development Unit)

Major duties involve designing training modules and programs; the delivery of training programs for employees of state agencies; and coordinating developmental programs. Special Qualifications: Qualified applicants must have one year of experience in developing and delivering adult in-service training, workshops or other work-oriented, skill and attitude development programs. Experience in teaching supervision management or other organizational development topics is preferred. Submit samples of training programs you have developed with your application.

PERSONNEL MANAGEMENT SPECIALIST II
(Recruitment and Employment Information Office)

Duties include researching, compiling and analyzing recruitment and employment data needed for the development of a master plan for difficult-to-fill positions. Researches recruitment strategies and identifies recruitment resources; uses knowledge of microcomputers to plan and design an operational skills bank and develop other recruitment applications. Working knowledge of microcomputer data bases and information systems is preferred. Provides recruitment assistance to state agencies.

*** NOTE ***

The minimum qualifications for Personnel Management Specialist II are as follows: Graduation from an accredited four year college or university including or supplemented by at least five courses in personnel, public or business administration, educational guidance and counseling, psychology, statistics, sociology, law or economics, and one year of experience involving technical or administrative work or both in classifications, compensation, employment/recruitment, labor relations, training or research. Additional specialized and technical personnel experience may be substituted for the required education. Graduate study in public or business administration, educational guidance and counseling, psychology, sociology, law or economics may be substituted for the required year of experience at the rate of 24 semester hours of college for one year of experience.

Interested employees must submit a cover letter, completed State of Kansas application, and college transcript to:

Vicki Harding
Division of Personnel Services
Room 951, Landon State Office Building
Topeka, Kansas 66612

The cover letter submitted must designate the position title and (program area). Qualified individuals interested in applying for a PMS II position in more than one program area, must submit cover letter, application and transcript for each position. Application deadline is September 30, 1988.

† PERSONNEL MANAGEMENT SPECIALIST III

The Kansas Bureau of Investigation will be accepting applications for the position of Personnel Management Specialist III, salary range 27 ($2,454 - $3,290 per month) until 5:00 p.m., Friday, September 30, 1988. The position is located in Topeka.

The incumbent will:
1) Develop, review and maintain the personnel plan to address the current and long range staffing needs.
2) Formulate and maintain training and testing procedures for agency personnel.
3) Supervise the payroll function of the agency.

Qualifications: Graduation from an accredited four year college or university including or supplemented by at least five courses in personnel, public or business administration, educational guidance and counseling, psychology, statistics, sociology, law or economics, and two years of experience involving technical or administrative work or both in classifications, compensation, employment/recruitment, labor relations, training or research. Additional specialized and technical personnel experience may be substituted for the required education. Graduate study in public or business administration, educational guidance and counseling, psychology, sociology, law or economics may be substituted for the required year of experience at the rate of 24 semester hours of college for one year of experience.

Persons interested in this position should submit a cover letter, completed standard State of Kansas application and transcripts to Les Hughes, Division of Personnel Services, Room 951, Landon State Office Building, Topeka, Kansas 66612, (913) 296-2441.
MEMORANDUM

DATE: 8 August 1988

TO: Deans, Directors, Department Chairpersons

FROM: Keith Ratzloff, Associate Comptroller

The approved Parking Regulations for FY '89 include a fee structure for visitors parking in campus lots. These fees apply to those vehicles parking more than 3 hours. The traditional courtesy passes are available at no cost for those vehicles parking for 3 hours or less. Visitors may either park at an existing meter or purchase in advance, daily permits. Attached are the guidelines for visitor parking outlining the options available.

Please note that in order to facilitate those visitors whom departments want to provide parking passes for, the University's policy of not using departmental funds to purchase daily permits has been modified to provide for sections 3, 4, and 5 of the attached guidelines. The purchase of these permits will be accomplished through the use of a Service Order Voucher (S.O.V.) delivered to Parking Services using the object coding of 269 (Other Fees). Each S.O.V. must contain the following certifications:

I hereby certify that the visitor passes purchased will be used only for visitor parking and will not be issued for use by faculty, staff, or students.

______________________________
Name

______________________________
Title

Questions regarding the permits or the purchasing procedures may be directed to Donna Hultine at 864-3516.

KR:dh

Attachment
PROCEDURES FOR ACQUIRING VISITOR PASSES

Effective August 1, 1988, visitors to the University of Kansas, Lawrence Campus, will be required to pay for parking. The following are parking options for visitors:

1. Visitors may go directly to meters and pay them at $.25 per hour. Short term meters (20 or 40 minutes) are also $.25 for those lengths of time. Long term meters are located in lots 16, 19, 58, 90, 91, 92, 93, and 94.

2. For visits under three hours, courtesies are still available in the booths and at the Parking office. These courtesies will only be given for yellow zones.

3. Departments may purchase, in advance, half or all day visitors passes. There are AM permits (7:00 a.m. to 1:00 p.m.), PM permits (12:00 noon to 5:00 p.m.) or all day permits. Half day passes are $1.00, all day passes are $2.00. Payment must be received at the time of purchase. These passes will be accompanied by an instruction sheet detailing how to punch the passes for one day only. These passes may be kept on hand at departments and used for drop-in visitors, in lieu of having them pay a parking meter.

4. Departments may request in advance a number of passes for certain functions. Parking will need to know the date(s) the passes are needed, the number of passes, the name and location of the event, the sponsoring department, and the name of the person responsible for billing. Parking will bill for these passes at the end of each month. Permits not used (sticky tape is still in tact), will be adjusted off of the billing if returned the day of the function.

5. Departments may request in advance that certain meters be hooded. This option should be used for special guests only, where parking close is very important. In this case, Parking will hood short term meters. The cost for this is the same as above.

For advance requests, Parking Services would like at least one week notice. Hooded meters are subject to availability. It is best to get requests in early as the policy will be first come, first served.

For now, requests should be on your department letterhead. A form will be forthcoming to facilitate this process. Any questions should be directed to Donna Hultine, 864-3516.
COMMITTEE TO REVIEW THE ENTIRE EVALUATION PROCESS
Meeting -- Tuesday, 23 August 1988, 1:00-3:00 p.m.

Present: G. Anderson, Carvalho, Koepp, R. Miller, Tronier

This Committee was appointed by the Library Faculty Assembly Executive Committee and charged with the task of reviewing again the question of annual peer review of Library faculty at KU. At the 24 May 1988 meeting of the Library Faculty Assembly, the body voted 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." (LFA meeting minutes, FYI 2 June 1988, p.5). The LFA Executive Committee was charged with the responsibility of appointing a committee representative of the library faculty membership.

LFA Exec's charge to the Evaluation Review Committee is to review the whole review process and recommend a system to adopt.

In the brief discussion which followed between the two committees, the following points were stressed:

Annual merit review is mandated by the state of Kansas. Merit review is discriminatory by nature. The Committee should come up with the fairest system to determine merit. The Committee should study last year's report carefully, work quickly, and come up with a system which can be put into place before the end of the calendar year; lest administrative review occur by default. The Library Faculty Assembly will vote on the Committee's recommendation; a simple majority vote will suffice for passage.

The Committee then left the LFA Exec meeting to continue its deliberations. Sozanne Tronier was elected chair; Gordon Anderson volunteered to be the secretary.

Gene Carvalho gave a brief recollection and overview of the history of peer review at the KU Library. The Committee members discussed at seemingly great length the many aspects of the merit-review issue. The Committee was agreed that its work be completed as soon as possible.

The meeting was adjourned after the members agreed on a few tasks to be completed before the next meeting.

Gordon Anderson, secretary
MINUTES OF MEETING 31 August 1988

Present: Carvalho, Mason, Melton, K. Miller, S. Miller, Moore, Wilson, Gilliland (guest)

The first item of business of this first meeting of the 1988/89 LCPT was the election of officers. Shelley Miller was elected Chairwoman and Rob Melton was elected Secretary. The other members of the committee this year are Gene Carvalho, Sandy Mason, Kent Hiller, Lorraine Moore, and Margaret Wilson.

As previously announced in F.Y.I., there will be an open meeting of the University Committee on Promotions and Tenure on September 19th at 7:30 p.m. in the Jayhawk Room of the Kansas Union. Librarians who are up for mandatory promotion and/or tenure review and those considering promotion are urged to attend.

Sandy Gilliland reported, by way of Carolyn Kelly, that nothing has come forth from the UCPT subcommittee which was appointed to examine possible changes in the forms and/or procedures used by librarians. Thus it appears that the same forms will be used again this year for librarians.

Gilliland also announced that mandatory candidates for tenure in the Libraries have been notified officially. Calls for nomination for promotion will soon be announced to department heads and to all librarians for self-nomination. She reviewed past procedures for assisting candidates with the preparation of promotion/tenure documents. Discussion ensued on how we as a committee can stress the importance of each librarian maintaining documentation of his/her service and publication record, such as letters of evaluation, reviews, etc. Mason suggested that we encourage all candidates to seek more specificity in solicited letters of evaluation. An ad-hoc subcommittee (S. Miller, Mason, Moore) was appointed to discuss ways in which LCPT might provide advice and guidelines for candidates in preparation of files and completion of appropriate procedures.

Gilliland announced that internal sabbatical leave applications are due in her office on October 3rd. UCPT will hold an open meeting of information for all faculty interested in applying for sabbatical leave on Tuesday, September 13th at 7:30 p.m. in the Jayhawk Room of the KU Union.

Finally, the committee discussed and tentatively set up a schedule for the reading and evaluation of promotion and tenure files:

Files are due to Gilliland on November 8th at noon.
Files are examined for completeness the week of Thanksgiving.
Committee members individually read files November 28th - December 4th.
Files are evaluated December 5th through 9th or until necessary.

The next meeting will be September 7th at 10:45 a.m. in Room A.

Respectfully submitted,

Rob Melton,
Secretary
Barb Gaeddert had submitted a letter of resignation as LII Representative to LFA Exec to Rick Clement. According to the by-laws, the runner-up from the election is appointed and Ken Lohrentz agreed to serve.

Suzanne Tronier resigned from the Task Force for Merit Review or as the task force refers to themselves, the Committee to Review the Entire Evaluation Process (CREEP). LFA Exec discussed the importance of replacing Suzanne with a staff member of the same viewpoint. Rick will contact the new member later in the day. LFA Exec also decided to publish the minutes of the task force in FYI.

The code was then evaluated for all of the committees. The charge of the Salary Committee was expanded to include reviewing benefits for unclassified staff and, in consultation with the library administration and the LFA, seeking ways to improve such benefits and to educate staff concerning benefit options.

An additional charge for Staff Development is to examine the report of the Orientation Task Force and to act upon the recommendations as appropriate without duplicating actions of other committees such as LCPT.

LFA Exec then read through the twelve recommendations proposed by last year's Libraries Committee on Promotion and Tenure to insure that UCPT has adequate information to carry out its review. The LFA Exec instructed this year's LCPT to pursue these recommendations.

Each committee member will be sent a copy of the charges as listed in the code and any additional charges will be included.

The next LFA Exec meeting will be in Conference Room B on Monday, September 19th, at 2:30 PM. An LFA general meeting will be Wednesday, October 5th, in the administrative conference rooms at 10:00 AM. A potential topic for the general meeting will be holding an election to change the requirement of a two-thirds vote of the membership of the body to amend the Code. Judith will delve into minutes of past LFA Exec Committees to search for elections that failed by a very small number of votes due to the two-thirds requirement.
Online Serials Access Task Force -- Mission

General Statements:

1. The preferred timeframe for the initial project is the following:

   -- task force report and recommendation ready by the end of December, 1988

   -- programming and testing to be complete by July, 1989 in time for an August, 1989 installation

2. There are two issues or topics to be addressed by the committee:

   -- the categories of serials to be added to the online catalog

   -- the content and arrangement of the online holdings display

Specific goals: (these pertain to both issues listed above)

1. Provide a report addressing the issues, explaining the options, and giving good points, bad points, and implications for each option.

2. Recommend a specific option or plan for the project. Again, the preference is for a project that can realistically be completed by the end of July, 1989. The project may stand alone. It may also be put into the context of a larger set of projects related to serials access.

3. Briefly report to and consult with the Library Automation Committee during the planning process. Confer with other library staff whenever appropriate (using the offices of the Library Automation Committee if a larger hearing or discussion is needed).

4. Serve as a project task force for the duration of the project following the planning stage.
Report of the Library Automation Committee meeting, Tuesday, Aug. 30, 1988, 1-3 p.m.


Guest: Margaret Wilson (first half of meeting only)

This meeting centered on two principal topics:

1) the membership and mission of the online access to serials task force

2) initial reactions to staff responses to the preliminary automation needs survey

Online Access to Serials Task Force

At its last meeting, the committee had decided to ask Margaret Wilson to chair the online access to serials (OATS) task force and had constructed a list of possible task force members. It has also agreed on the basic outline of a task force mission statement. Between that meeting and this, John had written a draft mission based upon the committee discussion, had distributed it to committee members, and had discussed the draft mission and possible committee membership with Margaret and had invited her to this LAC meeting to continue the discussion.

After considerable discussion, only minor changes were made to the mission statement and a committee membership was unanimously agreed upon. The committee membership to be recommended to Dean Ranz is the following: Margaret Wilson (chair), Sarah Couch, Gaele Gillispie, Sally Haines, John Miller, Rachel Miller, Kathleen Neeley, and Mary Roach.

[NOTE: The membership roster and mission statement were approved by Dean Ranz on September 3 and the committee held its first meeting on September 7. A copy of the mission statement follows this report.]

Survey Responses

The initial response to the surveys was that, assuming we could hire about twenty new staff and find a few million dollars, there was no problem. In a more realistic vein, several members wondered aloud whether or not it is possible to get there from here.
John began the discussion by attempting to divide the requests into four very general types:

1. **mainframe software** -- new mainframe systems, reworkings of old systems, enhancements of old systems, bug fixing, integrating old systems, purchased keyword software (e.g. BRS/SEARCH) and mainframe data files (e.g. SciSearch, Medline)

2. **equipment** -- mainframe terminals, network terminals, microcomputers, printers, CD-ROM workstations, modems, etc.

3. **microcomputer software** -- you name it

4. **people** -- programmers, trainers, automation coordinators, microcomputer specialists

Although the four categories are not all inclusive, they do offer a possible framework for discussion.

The discussion was slow to start and remained very general and broad, concentrating on the problem of how to proceed with the evaluation of the survey responses. It seemed clear that a quantitative approach is not proper, but it was not clear what approach would be proper and most productive. In the end, the best first step seemed to be to simply try and understand what everyone was saying. To this end, all committee members were exhorted to carefully read all of the responses before the next meeting and be prepared to discuss them.

Due to planned absences, the next committee meeting was scheduled for Tuesday, Sept. 20.

-- John Miller
Online Catalog Update  
September 22, 1988

I. Terminals moves and installations

On September 16, 1988, the following terminal changes occurred:

-- a new terminal was installed in the Art Library
-- two new terminals were installed in the Watson reference area
-- the 5th floor Watson terminal was moved to Watson reference
-- the terminal against the north wall of 4th floor Watson was moved to the Watson reference area

There are now 16 terminals near the reference desk in Watson and 4 in the Art Library.

II. Statistics.

It is clear that the catalog is being more heavily used than during the equivalent period last spring semester. The overall statistics for last week follow below.

For the first time we include a figure for all library transactions combined (lsr, lcat, libc, lcon, ocat and other related transactions). The figures for Saturday and Sunday may be a little low due to coax terminals being disconnected. Network transactions include both dial-up use and use in faculty offices and RAN sites.

Production CICS (all non-library systems) in the same week showed a total of 336,499 transactions (99.4% of which were Monday-Friday).

<table>
<thead>
<tr>
<th>Day</th>
<th>Total ocat transactions</th>
<th>Network ocat transactions (%)</th>
<th>Total library transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 9-12</td>
<td>41,161</td>
<td>1,771 (4.3%)</td>
<td>74,357</td>
</tr>
<tr>
<td>Tue. 9-13</td>
<td>40,699</td>
<td>1,024 (2.5%)</td>
<td>72,396</td>
</tr>
<tr>
<td>Wed. 9-14</td>
<td>34,989</td>
<td>1,260 (3.6%)</td>
<td>65,970</td>
</tr>
<tr>
<td>Thu. 9-15</td>
<td>35,464</td>
<td>1,385 (3.9%)</td>
<td>72,168</td>
</tr>
<tr>
<td>Fri. 9-16</td>
<td>30,103</td>
<td>728 (2.4%)</td>
<td>59,103</td>
</tr>
<tr>
<td>Sat. 9-17</td>
<td>14,587</td>
<td>273 (1.9%)</td>
<td>17,677</td>
</tr>
<tr>
<td>Sun. 9-18</td>
<td>19,794</td>
<td>502 (2.5%)</td>
<td>24,584</td>
</tr>
<tr>
<td>TOTAL</td>
<td>216,797</td>
<td>6,943 (3.2%)</td>
<td>386,255</td>
</tr>
</tbody>
</table>

This is the third largest week so far, surpassed only by the weeks of April 11-17 (231,385) and April 18-24 (218,697). A reasonaly valid comparison might be with the first week of February in which 192,835 transactions occurred, since both weeks occur about three weeks into the semester. The September figures represent a 12.4% increase.
UNCLASSIFIED VACANCY

CATALOGING LIBRARIAN, a full-time, 12-month, tenure-track position. 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 other than Spanish or Portuguese; 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 a second modern Western European language other than Spanish or Portuguese; 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 application of library automation. Annual Salary: $19,500 - $23,500, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson Library. Applications must be postmarked by October 31, 1988.

Sandy Gilliland

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

PERSONNEL

Greg Barker has been hired as an Office Assistant III in the Fines Office, effective October 10th. Greg is currently employed by the Security Benefit Life Corporation in Topeka, KS. He replaces Ariell Griekspoor.

Marta Brow has been appointed as a Library Assistant I in SPLAT effective September 27th. Marta has been a student assistant in the Libraries for over three years.

Sandy Gilliland

OCTOBER 1 PAYCHECK DISTRIBUTION

Paychecks for the October 1st payroll will be available for staff pick-up in the Library Office after 3:00 p.m. Friday, September 30. Sorry, distribution earlier than 3:00 p.m. will not be allowed, as per University policy.

Sandy Gilliland

PERSONNEL SERVICES TRAINING PROGRAMS ANNOUNCED

Attached is a listing of training programs offered by the Department of Personnel Services during the Fall 1988 semester. Because there is usually a large interest in these programs, staff interested in attending are encouraged to register at once. To register, call the Personnel Office, 4-4946. For additional information regarding the content of the programs, call Sandy Gilliland, 4-3601, or the University's Training Manager, Mick Quinn, 4-4946.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
FYI - 9/29/88, page 2

LIFE MADE EASIER FOR MANY LIBRARY COMPUTER SYSTEM USERS

As of last Friday, the forced password change in the library CICS was disabled. Therefore, you will never have to change your password when using the library systems unless you choose to do so by using the PSWD transaction.

However, the forced password change still works in the other CICS. Those of you who must use this system -- and I think Circulation is the only group -- will be forced to change your password every 90 days when you enter the system. Before the next day this password change will be copied over to the library CICS, changing your library CICS password to match the new password you chose in the other CICS. If you want to have your passwords synchronized before the next day, use PSWD as soon as you re-enter the library CICS update your library CICS password.

Gary Susott

BOOK SALE ANNOUNCED

There will be an art and architecture book sale on Sunday October 9 from noon until 3pm in the Spencer Museum of Art, Central Court. The sale will include hundreds of books, exhibition catalogs, magazine issues, prints and mounted art reproductions.

Susan Craig

DINER'S CLUB CARD AVAILABLE TO LIBRARIANS AND STAFF

Library staff interested in applying for a Citicorp Diner's Club Card should complete an application form and send it directly to the Office of Staff Benefits. All librarians and staff should have received an application in the mail recently. If you did not receive an application, call the Staff Benefits Office, 4-4418, to request one. When completing the application form, please use 68201 as the five-digit agency code. Any other questions regarding the application form may be addressed to Sandy Gilliland, 4-3601, or Staff Benefits. The Diner's Club Card is available for both personal and business-related expenses at no annual fee.

Sandy Gilliland

SUSAN HITCHENS RECUPERATING

Susan Hitchens is on leave for an estimated two to four weeks, recovering from surgery. In her absence, please contact Jim Smith (4-3496) regarding Music Library matters, or Mary Hawkins (4-3601).

Sandy Gilliland

ATTACHMENTS

The Nominating and Ballot Committee minutes of 9/20/88 meeting (below); Library Committee on Promotion and Tenure minutes of 9/7/88 meeting; Library Faculty Assembly Executive Committee minutes of 9/19/88 meeting; and Dept. of Personnel Staff Training Programs calendar.

The Nominating and Ballot Committee met September 20, 1988, to elect a chairperson.

Present: All members: Susanne Clement, Geoff Husic, Rosemary McDonough.

Geoff Husic was elected chairperson of the committee.

SUSAN HITCHENS

Copies: 5 to Judith Emde, Secretary, LFA Executive Committee
Susanne Clement
Geoff Husic
Rosemary McDonough
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>*7 and 21 New Employee Orientation</td>
<td>10:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*11 and 13 Interviewing</td>
<td>9:00 a.m. - 12:00 noon both days</td>
</tr>
<tr>
<td></td>
<td>*12 Writing Position Descriptions</td>
<td>9:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*18 and 20 Introduction To Supervision</td>
<td>8:00 a.m. - 12:00 noon both days</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>*2 Seminar For Permanent Employees</td>
<td>8:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*4 and 18 New Employee Orientation</td>
<td>10:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*9 Writing Position Descriptions</td>
<td>9:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*10 and 17 Communication</td>
<td>8:00 a.m. - 12:00 noon both days</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>*2 and 16 New Employee Orientation</td>
<td>10:00 a.m. - 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>*7 Performance Evaluation</td>
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To register please contact us at 864-4946. Thanks.
Library Committee on Promotion and Tenure

MINUTES OF MEETING 7 September 1988

Present: Carvalho, Mason, Melton, K. Miller, S. Miller (presiding), Moore, Wilson

The minutes for the meeting of 31 August were read, amended, and approved.

The Committee first considered the three form letters drafted by the subcommittee (see last week's minutes) for potential use in soliciting evaluations from committee chairpersons, former supervisors, and external experts on a candidate's service, job performance, and research. With minor revisions, these letters were approved. Their intent is not to be a mandatory part of a candidate's procedure for building his or her promotion and/or tenure file, but to serve as models and also to stress the importance for each candidate of obtaining some form of formal evaluation for each item listed under service, research, and in some cases job performance from persons other than the candidate's supervisor. The most appropriate times and places for the distribution of these form letters and other printed aids for promotion/tenure candidates (such as a sample completed form) were discussed. The period immediately following a librarian's first six-month evaluation is one possibility. A subcommittee of Mason, Melton and S. Miller was formed to complete a sample promotion and tenure file to be used in this packet of materials.

S. Miller brought up the issue—which was one of last year's recommendations—of updating the background information about library structure and librarians' roles in library governance, annual reviews, peer review, etc. which is on file in Academic Affairs. This file is theoretically consulted by members of UCPT if and when they have questions about internal library criteria for evaluation, etc. A subcommittee consisting of Carvalho, K. Miller, Moore and Wilson was formed to examine and revise this file before UCPT begins its deliberations this winter.

There was brief discussion of the meeting(s) later this fall at which candidates, Sandy Gilliland, the Dean, and the Chair of LCPT get together to assist promotion and/or tenure candidates with the preparation of files. The date(s) of these meetings are not yet set.

Finally, there was lengthy discussion of an issue which continues from last year's LCPT, namely the ex-officio membership of the Dean of the Libraries on the LCPT. The history of administrators' involvement in LCPT was reviewed and the advantages and disadvantages of the presence of an administrator on LCPT, particularly during discussion of files, were discussed. No formal action or recommendation was made at this time.

The next meeting will be held at 10:45 a.m. on Wednesday, September 21st, in Room A.

Respectfully submitted,

Rob Melton,
Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: September 19, 1988

Present: Rick Clement, Judith Emde, Barbara Jones, Ken Lohrentz, Vickie Bozarth Long, Rob Melton
Absent: Dan Barkley

The minutes from the last meeting were amended and approved.

Shelley Miller has agreed to serve on the Task Force on Merit Review. A vacancy had been created by the resignation of Suzanne Tronier.

The main topic of discussion was the agenda for the October 5th LFA general meeting. Items on the agenda will include introduction of new members and committee reports. The merit review task force will also be asked to provide a status report.

A major item on the agenda is to discuss changing the bylaw that requires a two-thirds vote of the membership of the body to amend the Code. According to Section 2 of Article IV of the Bylaws, a simple majority vote by mail ballot is required for adoption of any proposed amendment to the Bylaws. LFA Exec recommends that a motion to amend Section 1 of Article IV shall be made as follows: "A two-thirds vote of those members who cast a mail ballot shall be required for adoption of any proposed amendment to the Code, provided that a quorum of the membership returns valid ballots."

Judith presented a list of voting results from past elections to the committee that failed as a result of the number of members abstaining from voting, even though an overwhelming majority was in favor of the measures. Rob and Judith will prepare a written proposal and argument to be sent with the agenda to the LFA membership before the Oct. 5th meeting.

The next LFA Exec meeting will be Monday, September 26th, at 2:30 in Conference Room B.

Judith Emde
Secretary
TIMECARD DEADLINE ANNOUNCED

Time cards for the pay period ending October 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Thursday, October 13, 1988. All student, classified, unclassified time cards are due. Contact Judy Kasson if you have any questions.

Judy Kasson

CLASSIFIED CONFERENCE GENERAL MEETING

Agenda for Thursday, October 13th at 1:30 p.m., conference rooms A & B:

1) Hot topics, committee reports, announcements, etc.
2) Refreshments to be served compliments of CCEB.

Malcolm Lodwick

"BROWN-BAG" LUNCHES SCHEDULED

The Staff Development Committee is beginning a new season's series of brown-bag lunches that will be open to all staff of the libraries. Our first brown-bag lunch will be Wednesday, October 19, at 12:00 noon in Conference Rooms A & B. The featured activity will be new staff meeting the deans of the library, the LFA officers and committee chairs, and the Classified Conference president to learn more about these administrative officers and their duties. Although the focus is on new staff, all library staff are invited and encouraged to attend.

Nancy Hawkins

SALARY COMMITTEE ANNOUNCEMENT

The Salary Committee distributed 2 handouts at October 5's LFA meeting. One charts campus-wide faculty benefits, and one graphs pension plan options in common terms. If you are an unclassified employee and you were not at LFA to pick up these materials, drop Shelley a note, and she'll see that you receive this information.

Shelley Miller

BOOK SALE REMINDER

This is to remind you that there will be an art and architecture book sale on Sunday, October 9 from noon until 3 p.m. in the Spencer Museum of Art, Central Court. The sale will include hundreds of books, exhibition catalogs, magazine issues, prints and mounted art reproductions.

Susan Craig

LOST LIBRARY JOURNAL

October 1, 1988 issue of Library Journal taken from the Information Desk in the front lobby of Watson Monday evening, October 3rd. If found, please return to the Reference Department. Thank you.

Saralinda Rhodes

DON'T FORGET — TOUR OF KS HISTORICAL SOCIETY & OTHER POINTS OF INTEREST

Don't forget! The tour of the Kansas State Historical Society, Archives and Manuscripts Divisions, the State Library and Capitol Building is set for Wednesday, October 12th. The trip has been extended an extra hour to include a guided tour of the Capitol Building with its Senate Chambers, murals in the rotunda, etc. We'll leave KU at 9 a.m. and return by 5 p.m. If you're interested in going, please let me know as soon as possible.

Saralinda Rhodes
CIVIL SERVICE TESTING CALENDAR FOR OCTOBER

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of October. All student employees who are interested in permanent civil service employment must take one or more examinations before becoming eligible for these positions. Within the Library, the following civil service classifications are utilized: Office Assistant III, Library Assistant I, Library Assistant II, Library Associate, Secretary I. Contact Judy Kasson or Sandy Gilliland for additional information.

Sandy Gilliland

ATTACHMENTS

Minutes of the Classified Conference Executive Board 9/23/88 meeting and State Civil Service Testing Calendar.

MINUTES, Classified Conference Executive Board
Sept. 23, 1988

Present: Lars Leon, John Lynch, Malcolm Lodwick, David Benjamin, Diana Dyal, Brad Eden, Verna Froese, Brenda Owens (sub. for Linda Evans), Sally Nugent, Janet Revenew, Helene Tricker.

Absent: Channette Kirby, Victor Clark

Diana Dyal opened the agenda reporting for Classified Senate. Their recent meeting was to deal with rewriting the CSEB position concerning the MOE/Reclass issue, discussing classified employee survey results, and acknowledging Classified Senate representation for those covered under the memorandum of agreement.

Lars reported the first Budget and Planning meeting will be on October 12, one day prior to our second CC general meeting where results of the B+P meeting will be announced. Lars also read Lois Bauer’s year-end report of the Staff Development committee. Fundamentally, it deals with expanding activities and submitting a budget request for the coming year. Input should be directed to Nancy Hawkins, our current SDC rep. Also, Sherry Hawkins is our current rep. on the Senate Library committee.

Facility Operations has been contacted concerning the clogged drains in the north patio which are largely responsible for cold, wet-weather conditions being dangerous for early-morning staff entry. A work order has been written up, but, reiterating our concern seems necessary.

In other business:

* A position is open on the SC/NSL
* Grievance committee has two seats open
* Health insurance matters need further clarification
* Will we have another invited speaker upcoming
* Sally Nugent is the one to ask about microcomputer training
* New-staff orientation

These issues as well as other matters of concern will be taken up at the next General Meeting. It is scheduled for Thursday, Oct. 13th at 1:30 in conference rooms A + B. Refreshments will be served.

Malcolm Lodwick
# University of Kansas
# Department of Personnel Services

## October 1988

### TESTING CALENDAR

For Information Call 864-4942

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*Written Exams Offered:*
- Cook I & II
- Food Service Supervisor I & II
- General Maintenance & Repair Technician I & II
- Storekeeper I, II, & III
- Office Assistant II & III
- Patrol Officer

Unassembled Examinations (ratings of training & experience)
- Carpenter I, Electrican I, Dietitian I & II,
- Medical Technician I, University Police Officer

EOE/AA
PERSONNEL

Wanda Lowe has been appointed as a half-time Office Assistant III in the Science Library effective October 10th. Wanda has a B.A. and M.S. degree in French, from Kansas State University and the University of Nebraska, respectively. She replaces Esther Boyd, who recently promoted to a Library Assistant I position in the Science Library.

Margaret (Meg) Winchell has been appointed as a half-time Slavic Cataloger in the Library's Slavic Department. Funding for this position has been provided through a federal grant awarded to the University's Soviet and East European Studies Department. Meg has an MLS degree from Indiana University, a master's degree in Slavic Languages and Literatures, also from Indiana University, and a B.A. in Russian and English, University of Minnesota. Meg was previously on the Library staff from August 1981-June 1986 in a similar position.

HEALTH INSURANCE UPDATE

All Library staff should soon receive information concerning the new Health Insurance Contract for calendar year 1989. The Library Office will be scheduling at least one informational meeting for staff with Millie Smith, Director of KU's Staff Benefits Office. Watch your mailbox or next week's FYI for additional information.

STATE WITHHOLDING CALCULATIONS CHANGED

All University staff were informed recently that the new State percentage tables have been issued and the standard deduction for each withholding allowance has been increased from $1,950 to $2,000. Please inform your student assistants of this change. As a reminder, this change should result in a lower state tax withholding for most employees excluding other factors such as an increase in the rate of pay, change in exemptions, etc. Thank you. Sandy Gilliland

CLASSIFIED CONFERENCE GENERAL MEETING REMINDER

This is just a reminder that the Classified Conference General Meeting will be held this Thursday October 13, at 1:30 p.m. in conference rooms A & B. The agenda includes committee reports, filling of several openings on our committees, new/old staff orientation ideas, microtalk, health issues, and miscellaneous additional topics. Refreshments will be provided by your Exec. Board. Lars Leon

"BROWN-BAG" LUNCHES REMINDER

This is a reminder that the staff Development Committee is beginning a new season's series of brown-bag lunches that will be open to all staff of the libraries. Our first brown-bag lunch will be Wednesday, October 19, at 12:00 in Conference rooms A & B. The featured activity will be new staff meeting the deans of the library, the LFA officers and committee chairs, and the Classified Conference president to learn more about these administrative officers and their duties. Although the focus is on new staff, all library staff are invited and encouraged to attend. Nancy Hawkins
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STAFF DEVELOPMENT OPPORTUNITIES

Attached to this week's FYI is a calendar of educational and professional development events. This Library Employee Education Plan calendar is compiled by the staff of the State Library and is published monthly in their newsletter Kansas Libraries. The Staff Development Committee will reprint this calendar on a monthly basis in FYI as an information service to KU library staff members. We also would like to encourage KU staff to attend these educational programs. Kansas Libraries is also available in the Kansas Collection (RH Ser D1227) and contains much useful and interesting information about all kinds of libraries and activities in the state.

THANKS!

Dear Friends, Thank you so much for the lovely flowers that arrived so quickly and are still blooming! They cheered my hospital stay and are still brightening my convalescence.

I hope it's not too long before I'm back at the Music Library. Things seem to be progressing well.

Thank you again for the flowers.

Rhonda Neugebauer

ATTACHMENTS

Minutes of LFA Executive Committee 9/26/88 meeting (below); Minutes of Library Faculty Salary Committee 9/22/88 meeting; Minutes of Library Committee on Promotion and Tenure 9/21/88 meeting; Minutes of Staff Development Committee 9/19/88 meeting; Library Employee Education Plan Calendar.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: September 26, 1988

Present: Rick Clement, Judith Emde, Ken Lohrentz, Vickie Bozarth
   Long
Absent: Dan Barkley, Barbara Jones

The minutes from the last meeting were amended and approved.

Rick invited Donna Koepp as a representative from the Task Force on Merit Review to join the meeting in order to clarify a request from the task force to add more members to the committee. Donna stated several reasons for the request to enlarge the task force by one or two members. After Donna left, LFA Exec decided to add two more members to the committee and selected two people to be contacted by Rick.

The agenda for the Oct. 5th LFA meeting was discussed. The appropriate people would be contacted to introduce new members and to provide reports from the committees.

Rob and Judith presented a written proposal and argument for amending the Bylaw requiring two-thirds vote of the membership of the body to amend the Code. After one change, the committee agreed to send this proposal with the agenda to the LFA members before the Oct. 5th meeting.

The committee decided to meet briefly after the Oct. 5th general meeting of the LFA.

Judith Emde
Secretary
Minutes: Library Faculty Salary Committee

Date: Sept. 22, 1988

Present: Susan Craig, Sandy Gilliland (ex officio), Ken Lohrentz, Shelley Miller.

The committee chose officers for the coming year. Shelley Miller is chairperson and Ken Lohrentz is secretary. The committee also reviewed the charge received from the LFA executive committee, which includes a continuation of the charge to review staff benefits.

Ken reported on the faculty benefits seminar which was sponsored by University Governance Sept. 15. The seminar was a general informational meeting and covered a broad range of benefit programs and services. Although no issue was dealt with in depth, the seminar was informative nevertheless, particularly for newer faculty. Issues covered included retirement plans, life and disability insurance, American Express card, workmen's comp, fine arts/sports discounts, health insurance, sabbaticals and leave without pay, recreational facilities, pharmacy, sick leave, holidays and jury duty, faculty enrollment in classes, direct paycheck deposit, and legal representation.

The committee also discussed the issues to be addressed this year. These issues include the following:

1. Monitoring health insurance. Shelley will call Ray Davis, chair of the Faculty Governance committee on health insurance concerns. Shelley will convey our interest and concern about the health insurance fiasco. Millie Smith of the Staff Benefits office has agreed to hold a workshop for all library staff during the open enrollment period, possibly during the first week of November. Sandy will contact Millie and will announce the meeting in FYI.

2. Disability insurance. The committee members raised a number of questions with regard to disability insurance coverage and decided to study the issue further. The benefit is available only in the event that a staff member is totally disabled. When is a disability considered to be "total" and who decides? Why is a partial disability not included in the coverage? Also, why is a six-month waiting period necessary before disability insurance coverage begins?

3. Faculty vacancies. The committee also reviewed the current number of library faculty vacancies and active searches. There are 5 1/2 unclassified vacancies on the Library Faculty at this time.
Library Committee on Promotion and Tenure

MINUTES OF MEETING 21 September 1988

Present: Carvalho, Mason, Melton, K. Miller, S. Miller (presiding), Moore, Wilson

The minutes of the meeting of 7 September were read, amended, and approved.

Melton reported on the open meeting of the University Committee on Sabbaticals which he attended on the 13th. Any librarian interested in the details of this meeting may contact him or Sandy Gilliland, who also attended. General discussion ensued of sabbatical guidelines and criteria for librarians.

S. Miller, Mason, and Moore reported on the open meeting of the UCPT which they attended on the 19th. Miller had discovered and pointed out to UCPT members that with the substitution of the special librarian green pages for several of the regular blue pages there was presently no place on the forms for librarians to describe, in their own words (as opposed to those of their supervisors) their views of their jobs, their professional philosophies, etc. Since members of UCPT were underlining the importance of this statement on the blue forms, there is concern over its absence on the substituted green forms. The immediate response Miller received was that librarians should attach a separate sheet if they wished to submit such a statement. Various possibilities for amending the present sheets were discussed. It was also reported that a subcommittee of UCPT is still at work re-designing the entire forms, but that nothing is yet available to submit to us for our examination and input. Finally, it was suggested that Miller write to Vice-Chancellor Brinkman, who chairs both UCPT and the Committee on Sabbaticals, suggesting that it would be useful to have microphones at both of these open meetings so that the information and discussion could be heard more clearly.

The Subcommittee on the Sample P&T File passed out drafts of memos to accompany the sample letters (see minutes of 31 August and 7 September) which will be made available for candidates to use in soliciting outside evaluations. The memo to be used for this year's candidates was approved, and the memo and the sample letters will be mailed to those candidates as soon as their identities are known. The memo to be used for all new librarians will be discussed at our next meeting.

The Subcommittee on the File on Librarians in Academic Affairs (see minutes of 7 September) passed out copies of documents from several other schools and departments for the purpose of comparison. These documents will likewise be discussed at the next meeting.

The next meeting is scheduled for September 28th at 11:00 a.m. in Room A.

Respectfully submitted,

Rob Melton,
Secretary
STAFF DEVELOPMENT COMMITTEE MINUTES
September 19, 1988

Present: Judith Emde, Nancy Hawkins, Rosemary McDonough, Rhonda Neugebauer, Saralinda Rhodes

Judith, acting as temporary chair of the committee, asked for nominations or volunteers for chair, secretary and travel coordinator. Saralinda volunteered to serve as travel coordinator, and Rhonda and Nancy were elected by unanimous vote as chair and secretary, respectively.

Much discussion concerning the role of this committee and how to define its goals and purposes then followed. It was agreed that the committee is open to new ideas and directions, and committee members would like to plan educational opportunities for the entire library staff. Rhonda suggested that we formulate a consensus concerning the committee's goals, and work on developing a philosophy of the role of the Staff Development Committee in the library.

There is a new charge for the committee this year, that of following up and implementing the recommendations of the New Staff Orientation Task Force. Judith reviewed the February 24 report from Barb Gaeddert, chair of the Orientation Task Force, and pointed out the need to discuss the conclusions of this committee. This charge will require discussion and planning and will be taken up at future meetings.

Rosemary presented ideas concerning allocation of monies to the SDC from the general library budget and the continual lack of sufficient funding. Judith suggested that we talk to the dean regarding the budget allocation and justify our increasing needs. The need for more money is apparent to everyone and organizing an effort to increase funding will be one task of the committee this year.

Rosemary stated that librarians are expected to do research but no time has been allotted in their work schedules to perform these activities. She suggested that we investigate the research needs of this library and create an ongoing list of research ideas for referral.

The committee then began to suggest activities for discussion at future meetings:

- Two people in the area were suggested as resource people to visit for staff development ideas--Bonnie Campbell at Topeka Public Library, and Virginia Quiring at KSU.
- Explore the scope and publishing guidelines of Books and Libraries.
- Publish our own newsletter, either within FYI or maybe separately.
SDC Minutes, Sept. 19, 1988
Page 2

- Continue to promote a personal computer users group within the libraries.
- Organize a second tour of Allen Press.
- Offer showings of the book preservation tapes owned by the libraries, and use them as part of new student assistants' training.

Rhonda reminded us of the College and University Libraries Section of the Kansas Library Association meeting at Emporia State University on October 6 and 7, and she invited the committee to attend the discussion she is leading on staff development from 3:30 to 4:30, Oct. 6. Judith suggested that we invite all library staff to the meeting and arrange transportation either by state van or private car. Saralinda will place a notice in the FYI about the meeting.

Judith noted that there should be a new form for travel fund requests, and a statement needs to appear on the application regarding recipients of previous travel funds not being able to receive funds again until they have submitted their written report of prior travel fund usage.

In order to fulfill one of the recommendations of the Orientation Task Force, the committee decided to begin planning for an October brown-bag luncheon for new staff to meet with the library deans and LFA committee chairs to get acquainted with their names, faces, and duties. All staff will be invited to attend, with a tentative date of Wednesday, October 19, at 12:00.

The next meeting of the SDC will be Monday, September 26, at 10:30.

Submitted by Nancy Hawkins, Secretary
Library Employee Education Plan

**October 18**
- **BCR Offices, Denver**

**November 1**
- **Emporia State University**

"Searching the Online Union Catalog," sponsored by BCR. An intensive workshop on searching the OCLC's Online Union Catalog. Agenda includes numeric search keys, derived search keys, qualifiers, use of the circuluses, problems with searching. For personnel who are new to searching OCLC or those who require a review of the basics. $50.00; 9:00 to 4:00; 6 hrs. C.K. To register see NOTE at beginning.

**October 18**
- **Holiday Inn, K.C., KS**

**October 19**
- **Holiday Inn Hollidome Lawrence**

**October 20**
- **Ramada Inn South, Topeka**

**October 21**
- **Heart of America Inn, Salina**

"You Deserve a Break," a seminar for Secretaries, sponsored by Prime Learning International. You will learn how to create the winning team-you and your boss, manage stress effectively, ease the 5 o'clock crunch, conquer conflict with confidence, find two extra hours in your day, manage grouchese, grumps, and complainers. $60.00; Registration 8:15 50 8:45 - workshop 8:45 to 4:00; 6 hrs. C.K. To register call 1-801-756-5989 or write to Prime Learning International, Seminar Registration, 156 West 400 South, Alpine, UT 84004.

**October 19**
- **Holiday Inn Sports Complex Kansas City, Mo.**

"Successful Telephone Techniques," sponsored by Success Builders and presented by Cassandra Warren, a woman with the talent for inspiring employees to perform at their very best. Learn basic telephone skills that lead to success, "telepersuasion" techniques that get results, how to project a winning image, and how to handle complaints and difficult callers. 9:00 to 4:00; $59.00; 6 hrs. C.K. To register call collect (913) 345-7350.

**October 19-20**
- **BCR Offices, Denver**

"Cataloging on OCLC-Basic," sponsored by BCR. Topics to cover include: Overview of BCR and OCLC, Introduction to MARC tags, MARC tagging exercises, Authority files, Terminal practice, Overview of the library profile. $65.00; 9:00 to 4:00, 6 hrs. C.K. To register see NOTE at beginning.

**October 20**
- **Heritage Inn, Wichita**

**October 21**
- **Embassy Suites Country Club Plaza, Kansas City, Mo.**

"Managing the Office," sponsored by Keye Productivity and presented by Abby Albright, a professional with over 12 years business experience. Learn about developing yourself as an office manager, making procedures work better and faster, solving problems and conflicts, sharpening your people skills. 8:45 to 4:00; $58.00; 6 hrs. C.K. To register call collect (913) 345-2140.

**October 21**
- **Park Place Hotel, K.C. Mo.**

**October 25**
- **Holiday Inn City Center, Topeka**

**October 27**
- **Holiday Inn-Lenexa, Overland Park, KS**

**October 28**
- **Cedarbury Inn, Wichita**

"How to Get Things Done," sponsored by Fred Pryor Seminars and presented by Ron Meise, Mark Snaborn or Larry Venable, all experts of proven business-world accomplishment. Learn twelve ways to defeat procrastination before it drowns you, the thirteen most common barriers to getting things done and how you can conquer them, ten sure-fire methods for cutting interruptions and controlling appointments, a Personal Action Plan, and much, much more. 9:00 to 4:00; $39.00; 6 hrs. C.K. To register call 1-800-6255-6139.

**October 24-25**
- **KSU, Manhattan**

- Rural, Small Schools Conference scheduled at KSU. This year's conference, sponsored by the Center for Rural Education and Small School and the College of Education at Kansas State University, will focus on excellence in rural education. Community leaders, educators and government officials will discuss problems in and promising ideas for the small schools of rural America. More information is available from the Division of Continuing Education office, Umberger 317, Kansas State University, Manhattan, KS 66506, (913) 532-5586 or 1-800-432-8222.
Library Employee Education Plan

October 24
Holiday Inn City Centre
Topeka

"How to Work with People," sponsored by National Career Workshops. Learn 1) why it's important that people like you; 2) how to persuade others to your point of view; 3) a sure fire formula for remembering names; 4) how to offer criticism or disagree without arousing resentment; 5) to master the seven essential ingredients for success with all types of people. $59.00; registration 8:15, workshop 9:00 to 4:00; 6 hrs. C.E. To register call 1-800-258-7246 or 913-432-7757 or write to National Career Workshops, 6901 W. 63rd St., P.O. Box 2949, Shawnee Mission, KS 66201-1349.

October 24
BCR Offices, Denver

"VU/TEXT Training Seminar," sponsored by BCR. Designed for the new VU/TEXT searcher. No prior searching experience is required. Topics include 1) use of VU/TEXT sign-on screens, 2) use of the logical connectors, 3) proximity searching, 4) field and data searching 5) display commands and more. 10:00 to 4:00; $65.00; 5 hrs. C.E. To register see NOTE.

October 25
BCR Offices, Denver

"Training on OCLC In-House," sponsored by BCR. For those who already have or are interested in establishing a program in-house for OCLC training. Training techniques, training materials, and pertinent topics will be covered. 9:00 to 4:00; $55.00 for members; 6 hrs. C.E. To register see NOTE at beginning.

October 27
BCR Offices, Denver

"PC/MS DOS - An Introduction, What Every Microcomputer User Should Know," sponsored by BCR. Hands-on practice covering the fundamentals of DOS that many of us skipped like: internal vs. external commands, most commonly used DOS commands, directories - what's in a name, wildcards, copy and diskcopy, why format?, backups, installing new software, introduction to batch files. For new user or the power user who skipped the basics. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

October 27
Emporia State University
Emporia, KS

"Managing People and Problems," sponsored by Keye Productivity and presented by Ron Nott, a specialist in supervision, interviewing and in the laws and regulations governing hiring, firing and unemployment. Learn how to handle employee problems, how to sort through today's hottest management topics, and strategies for success. 8:45 to 4:00; $98.00; 6 hrs. C.E. To register call (913) 345-2140.

October 27
BCR Offices, Denver
November 2
Emporia State University
Emporia, KS

"Interlibrary Loan on OCLC-Basic," sponsored by BCR. The agenda includes the following topics: Creating and sending ILL requests on OCLC, borrower responsibilities, Lender responsibilities, Variations in ILL transactions, Name-Address Directory searching techniques, Union list searching techniques. $50.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

October 28
Westin Crown Center, K.C., Mo.
November 1
Holiday Inn-City Centre
Topeka
November 2
Marriott Hotel, Overland Park
November 5
Airport Hilton, Wichita

"Success Skills for Administrative and Support People," sponsored by National Career Workshops. Double your value to your organization, learn what to do when the existing deadline is critical and an "emergency" project is suddenly dropped on you, learn how to work effectively with all types of people and a simple way to avoid the most common causes of conflict at work. Find out how to come across as the professional you want to be and much more. 8:15 registration; program 9:00 to 4:00. $59.00; 6 hrs. C.E. To register call 1-800-258-7246.
October 28
BCR Offices, Denver

"PC/MS DOS - Intermediate Use - Beyond the Beginning (with emphasis on hard disk management)," sponsored by BCR. Practice covering the use of Config.Sys files; commands like Prompt, Path, Change/Make/Remove Directory, and Assign; version variations; disaster prevention; backing up and restoring a hard disk, advanced batch file techniques; homemade menus; and much more. For anyone using a PC who has already mastered the basics. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

October 28
Holiday Inn Sports Complex, Kansas City, Mo.

"Dealing with Difficult Situations," sponsored by Keye Productivity and presented by Britt-Ann Jackson, a respected authority on strategies for overcoming personal and interpersonal difficulties in the workplace. Learn winning strategies for handling organizational tight spots, how to break through barriers to peak performance, skills for resolving frustrating people problems, how to develop confidence and savvy, and more. 8:45 to 4:00; $96.00. To register call collect (913) 345-2140.

October 29
Iowa Memorial Union
Iowa City, Iowa

"A Celebration of Story: the Twentieth Annual Festival of Books for Young People," sponsored by the University of Iowa School of Library and Information Science. Betsy Hearne, editor of the Bulletin of the Center for Children's Books and Ashley Bryan, artist and folklorist will present. $30.00 registration fee includes all sessions, exhibits, coffee and luncheon. Author Madeleine L'Engle will present a free program on Friday evening October 28 at the same location. For a program brochure and registration form, write to Ethel Bloesch, School of Library and Information Science, The University of Iowa, 3087 Library, Iowa City, Iowa 52242 or call (319) 335-5707.

October 31
Holiday Inn, University Plaza, Wichita

"Powerful Business Writing Skills," sponsored by National Career Workshops. Learn writing skills that you will use every time you put ink to paper, how to sharpen your basic skills and learn new techniques, how to write with power and clarity, how to come across more polished, more professional and much more. 8:15 registration, program 9:00 to 4:00; $99.00; 6 hrs. C.E. To register call 1-913-432-7757.

November 3
Emporia State University

"Searching OCLC for Conference Proceedings," sponsored by BCR. For participants who have a basic knowledge of searching the Online Union Catalog. Participants are encouraged to bring problem items to the workshop. Topics to be covered include 1) the infamous stopword list and its effect on retrieval, 2) author search vs. author/title search strategies, 3) using Name-Authority File to determine the "real" name of organizations or conferences, 4) problem searches. 9:00 to 12:00; $40.00; 3 hrs. C.E. To register see NOTE above.

November 3
Emporia State University

"Searching OCLC for Government Documents," sponsored by BCR. Participants should have a basic knowledge of searching and are encouraged to bring problem items. Topics to be covered include 1) an overview of the SUDOCs Classification system; 2) using the Authority File to determine real names, 3) using the stopword list effectively. 1:00 to 4:00; $40.00; 3 hrs. C.E. To register see NOTE above.

November 4
BCR Offices, Denver

"PC-File+ Introduction," sponsored by BCR. Workshop will cover record structure design, report design and generation, formatting labels, searching, and sorting. Each attendee will receive a FREE copy of PC-File+, but the registration fee is the responsibility of the user. Registration fee is $57.00 plus $5.00 shipping and handling if ordered through BCR. Program requires IBM PC compatible; 348 K RAM; PC-DOS 2.0 or later; 2 double sided floppy drives; or 1 floppy and a hard disk. Designed for anyone who wants to learn to use a good, inexpensive relational database manager. Great for mailing lists, patron files, simple cataloging, etc. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register see NOTE at beginning.
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<tr>
<th>Date</th>
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<th>Event Description</th>
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<tr>
<td>November 7</td>
<td>BCR Office, Denver</td>
<td>&quot;DIALOG Refresher,&quot; sponsored by BCR. Topics to be covered include review of basic commands, strategy preparation, techniques to modify retrieval, common search problems, other proximity operators (Link, Subfield), Output Options, Saved searches and OneSearch, DIALOG Refresher, tips for ongoing practice. Course is designed for experienced DIALOG searchers. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register see NOTE at beginning.</td>
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<tr>
<td>November 7</td>
<td>Embassy Suites Country Club Plaza, Kansas City, MO.</td>
<td>&quot;Managing When the Pressure’s On,&quot; sponsored by Padgett-Thompson and presented by Tony Walker, a man who knows what it's like to manage in pressure-packed situations. Learn to make decisions quickly and correctly, how to stay cool when the heat's on, how to help employees perform under pressure and how to manage in a &quot;pressure cooker.&quot; 8:45 to 4:00; $99.00; 6 hrs. C.E. To register call collect (913) 451-2900.</td>
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<td>November 9</td>
<td>BCR Offices, Denver</td>
<td>&quot;Wilsonline Basic Training Seminar,&quot; sponsored by BCR. For searchers who are new to the WILSONLINE searching system. Will learn about 1) formulating a search strategy, 2) use of the WILSONLINE logical product.</td>
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<td>November 10</td>
<td>BCR Office, Denver</td>
<td>&quot;WordPerfect 5.0 - Advanced,&quot; sponsored by BCR. For anyone having basic knowledge and skill in WordPerfect 4.2 or 5.0 who wants to learn more advanced features. The trainer is a WordPerfect Certified Instructor. 9:00 to 4:00; $65.00; 6 hrs. C.E.</td>
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<td>November 10</td>
<td>BCR Offices, Denver</td>
<td>&quot;Project Management Techniques for Library Administration.&quot; Sponsored by BCR. This workshop is designed for library administrators and other personnel involved in the planning process. It includes an introduction to the use of SuperProject Plus software. Software will be distributed free to workshop participants. $70.00 for members. 9:00 to 4:00; 6 hrs. C.E. To register see NOTE.</td>
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<td>November 11</td>
<td>BCR Offices, Denver</td>
<td>&quot;Compact Disc Counterparts to Online Databases,&quot; sponsored by BCR. Discussion covers: an overview of CD-ROM technology and applications, current providers of databases on CD, demonstrations of various CD products, and CD-ROM technology and applications. Intended for anyone interested in an introduction to CD and in seeing the technology in action. $40.00; 9:00 to 12:00; 3 hrs. C.E. To register see NOTE at beginning of calendar.</td>
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<tr>
<td>November 14-15</td>
<td>BCR Offices, Denver</td>
<td>&quot;DIALOG System Seminar,&quot; sponsored by BCR. Topics to be covered include 1) formulating a Search Strategy, 2) use of the DIALOG Logical and Proximity Operators 3) Displaying Records, 4) Viewing the Basic Index, 5) Efficient Search Techniques, 6) Saving Searches. Designed for the new DIALOG searcher. No prior searching experience is required. $125.00; 9:00 to 5:00 the first day and 9:00 to 12:00 the second day. 10 hrs. C.E. To register see NOTE at beginning.</td>
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<td>November 15</td>
<td>Wichita Public Library</td>
<td>&quot;Original Cataloging: Description 1,&quot; sponsored by BCR. This workshop concentrates on Chapters 1 (General Rules for Description) and 2 (Books) of AACR2. Includes title area, publication area, physical description area and note area. For anyone interested in learning more about AACR2 and an introduction to descriptive cataloging. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.</td>
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<td>November 16</td>
<td>BCR Offices, Denver</td>
<td>&quot;Searching OCLC and Public Services,&quot; sponsored by BCR. For library personnel who have never searched OCLC or have done limited searching. Topics to be covered include 1) basic searching techniques on OCLC 2) Searching the Name-Address Directory, 3) Searching the Authority File, and 4) sample reference searches. 9:00 to 4:00; $65.00 for members. To register see NOTE above.</td>
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### Library Employee Education Calendar Plan

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<th>Date</th>
<th>Location</th>
<th>Event Description</th>
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<tr>
<td>November 16</td>
<td>Wichita Public Library</td>
<td>&quot;Original Cataloging: Description 2,&quot; sponsored by BCR. This workshop is a sequel to &quot;Description 1.&quot; Special emphasis will be given to cataloging nonbook materials. Attendees are encouraged to bring cataloging problems for discussion. For anyone interested in learning more about original cataloging of materials other than books. $85.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.</td>
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<td>November 17</td>
<td>BCR Offices, Denver</td>
<td>&quot;Smartcom for Online Searching,&quot; sponsored by BCR. For online searchers who are searching via a Hayes modem. IBM microcomputers and compatibles are used during practice. No programming experience required. Topics to be covered include 1) the mechanics of going online with Smartcom II, 2) uploading and downloading searches, 3) automating communications with macros, 4) troubleshooting. 1:00 to 4:00; $40.00; 3 hrs. C.E. To register see NOTE at beginning of calendar.</td>
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<td>November 17</td>
<td>Wichita Public Library</td>
<td>&quot;Original Cataloging: Access Points 1,&quot; sponsored by BCR. This workshop will focus on AACR2's Chapters 21 (Choice of Access Points and 22 (Headings for Persons). The rules for choosing a main entry will be reviewed in detail. For anyone interested in original cataloging. $65.00; 9:00 to 4:00 6 hrs. C.E. To register see NOTE.</td>
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<td>November 18</td>
<td>Wichita Public Library</td>
<td>&quot;Original Cataloging: Access Points 2,&quot; sponsored by BCR. Corporate name headings will be the focus of this one-day workshop. Other topics include geographic names and uniform titles... a continuation of access Points I. For anyone interested in original cataloging. $65.00; 9:00 to 4:00 6 hrs. C.E. To register see NOTE.</td>
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<td>November 18</td>
<td>BCR Offices, Denver</td>
<td>&quot;Managing an Online Searching Service,&quot; sponsored by BCR. A half-day workshop which addresses the issues regarding the administration of a cost-effective automated reference service. Topics include Organizational Patterns for Online Search Services, Characteristics of an Online Searcher, Policies and Procedures, Forms for Record Keeping, Budgeting and Funding Methods and Types of Publicity. Designed for managers who are in the process of setting up such a service within their organization. $40.00; 1:00 to 4:00; 3 hrs. C.C. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.</td>
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<td>November 28</td>
<td>BCR Offices, Denver</td>
<td>&quot;BRS INTRO/1 for Beginning Searchers,&quot; sponsored by BCR. Topics will include Creation of the Inverted File, Use of BRS Logical Operators, Free-text Searching, Searching with a Controlled Vocabulary, Searching Within Specific Fields of a Record, Limiting the Retrieval, Displaying the Output, Unique System Features. Intended for all new online searchers, as well as searchers with limited experience on BRS but not formally trained. $95.00; 9:00 to 5:00; 7 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.</td>
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<td>November 29</td>
<td>BCR Offices, Denver</td>
<td>&quot;OCLC Hardware,&quot; sponsored by BCR. M300, M300X7, M310, M220, Communications Controller, dumb terminals, PC clones, serial and parallel printers, and modems... what are the choices? What can they do for you? What is cost effective? Intended for anyone considering the purchase of additional OCLC workstations or managing a terminal chain now. $65.00; 9:00 to 4:00; 6 hrs. C.E. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.</td>
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PERSONNEL
Lisa Stephen has been appointed as a full-time Office Assistant III in the Cataloging Department effective October 18th. Lisa earned a B.A. degree in Italian from the University of Kansas and is currently employed by the Kansas Union Bookstores. She replaces Kent Lewis who recently promoted to another Library position.

S. Gilliland

HEALTH INSURANCE INFORMATIONAL MEETINGS SCHEDULED
Millie Smith, Director of K.U. Staff Benefits will discuss the 1989 Health Insurance Program for all interested Library staff during two meetings:

Monday, October 31, 1:30 p.m.
-or-
Tuesday, November 1, 9:00 a.m.

Both meetings will be held in Watson Library Conference Rooms A & B. Although there aren't any major changes to the health plan offered for 1989, all staff are encouraged to attend. Staff who are not able to attend the meetings and who have questions regarding health insurance coverage should contact Sandy Gilliland, 4-3601. As a reminder, the open enrollment period for 1989 health insurance ends November 11th.

Staff who have single coverage and who do not wish to make any changes for the 1989 health contract do not need to return the enrollment form. However, please notify the Library Office of your decision. Staff who have family coverage are encouraged to pay particular attention to the variety of family plans now offered for the 1989 contract year. If you do not select an option, you will automatically be placed into the "full family coverage".

The following changes will require a new enrollment form: 1) selecting dependent coverage according to your specific needs; 2) changing from one plan to another; 3) adding or discontinuing dependent dental coverage; 4) selection of a primary care physician for Blue Select participants in the Kansas City area; or 5) change for smoker's usage.

The informational meetings will describe other changes to the health insurance program and enable staff to ask questions of Mrs. Smith. Contact Sandy Gilliland if you have any questions. (Registration is not required).

S. Gilliland

STAFF DEVELOPMENT COMMITTEE NEWS
IDEAS ON NEW STAFF ORIENTATION SOLICITED

Attached to this FYI is a copy of the February 1988 final report to the LFA Executive Committee from Barb Gaeddert, the Chair of LFA's Task Force on New Staff Orientation. In this report the committee makes suggestions for ways to improve staff library orientation for new unclassified employees. These recommendations are now being discussed in the Staff Development Committee, the committee that was charged with their implementation. The report is reprinted

An Equal Opportunity/Affirmative Action Employer
here in order to inform all staff members of this discussion and to solicit reactions, comments and ideas concerning issues raised in this report. The Staff Development Committee is interested in hearing suggestions for improvement and/or modifications of this document regarding orientation for all new staff. We are interested also in learning more about the needs and aspirations of all staff members regarding their own continuing education, professional development and/or on-the-job training. With this openness in mind, we would like to invite all staff members to our next meeting where we will discuss these recommendations as a committee. It will be held in Conference Room A (5th Floor, Watson) at 10:30 a.m. on Friday, October 28th. Please bring your ideas, criticisms, and enthusiasm. R. Neugebauer

BROWN BAG LUNCH SCHEDULED WITH STAFF DEVELOPMENT EXPERT

In keeping with our Staff Development Committee philosophy of discussing new and exciting educational opportunities and programming, we have invited an area expert on this topic. Bonnie Campbell, Topeka Public Library Staff Development Officer, will speak at a Brown-Bag Lunch on Wednesday, Nov. 9, from 12:00 - 1:00 in Conference Rooms A & B. Bonnie's talk will explain the Topeka Public Library Staff Development policies and philosophy. All KU Library staff members are encouraged to attend. This talk is jointly sponsored by the Classified Conference and the Staff Development Committee. R. Neugebauer

CANDIDATES FOR PROMOTION AND TENURE

Library staff are invited to submit letters regarding qualifications of librarians who are scheduled for tenure or promotion review this year, for consideration by individuals involved in the review process. Donna Koepp (Librarian II, Documents) is scheduled for tenure review. Rachel Miller (Librarian I, Acquisitions) is scheduled for tenure review and promotion to the rank of Librarian II. Mary Roach will be reviewed for promotion to the rank of Librarian III. Letters should be submitted to each librarian's supervisor for receipt by November 18th. Supervisors of these librarians are: Mary Hawkins for Koepp; Clint Howard for Miller; and Lorraine Moore for Roach. LCPT's review of promotion and tenure files will begin November 28th. S. Gilliland

AS A REMINDER...

Please ask patrons to request Regents Center materials at the Reference Desk in Watson Library. Patrons must also check out and renew Regents Center books only at the Watson Reference Desk. Branch libraries should not be taking Regents Center requests as doing so will cause a delay in processing, a lot of extra work for the staff and most importantly, a greater chance of the request being misplaced. Thank you. B. Owens

FY89 GRIEVANCE COMMITTEE MEMBERSHIP ANNOUNCED

Unclassified and classified staff elected to serve on the FY89 Library Grievance Committee are listed below.

<table>
<thead>
<tr>
<th>Unclassified</th>
<th>Classified</th>
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<tbody>
<tr>
<td>Shelley Miller</td>
<td>Helene Tricker</td>
</tr>
<tr>
<td>Rhonda Neugebauer</td>
<td>Brad Eden</td>
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<tr>
<td>Paulette DiFilippo</td>
<td>Brenda Owens</td>
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<tr>
<td>Sally Haines</td>
<td>Geri Slater</td>
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<tr>
<td>Janice Franklin</td>
<td>Jennifer Coker</td>
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Library staff who have a concern, complaint, or grievance, and wish to be heard before the Committee, should get in touch with a member of the Committee. S. Gilliland
ATTACHMENTS

Attached to this issue of FYI are: Final report of the Orientation Task Force; minutes of the 9/26/88 Staff Development Committee meeting; minutes of the 10/5/88 LFA general meeting, minutes of the 10/13/88 Classified Conference General Meeting.

NEW SIGNMAKING ASSISTANT

The Administrative Office has recently hired Chris O'Connor as a signmaking assistant. Chris replaces Matt Meyers who resigned effective 9/1/88. As a reminder, please submit requests for new signs and sign repairs on a special supply request form via the Administrative Office. Thank you. J. Mears

MINUTES, Classified Conference General Meeting
October 13, 1988

The Senate Library Committee (Sherry Hawkins, Rep.) has initiated longer library hours, with the approval of Mary Hawkins, for December 3, 10, 11, 17 and 18. This will facilitate students preparing for finals. The Saturday hours during this period will be from 9:00 a.m. to 10:00 p.m.; the Sunday hours will be from 10:00 a.m. to midnight.

The Budget and Planning Committee has met; their first meeting of this new year was an orientation for new committee members.

Diana Dyal reported a committee has been formed made up of members of the Classified Senate, the Adult Life Resource Center, the Continuing Education office, and other appropriate representatives to address the needs of classified employees who are at the top of the pay scale with nowhere to go. The committee hopes to offer seminars on resume writing and job seeking skills.

The proposal discussed by the Classified Senate Executive Board regarding the MOE/Reclass issue was rewritten to tone down some of the language which some representatives felt was too harsh. Because of the division this issue caused in the Classified Senate, the proposal did not pass. John Brothers has resigned as president of Classified Senate. Judith Tomei is the new president.

The Staff Orientation Committee is forming an information packet for new classified workers. They are also trying to organize tours of the various library departments and branch libraries. If you have any feedback about what you would like to see in the packet, contact Malcolm Lodwick, Sally Nugent or Janet Revenew. They need volunteers to get these tours going.

Thank you to Dick Borton for filling out the SC/NSL and to Geri Slater and Jennifer Coker for agreeing to serve on the Grievance Committee.

How do you feel about turning in weekly timecards? The Personnel committee will be exploring possible alternatives. Talk to your local rep. about how you feel.

If you are interested in learning a new type of computer program, talk to Sally Nugent. She has made arrangements with the comp. center for free demos. This is an excellent opportunity to see what computers can do for you.

Malcolm Lodwick
STAFF DEVELOPMENT COMMITTEE MINUTES
September 26, 1988

Present: Judith Emde, Nancy Hawkins, Rhonda Neugebauer, Saralinda Rhodes
Absent: Rosemary McDonough

Rhonda reported that she talked with Clint Howard regarding a written policy of staff development at KU and he is supportive of our committee's efforts to formulate a statement. It was decided to devote our next meeting to the development of this statement.

Pending issues were then discussed, including the upcoming LFA meeting on October 5. Rhonda will represent SDC and present our plans for a philosophical statement, plans for a brown-bag lunch for new staff, an update of the library tours of Topeka on October 12, an invitation to the College and University Libraries Section of KLA meeting (Oct. 6-7), and a general comment soliciting opinions and ideas from any member of LFA concerning staff development activities.

Saralinda will begin revising the travel funds request form, following the guidelines in Section I.2 of the libraries' staff handbook. Suggested changes will include: an added statement concerning a written report requirement before a request can be made for additional travel funds; more space for question no. 3 (justification for funds); and an added statement regarding the awarding of shares as determined by participation at a meeting (e.g., being a chair of a committee will result in more shares than attending only as a member). The question was asked if there is a requirement that funds only be used for travel and not for registration fees or accommodations. Comments were made that Academic Affairs has guidelines for in-state and out-of-state funds, and other funds have been used for online database classes in Reference and Science.

Rhonda would like to start a list of program ideas that could be continually updated and utilized. The Kansas State Library distributes a Library Employee Education Plan calendar that might have some useful items in it, so it might be published in FYI, along with notification about the ARL SPEC kits on professional development.

The secretary was directed to write a thank you note to Roseli Abinader for her presentation on Brazil, and to place notices in FYI for the brown-bag lunch on October 19 at 12:00.

The next meeting will be held the week of October 10, pending consultation with Rosemary.

Submitted by Nancy Hawkins, Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY GENERAL MEETING
DATE: October 5, 1988

Present: Sandy Mason, Gordon Anderson, Saralinda Rhodes, Rachel Miller, Mary Rosenbloom, Kathy Snell, Suzanne Tronier, Rhonda Neugebauer, Sandy Gilliland, Janet Loebel, Geoff Husic, Mike Biggins, Mary Roach, Shelley Miller, Rich Ring, Becky Schulte, Susan Craig, Sandra Brandt, Barbara Jones, Jim Neeley, Judith Emde, Rick Clement, Ken Lohrentz, Dan Barkley, Rob Melton, Sheryl Williams

A reading of the minutes from the May 24th general meeting was dispensed with.

New members of the LFA were introduced. Mary Roach introduced Mike Biggins of the Cataloging Department. Becky Schulte introduced Janet Loebel, a new member with the Wilcox Collection project. Jim Neeley introduced two new members to the Reference Department, Kathy Snell and Mary Rosenbloom.

Committee reports:

Suzanne Tronier reported for the Budget and Planning Committee.

Shelley Miller stated that LCPT is working on a document to pass on to future LCPT committees to allow for continuity, and the committee also hopes to provide written assistance for future tenure candidates.

Shelley also reported for the Salaries Committee. The committee received the additional charge again this year to evaluate staff benefits and will try to clarify the disabilities benefits available to members.

Geoff Husic reported for the Nominating and Ballot Committee.

Rhonda Neugebauer reported that the Staff Development Committee received the additional charge to evaluate and implement the recommendations of the Task Force on Staff Orientation. A brown bag lunch meeting recommended by the Task Force will be held October 19th at noon to introduce new members to the Deans and chairpersons of committees in the library. Saralinda Rhodes described the tour to be held October 12th to the State Library and State Historical Society in Topeka and invited more members to attend. Rhonda stated that the committee would be working on the role and philosophy of staff development this year and asked for input from the staff.

Gordon Anderson reported for the Committee to Review the Entire Evaluation Process. The committee has met five times already and intends to present a proposal to the LFA membership by the end of the year to be in place for 1988 evaluations. A questionnaire has been sent to all LFA members to be completed by October 14th. It asks for input on how the LFA membership can satisfy the state requirement of annual merit review. If the LFA membership is
unable to decide upon a system for annual merit evaluation, the process will default to administrative review.

No old business issues were brought up for discussion.

After a little confusion on motions regarding the LFA Exec proposal regarding the two-thirds membership requirement to change the Code, Shelley Miller moved that the members consider the change to Bylaw 4.1.1. Sandy Mason seconded the move. Sandra Brandt asked how a quorum was defined. Rob Melton stated that the Code defines a quorum as one-third of the membership. Susan Craig asked for a clarification of the motion. Rick Clement stated that the LFA Exec was proposing an amendment to Bylaw 4.1.1. to change the two-thirds membership requirement for adoption of any amendment to the Code to two-thirds of those members who cast a mail ballot. Another requirement added to the Bylaw would be that a quorum of the membership return ballots. LFA Exec meant to have a quorum mean fifty percent plus one, not realizing that a quorum was already interpreted in the Code. Rob Melton moved that the word "quorum" be changed to "a simple majority" on the proposed amendment and Sandra Brandt seconded the motion.

Rich Ring pointed out that only a third of the membership could change the Code. Rick Clement stated that the proposal is intended to make an abstention an abstention and not a no vote as it now stands in the present Bylaw. Susan Craig reiterated that a small number could make a change. Sandy Mason stated that present procedures already allow for a small number voting in a meeting to make recommendations and changes.

As a past chairman of LFA Exec, Jim Neeley strongly recommended adoption of the proposal. He has seen proposals lose due to lack of participation. If this proposal is a mistake, it would be easy to change it back. Sandy Mason stated that the amendment would be an attempt to make LFA a workable organization. Rich Ring also believed it to be a good amendment, but he felt that there isn't as much evidence that proposals haven't passed due to lack of participation but that people may have voted no by not voting. He suggested that LFA should attack the problem of lack of participation and not a symptom.

Susan Craig moved to bring the question forward to a vote. Rick Clement asked for a vote on substitution of words on the proposed amendment. All agreed. As required by the Bylaws, the proposal will go to a mail ballot. According to Section 4.2.1. of the Bylaws, a simple majority vote by mail ballot is required to amend the Bylaws.

In other new business, Shelley Miller handed out pension comparison charts to everyone. She will place an announcement in FYI as to their availability to absent members.

Susan Craig requested that a list of all LFA committee members be published in FYI. LFA Exec plans to publish a list as soon as all the committees have met and officers have been elected.

Submitted by Judith Emde
To: Sandra Brandt, Chairperson, LFA  
From: Barb Gaeddert, Chairperson, Orientation Task Force  
Date: 24 February 1988  
Subject: Final report of the Orientation Task Force: S. Gilliland, ex officio; S. Rhodes, Staff Development Committee liaison; Gene Carvalho, secretary; Becky Schulte, secretary pro tem.

The committee held seven meetings between September 1987 and March 1988. Each member usually had "homework" to do between meetings.

We have carried out four major projects:

1. A suggested annual schedule of orientation activities to be sponsored by the Staff Development Committee. (copy attached)
2. Background information for a tour of "Watson Support Services"—those units often omitted when a newcomer is introduced to Watson departments (copy attached)
3. A box of "Information for New Staff Members" to be kept in Sandy Gilliland's office and updated twice a year. (list of contents attached)

In addition, we would like to make the following recommendations:

1. That the Assistant to the Dean for Personnel be made an ex officio member of the Staff Development Committee. This is acceptable to Sandy and would contribute to the continuation of orientation activities from year to year.
2. That a voluntary program of "mentoring" be set up. Current library faculty members would make themselves available as sources of local information. A new individual could request a resource person and a one-to-one relationship could be set up. The mentor need not be a member of the same department.
3. That an organized program of orientation to departments (Branches, Reference, Cataloging, Serials, Acquisitions, SPLAT, Slavic, etc.) be provided for each new person who requests it. The request could also come from the supervisor. Reference and

Final report of the Orientation Task Force, p.2

Cataloging take care of this for their own new members; other departments might benefit from an on-going available program. Mainly it is a matter of someone to set up appointments and escort the individual.

4. That an annual review of publication opportunities be established in the form of a seminar, brown-bag lunch, or report to the Library Faculty Assembly. The Staff Development Committee is to be commended for its periodic reports in FYI of professional development opportunities, and the Orientation Task Force is recommending that this activity be expanded. Other professional development activities besides publication could also be addressed.

Recommendations 2-4 will require time and continued effort to implement. The Library Faculty Assembly Executive Committee, the Staff Development Committee, KULSA, the personnel officer and/or a special committee or subcommittee possibly involving the Classified Conference might be called upon to implement any of these recommendations which are accepted. As on-going projects, they do not fall within the scope of a task force.

The Orientation Task Force has enjoyed working together and has enjoyed the assignment. We appreciate the interest in Staff Development exhibited by the Library Faculty Assembly Executive Committee.
WATSON SUPPORT SERVICES TOUR FOR NEW STAFF

Dean's Office 2/88
Person to contact: Sandy Gilliland

The Dean's Office is located on the west end of the fifth floor of Watson.

Besides the Dean (Jim Ranz), the Assistant Dean for Public Services (Mary Hawkins), the Assistant to the Dean/Budget (Nancy Jaeger), and the Assistant to the Dean/Personnel (Sandy Gilliland), this office also includes:

Secretary/Receptionist (Ruth Miller):
Building maintenance or housekeeping problems
Reservations for state cars
In-state and out-of-state travel requests and reimbursements
Scheduling meetings and appointments for Library Office staff
Reservations for conference rooms (5th level Watson, Rooms A&B)
FYI newsletter preparation and distribution

Library keys

Office Assistant IV (Ruth Hurst):
Student employment
Student and classified staff evaluations
Student, classified, and unclassified time cards

Office Assistant IV (Janet Mears):
Coordinating orders and payments for library supplies
Maintaining operating procedures for restricted fee (income) funds
Maintaining library supply and printing inventories
Organizing all equipment requisitions
Advising library departments of procedures and regulations related to orders, payments, deposits, etc.
Monthly expense reports
Oversees card-operated duplicating equipment

Bookkeeper (Rita Penny):
Preparation of budget reports and monitoring of library resources
Maintaining Endowment Fund accounts and records
Maintaining all sponsored project (grant) accounting
Preparing statistical reports
Maintaining ledgers of several library accounts

The Assistant Dean for Technical Services (Clint Howard) resides on level two of Watson.

Mail Room
Person to contact: Bruce Coburn

The Mail Room is located on the south side to the first floor of Watson.

Deadline for mail which needs packaging is noon, for first class is 1 PM. Mail sent down later in the afternoon will go out the next day, although exceptions are possible.

Bruce encourages everyone to use campus mailers, write legible addresses, cross off earlier names on the mailers, and give complete addresses (name, department, room). Single books need not be in a mailer if they are clearly flagged.

This department also has some security duties and would like to meet all employees.

Microforms Department
Person to contact: Sherry Hawkins

Microforms is located on the west end of the fourth floor of Watson.

Important collections include women's history, early periodicals (1750-1900), early English imprints (before 1700), early American imprints (before 1800), HRAF (Human Relations Area Files), ERIC (Educational Resources Information Center), business reports for the top 1000 U.S. corporations since 1978, college catalogs, and newspapers.

There are index tables, a card catalog, and plenty of readers. Well worth a trip to tour the collection and visit with Sherry.

Bindery Prep
Person to contact: Joyce Elliot

Located on the north side of the first floor of Watson.

Materials are sent to Bindery Prep to be bound or repaired. Periodicals or other items to be bound are sent to Jacksonville, Ill. The library currently has a contract with a bindery there called the Hertzberg New Method. The turn-around time is approximately four weeks. A computer system called the Hertzberg Connection is used to communicate with the bindery.

Bindery Prep also does tip-ins, repairs on damaged books, and does Pam bindings for some materials.
Suggestions for Staff Development Committee

ANNUAL SCHEDULE

July
Invite new staff to library picnic and be sure they have a ride.

August
Offer to help Assistant Dean for Personnel review the box of information for new staff.

September
Have brown bag lunch especially for newcomers, inviting Deans, LFA Executive Committee, and LFA committee chairpersons. Be sure newcomers are individually invited. Topics could be governance, goals, professional development opportunities, etc.

October or November
Organize trip to Law, Med. Center, Regents Center, or Linda Hall Library on a four-year cycle, during month most convenient to all concerned. All librarians welcome.

December
Make sure new staff are aware of any Christmas parties and have someone to go with if they wish.

January
Review box of information, if necessary.

February
Repeat brown bag lunch for newcomers if necessary. Perhaps three new staff members since September might be enough.

March
Remind newcomers of preservation slide show, offer Watson tour.

April
May
June
See if any newcomers need to visit any branches—try to form a group and have at least one committee member accompany.

The first year, define new staff as having joined within the past twelve months. Thereafter, pick them up as they join the staff. Continue the above schedule each year.

UNIVERSITY OF KANSAS LIBRARIES
INFORMATION FOR NEW STAFF MEMBERS

Library Information
Mission Statement
North Central Self-Study Regents...Review (1987)
Maps

Ideas for render
Watson
Reference
Government Documents

Library Faculty Assembly
LFA Code of Governance

Kansas Library Association
KLA Membership Form

KU Information
Senate Code (title page)
Handbook for Faculty (title page)
Univ. Press of Kansas Catalog

Lications and Research
Research (Ofc. of Research Support)
Faculty Senate Project Proposals

ning Education
Lawrence Arts Center
Micro Workshops

munity Information
Lawrence Parks & Recreation
Lawrence Visitors Guide
Lawrence Apartment Directory

mation originally assembled by Staff Development Committee Orientation Task Force, February 1988.
UNCLASSIFIED VACANCY

Head, Department for Spain, Portugal, and Latin America. A 12-month, full-time, tenure-track position available as soon as possible following application deadline. Duties: Acts as Head of the Spain, Portugal and Latin America Department with some responsibility for acquisitions and serials processing. Responsible for all aspects of collection development for the Iberian Peninsula, the Caribbean, and Latin America, and for liaison with faculty, students, and other users of the collection. Responsible for liaison with other technical service departments. Supervises 1 FTE staff and several student assistants. Required Qualifications: ALA-accredited MLS; reading knowledge of Portuguese; research library experience; ability to work effectively with library users. Preferred Qualifications: Advanced degree in Iberian or Latin American area; research library experience in selection and processing of Spanish and Portuguese language materials. Annual Salary: $21,000-$28,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, résume, copies of undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson. Applications must be postmarked no later than November 30, 1988.

Sandy Gilliland

CLASSIFIED VACANCY

The Cataloging Department has announced a full-time Library Assistant I position in the Series Unit effective November 18th. Responsibilities include: 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; 5) Resource person for student assistants engaged in Series Unit activities. Minimum Qualifications: (as specified by the State) 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. Preferred Selection Criteria: At least six months experience working closely with library records; knowledge of Anglo-American Cataloging Rules, 2nd ed. (AACR2); 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

The Library Assistant I classification is funded at salary range 14 on the State Civil Service Salary Scale, at a beginning annual salary of $15,648. Library staff interested in applying for this position should contact Judy Kasson, 4-3601, by 5:00 p.m. Wednesday, November 2, 1988.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the Search Committee for the position

An Equal Opportunity/Affirmative Action Employer
MINUTES, Classified Conference Executive Board
October 25, 1988

Present: Lars Leon, Malcolm Lodwick, Victor Clark, Brad Eden, Verna Froese, Sue Hewitt, Nancy Rake, Janet Revenew, Helene Tricker

Absent: David Benjamin, John Lynch, Sally Nugent

Classified Conference Executive Board, in response to the request of many of our constituents, is reviving the issue of turning in time cards for attendance as well as absences. A letter will be sent to Sandy Gilliland requesting a meeting with her to discuss this.

The Executive Board spent some time reviewing the constitution. One section calls for a representative from the Classified Conference Executive Board to be present at Library Faculty Assembly meetings. This re-opened the discussion of more cooperation between the Classified Conference and the Library Faculty Assembly on issues that are important to both groups. We will encourage the new Executive Board to pursue this when they take over in January 1989.

Start thinking now about serving in some capacity on the Executive Board; there will be elections for president, vice-president, secretary, and group representatives. We really need two people to run for group rep. so that the one who is not elected can be the alternate.

Malcolm Lodwick

Minutes: Library Faculty Salary Committee
Date: Oct. 19, 1988
Present: Ken Lohrentz, Sandy Gilliland (ex officio).
Absent: Susan Craig, Shelley Miller.

The salary committee met on Wednesday, Oct. 19 to discuss the salary range for the SPLAT position.

Shelley called Ray Davis, head of an ad hoc Faculty Senate committee to monitor health insurance developments. He says Faculty Senate will be distributing a memo explaining two things: 1) How Kansas got into its present health insurance situation, and 2) Differences in Blue Select and HMO Kansas.

Ray Davis elaborated: Blue Select policy prices have stayed about the same, with a $1.00 monthly surcharge for Healthcheck funding. Blue Select has a 20 per cent co-payment, up to $500 for an individual, and up to $1,000 for families.

HMO family coverage has increased dramatically since last year, and may continue to go up in cost. It has a monthly charge, but no co-payment. Ray Davis suggests that during this 3-week open enrollment period, families trying to decide between the two programs consider the number of office visits they anticipate in a year and weigh the 20 per cent Blue Select option against HMO's monthly rate.

He will contact our committee if letter-writing campaigns are called for this year.
Discussion opened with suggestions for the upcoming brown-bag lunch, including an agenda, having a handout with the names of administrative and committee heads, producing posters for advertising, providing name tags, and miscellaneous items.

Saralinda discussed last Wednesday's tour to Topeka and reported many favorable reactions. She will follow up with thank you notes to the people who led our tours at the various libraries and museums. It was decided to distribute evaluation comment sheets to participants of the past three tours and use this information to compile reports for the Staff Development Committee. A deadline of November 4 was established for these reports. The next tour will be planned for spring 1989 to the Truman Library in Independence, Missouri.

Rhonda has arranged for Bonnie Campbell, staff development officer for the Topeka Public Library, to present a brown-bag lunch at Watson on Wednesday, November 9, at 12:00. The SDC would like to co-sponsor this event with the Classified Conference and involve all library staff. Rhonda will check into the possibility of having Bonnie meet separately with the committee and Dean Hanz and Sandy Gilliland.

A November 1 workshop is being planned by the Kansas Library Association's Staff Development and Trainers Roundtable at West Wyandotte Library in Kansas City, Kansas. At least four people from our library will be attending, and anyone may attend if they desire.

The committee decided to publish the New Staff Orientation Task Force report in the FYI and add a paragraph soliciting comments for possible staff development ideas and projects. We also might publish the KSU staff development policy at a later date.

The next meeting will involve discussion of our new charges and continued development of a philosophical statement. It will be Friday, October 28, at 10:30 in the Administrative Conference Room A, and will be open to the public.

Submitted by Nancy Hawkins, Secretary
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 910 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278

October 24, 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, October 28, 1988

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>HUTCHINSON</td>
<td>*Dietitian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<tr>
<td>NORTON</td>
<td>Corrections Counselor I (Deadline October 31, 1988)</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
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<tr>
<td>R-15/16</td>
<td>Corrections Officer I-II (5 Positions)</td>
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<td>R-18-20</td>
<td>Corrections Officer III (2 Positions)</td>
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<tr>
<td>O'LAHE</td>
<td>Audiologist (Unclassified)</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>TOPEKA</td>
<td>*Child Care Licensing/Program Specialist</td>
<td>Irene Davis (913) 296-2072 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-13-15</td>
<td>Keyboard Operator II</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
</tr>
<tr>
<td>R-15</td>
<td>Office Assistant III (Position is located at Forbes Field)</td>
<td>Jeralyn Jellison (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-15</td>
<td>Program Technician (Part-Time Intermittent)</td>
<td>Rosalie Sacks (913) 296-2458 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-15-22/25</td>
<td>*Registered Nurse II/III (1-11 and 11-7 Shifts) (Several Vacancies)</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II (Some Travel)</td>
<td>Elaine Schlink (913) 296-3471 Dept. of Social and Rehabilitation Services Mental Health and Retardation Services</td>
</tr>
<tr>
<td>R-28</td>
<td>*Social Service Administrator IV (Director, Civil Rights/EO Section)</td>
<td>Sharon Bolyard (913) 296-5101 Dept. of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>WINFIELD</td>
<td>*Licensed Practical Nurse</td>
<td>Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<tr>
<td>R-24</td>
<td>Pharmacist I</td>
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<td>R-21</td>
<td>Psychologist I</td>
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<td>R-22</td>
<td>Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift)</td>
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<td>R-25</td>
<td>Registered Nurse III (All Shifts)</td>
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<tr>
<td>R-26</td>
<td>Social Worker III</td>
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EQUAL OPPORTUNITY EMPLOYER
CORRECTION TO UNCLASSIFIED VACANCY

Last week's FYI included an announcement for "Head, Department for Spain, Portugal and Latin America". One of the required qualifications was omitted from the announcement. The corrected announcement appears here as follows:

Head, Department for Spain, Portugal, and Latin America. A 12-month, full-time, tenure-track position available as soon as possible following application deadline. Duties: Acts as Head of the Spain, Portugal and Latin America Department with some responsibility for acquisitions and serials processing. Responsible for all aspects of collection development for the Iberian Peninsula, the Caribbean, and Latin America, and for liaison with faculty, students, and other users of the collection. Responsible for liaison with other technical service departments. Supervises 1 FTE staff and several student assistants. Required Qualifications: ALA-accredited MLS; reading and speaking knowledge of Spanish; reading knowledge of Portuguese; research library experience; ability to work effectively with library users. Preferred Qualifications: Advanced degree in Iberian or Latin American area; research library experience in selection and processing of Spanish and Portuguese language materials. Annual Salary: $21,000-$28,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson. Applications must be postmarked no later than November 30, 1988. Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

TIMECARD DEADLINE

Time cards for the pay period ending November 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Tuesday, November 15, 1988. All student, classified, unclassified time cards are due. Contact Judy Kasson if you have any questions. Judy Kasson

VETERANS' DAY HOLIDAY

Friday, November 11th is Veterans' Day, an official State holiday for all civil service (classified) staff. As in previous years, classes will be in session and the Libraries will be open (please refer to the Fall 1988 Schedule of Hours), and therefore, the holiday will not be observed by unclassified staff. Classified staff who desire to take the holiday should request approval from their supervisor to insure adequate staffing in each unit. Classified staff who work on Veterans' Day will earn compensatory time at the rate of 1½ hours for each hour worked (not to exceed 12 hours compensatory time earned). These compensatory hours must be used within 12 months or they will be lost. Contact Sandy Gilliland, 4-3601, if you have questions. Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
HOLIDAYS FOR 1989 ANNOUNCED

According to a memo from David Lewin, Director of K.U. Personnel Services, the Governor has designated the following days as holidays during 1989:

- New Year's Day: Monday, January 2, 1989
- Martin Luther King Day: Monday, January 16, 1989
- Memorial Day: Monday, May 29, 1989
- Independence Day: Tuesday, July 4, 1989
- Labor Day: Monday, September 4, 1989
- Veterans' Day: Friday, November 10, 1989
- Thanksgiving: Thursday and Friday, November 23 & 24, 1989
- Christmas Day: Monday, December 25, 1989

In addition, a "discretionary day" is provided to all eligible classified and unclassified staff.

Sandy Gilliland

REMEMBER: TRAVEL REQUESTS FOR 3RD QUARTER

Applications for reimbursement of travel during January through March 1989 are due by November 15th. Travel request forms are available from Saralinda Rhodes. Please note that the Staff Development Committee now requires a written report summarizing the meeting or other activities attended, the benefits you received, and any other important aspects which might be of interest or informative to your colleagues before additional funds can be allotted.

Saralinda Rhodes

NOV. 4 MEETING ANNOUNCED

The Staff Development Committee would like to invite all interested KUL staff members to our next meeting to be held on Fri., Nov. 4th at 10:30 a.m. in Conference Room B. The agenda of this meeting follows: discuss idea of creating a Permanent Staff Orientation Committee with joint representation by LFA and Classified Conference; confirm details of Nov. 9 Brown-Bag Lunch with Bonnie Campbell, Topeka Public Staff Development Officer; discuss strategy of increasing funding for library's staff development budget. Everyone is welcome at our meeting.

At high noon next Wednesday, November 9, the staff development office for the Topeka Public Library will educate, elucidate, and, it is hoped, inspire the staff of the KU Libraries. Bonnie Campbell will speak at the Brown-Bag Lunch in Conference Rooms A & B about Topeka Public Library staff development policies and philosophy, and explain their process of training all new (and old?) employees in a series of modules. Sound interesting? Maybe something you'd like to see implemented here? Then please join with your colleagues and attend this informative brown-bag lunch—brought to you by your friendly Classified Conference and the Staff Development Committee.

Nancy Hawkins

IRISH EXHIBITION AT SPENCER LIBRARY

The new exhibition at Spencer Library on the University of Kansas campus is entitled "Ireland: the P.S. O'Hegarty Collection", and draws upon what is perhaps the strongest Irish Studies resource in the United States.

P.S. O'Hegarty was an Irish politician, author, and book collector, who served for over twenty years as the Secretary of the Irish Post Office—the equivalent of a Postmaster General. The collection of some 25,000 books he built up was acquired in 1959 by the University Libraries. Of this collection some 11,000 volumes are on Irish subjects, and the present exhibition shows a selection of just over 150 of them. O'Hegarty was a very politically conscious Irishman, and the exhibition stresses what seems to have been his strongest interest—the political history of nineteenth and early twentieth century Ireland. The collection is strong in association copies—books with manuscript notes and names of important figures in the history and cultural life of Ireland. One book contains the actual signatures of four conspirators in an abortive revolt in
1848, all of them written in jail, and one of them with the appended note "The day on which I was sentenced to death".

Other parts of the exhibition include books on the resources of the country in the 19th century, travel and description, religious matters, and some of the writers of the period, with special emphasis on W.B. Yeats and his family.

The exhibition will continue through the end of January. L.E. James Helyar

LITERATURE DISPLAY IN WATSON LIBRARY

A display of literature concerning the Millennium of Christianity in Ukraine, 988-1988, has been arranged by Michael Palij, retired Slavic Librarian, and may be seen on the third floor of Watson Library. A lecture on this subject will be given by Prof. Ihor Sevcenko, Harvard University, on Monday, November 14, at 7:30 p.m. in the Centennial Room, Kansas Union. Sandy Gilliland

KASSON RECEIVES AWARD

Judy Kasson, Library Office, has received this year's Friends of Education Award from the Lawrence High School. This award is annually presented by the High School to one individual in recognition of exceptional leadership, aggressive commitment, and outstanding contribution to public education. Sandy Gilliland

WATSON STAFF LOUNGE

Last week new combination locks were installed on the refrigerator and freezer in the staff lounge on level 1. Staff who have not been given the new combination numbers for these locks should contact their department head or Ruth Miller in the Administrative Office (4-3601). Nancy Jaeger

ATTACHMENTS

Staff Development Committee Report on Nov. 1 Workshop (below); Minutes of the Database Development Committee 10/28/88 meeting; Minutes of Budget and Planning Committee 10/12/88 and 10/20/88 meetings; "Anecdotes from ALA", travel report by Jim Neeley; Minutes of Staff Development Committee of 10/28/88 meeting; Minutes of Library Faculty Assembly Executive Committee 10/5/88 meeting; November Civil Service Testing Calendar.

STAFF DEVELOPMENT COMMITTEE NEWS

Report on Nov. 1 Workshop

On Nov. 1 three KU library staff members (Janet Loebel, Nancy Hawkins, Rhonda Neugebauer) attended a meeting of the Kansas Library Association Staff Development and Trainers Roundtable at the West Wyandotte Branch of the Kansas City Public Library. The goals of this day-long workshop were to meet and question regional staff development experts, professional trainers, workshop leaders and private consultants who are available to area libraries for continuing education or workshop presentations on staff development and personal and/or professional growth. The Committee will consider inviting one of these presenters to KU soon.

There are a wide variety of programs offered by these consultancy organizations. Some of the programs which could be of interest to KU Library staff members are: Managing People; Managing Stress and Change; Time/Territory Management; How to Communicate with Confidence and Power; How to Have Productive Meetings; How to Supervise People; How to Work with People; How to Turn Your Work Group into a Winning Team; Management Problems of the Technical Person in a Leadership Role; How to Get Things Done; Successful Communication Skills; How to Build and Improve Customer Service.

The Staff Development Committee will begin soon to develop a Staff Development Philosophy and Programming Statement. We again invite the input of the entire library staff so that this document as well as our programs can reflect the needs and aspirations of all KU library workers. Submitted by Rhonda Neugebauer
Database Development Committee -- Minutes

Meeting of October 28, 3:00-5:00
Present: Mary Hawkins, Lorraine Moore, Jim Neeley, Rachel Miller, John Miller, LeAnn Weller, Rob Melton

As the first item of business, the Committee settled on a regular meeting time of Thursdays, from 1:00 to 3:00.

The discussion of union catalog issues, which had begun at the last meeting was resumed. At the previous meeting it had been explained that there are, in theory, three distinct methods of presenting data to the library's users through the OPAC. These are: 1) putting records into the database management system along with records produced by the Cataloging Department, and creating thereby a true union catalog; 2) mixing records from the database management system with records from other sources in the weekly creation of the OPAC database; and 3) putting records up as separate files accessible through the OPAC menu screen. At the moment, rather little is known about the relative complexity and difficulty of these three approaches. It was suggested that a sufficient reason to proceed immediately to consideration of the first alternative, that of the union catalog, was that the results were likely to be much better for library users, and for the longer term growth of the database. Lorraine Moore presented a draft charge for a Union Catalog Working Group. Much of the discussion of this draft centered on the question of how comprehensive the charge should be. In the discussion of union catalog issues, there are understood to be three units for whom this is a pressing concern — Special Collections, the Kansas Collection, and Government Documents. However, some of the points to be settled in a union catalog discussion would potentially apply also to a wide range of other additions to the database, such as East Asian, Law Library, or Center for Research Libraries tapes. Some concern was expressed that an unduly comprehensive charge would result in a very long discussion by the Union Catalog Working Group, and that this might in turn delay decisions concerning the three units most immediately involved. It was noted, however, that any action that might be taken to include non-Catalog Department records in the database would most probably involve some amount of programming, and that given the tasks already in progress, it would probably be some 9-10 months before any additional projects could be undertaken.

It was decided to ask the Union Catalog Working Group to deal first with issues affecting Special Collections, the Kansas Collection, and Documents. It was further pointed out that discussion of union catalog issues would possibly break logically into two parts — current processing and back tapes, and that the Union Catalog Working Group might want to consider these parts sequentially. In the course of this discussion, a question was raised as to whether, in initiating this discussion, the Database Development Committee was, intentionally or de facto, committing itself to any particular course of action. Concern was expressed that it be understood that at this point the Committee was simply asking for an analysis of how a union catalog approach might be undertaken, and of the costs involved. Any decision to proceed to implementation would depend on the results of that analysis, and on further discussion of the benefits that would result from inclusion of specific classes of records. Lorraine Moore was asked to chair the Union Catalog Working Group. Membership was discussed; Lorraine was asked to contact the persons suggested to see if they would be willing to serve, and to convene a first meeting of the group. It was agreed that a somewhat revised draft charge would be given to the Union Catalog Working Group, which would be asked to comment on it, and to suggest revisions for a final version of the charge. It was suggested that the final charge include a request for a written report, with a statement of recommendation and the rationale for them.
Database Development Committee, minutes—continued:

At the conclusion of the meeting, Clint Howard distributed a number of documents with statistical information about the bibliographic database and about the retrocon project. These documents will be discussed at the next meeting. Other items for discussion include a charge for the Database Development Committee, and consideration of how to undertake a discussion of retrocon. The next meeting will be in Conference Room A on Thursday, November 10th, 1:00–3:00.

Clint Howard

MINUTES:   Budget and Planning Committee
DATE:      October 12, 1988
PRESENT:   D. Barkley, L. Leon, R. Miller, K. Simmons, B. Shulte, S. Tronier
ABSENT:    G. Carvalho

The committee elected S. Tronier to be the chair for the coming year. Each committee member will be secretary for a day on a revolving basis—Barkley volunteering by peer group pressure to be first.

The first order of business was spent reviewing the work of the committee from the past year. S. Tronier presented her "year in review" that was followed by a lively discussion of other past members and their interpretations of what the committee set out to achieve versus what it actually achieved.

Following that stimulating report, the committee, in a mature, frank manner, discussed goals and objectives for the coming year. The decision was reached that part of the committee’s responsibility was to open lines of communication between the committee and the administration over input into the budget process, particularly over distribution of funds.

The committee agreed to disagree over other procedural matters.

Next meeting scheduled for October 20, 1988 at 1 pm.

Respectfully submitted:

Dan Barkley
Secretary by default
Budget and Planning Committee
Minutes of October 20, 1988 meeting

Present: S. Tronier (chair), L. Leon (acting secretary), D. Barkley, R. Miller, B. Schulte, K. Simmons, N. Jaeger (guest).
Absent: G. Carvalho

Copies of the minutes of our previous meeting were distributed by Dan. A discussion on what has happened before in previous years with the budget process with Nancy Jaeger occurred at the start of the meeting. A common fact throughout the discussion was that there is a short turnaround time for paperwork between Academic Affairs and the Library. An approximate outline for a timetable for budget matters is as follows:

1. Academic Affairs asks for "planning documents" in the fall. This is due in November.
2. Budget Recommendation forms are filled out and due sometime in late April. These forms include the total amount that is tentatively budgeted to the libraries. The library is responsible for dividing the amount and returning to Academic Affairs usually with only a "couple of days" turnaround.
3. The legislature votes during May on actual appropriations and it is usually close to the figure on the Budget Recommendation forms.

Kendall described how the Budget and Planning committee used to function by having interviews with department heads on down to staff members to come up with ideas of what should be requested in the budget.

Nancy informed us that Dean Ranz had received budget information from Academic Affairs and he will be giving us some of this information. Discussion followed on the budget format that the previous B & P committee had worked on. Nancy said she would try to come up with figures to fit into our budget format.
Suzanne will be talking to Dean Ranz about the Academic Affairs information. Our next meeting was set for October 28, 1988 from 1:30 to 2:30. At that time we will decide what to attempt to accomplish this year.

Respectfully submitted by,

Lars Leon
Acting Secretary
Feedback from the October 19th brown-bag lunch was discussed, and generally enthusiastic and favorable comments were heard by committee members. The next brown-bag lunch for new staff will be planned for March 1989.

The new charges suggested by the New Staff Orientation Task Force were discussed separately. First, the suggested annual schedule for the SDC was accepted for the most part as written, and when definitely formulated it will be published in the FYI. Additional ideas to be considered included: co-sponsoring some of the more social activities with KULSA; presenting brown-bag lunches at different times in the day (i.e., brown-bag snacks in the afternoon--title to be decided at a later date); having a presentation that would deal with goals, staffing, budget, etc. for the next five to ten years in the libraries.

The second charge of providing background information to new staff regarding "Watson Support Services" (Administrative office staff, photocopying services, microforms, mail room) was supported. The committee will update the list and provide a copy in the staff room for everyone to read.

The mysterious box of "Information for New Staff Members" kept in Sandy Gilliland's office will be tracked down and brought to our next meeting for perusal.

Saralinda was commended for the fine job of compiling the 1988 Who's Who of the KU libraries, and suggestions were made for updating subsequent editions. Rhonda designated Linda Evans as the contact person for new staff's biographies.

Recommendations of the New Staff Orientation Task Force were then discussed:
--it was thought that having Sandy serve as an ex-officio member of a subcommittee for new staff orientation would better serve the purpose than as an ex-officio member of the SDC.
--the SDC would like to establish a joint committee with the Classified Conference that would serve as a new staff orientation committee.
--a voluntary mentoring program will be discussed in more detail at a later meeting.
--ideas on research and publication also will be discussed at a later meeting, but suggested thoughts were to have a speaker talk about writing for journals, and survey peer institutions to see what they do for support of librarian research and publication.

The next SDC meeting will be Friday, November 4, at 10:30 in Conf. Rm. B.

Submitted by Nancy Hawkins
Minutes: Library Faculty Salary Committee
Date: Oct. 27, 1988
Present: Shelley Miller, Ken Lohrentz, Sandy Gilliland (ex officio)

The Salary Committee met to discuss the salary to be offered to the candidate for the Science Library position. The Committee also discussed the position description for Germanic languages cataloger.

All staff are encouraged to read the memo from the ad hoc University Faculty Committee on Health Care Benefits, which was distributed earlier this week. The memo informatively discusses various factors contributing to higher health care costs in Kansas.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: October 5, 1988

Present: Rick Clement, Judith Emde, Ken Lohrentz, Dan Barkley, Rob Melton
Absent: Vickie Bozarth Long, Barbara Jones

The addition of two more members to the Committee to Review the Entire Evaluation Process was discussed. Margaret Wilson has accepted one position with the second still to be filled. The committee suggested several LFA members for Rick to contact.

The committee will meet Monday, October 10th, at 2:30 to draw up the ballot to amend Bylaw 4.1.1.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: October 10, 1988

Present: Dan Barkley, Judith Emde, Barbara Jones, Ken Lohrentz
Absent: Rick Clement, Rob Melton, Vickie Bozarth Long

The committee met to draw up the ballot to amend Bylaw 4.1.1. The ballot will be given to the Nominating and Ballot Committee for distribution to LFA members.

Judith Emde, Secretary
October 11, 1988

To: Judith Emde, Committee on Staff Development
From: Jim Neeley
RE: Anecdotes from ALA

My trip to the ALA convention in New Orleans this summer, partly subsidized by library travel funds, was a wondrous experience. For example, I wonder what exhibitors exhibited in the days before library automation? I know I'm young, but exhibition halls were absolutely awash with CD-ROM products (I volunteered KU as a test site for two new ones), online catalogs (I just smiled and walked on by) and electronic database services. The hottest ticket had to be Meridian's hardware for networking CD-ROM, introduced commercially just a few weeks before the convention and actually in operation there. And then there was one lonely catalog card vendor who must have been wondering, too.

Among the programs I attended was an electronic mail demo (complete with technical difficulties) in which the presenter, an old hand, forewarned the audience that just because people receive E-mail doesn't mean read it, and that it is often necessary to phone them with reminders. The head of reference at the University of Vermont, which has a large collection of CD-ROM and end-user online workstations, reported that patrons loved to use the stuff, but resisted all efforts by the staff to train them how to do it effectively. A group of librarians representing fee-based information services in university libraries got together to discuss start-up problems, particularly marketing and budgeting. I was struck by the apparent awkwardness with which their goals related to those of their host libraries, and the ease with which they seemed to have adopted as their own the stereotypical businessperson's manner.

I also went to no less the three "meetings" of University Library Section committees where none of the members showed up. New Orleans does have its attractions, but I couldn't help wondering just how this would be represented on resumes and on reports to the staff development committees which provided the travel funds.

Considerably more inspirational was the sight of so many people in one place who shared similar values and goals for libraries (well, roughly similar, anyway). I liked the diversity of interests represented at ALA, and I liked the feeling that for once librarians were the majority.

One last thing. I wonder where Coutts got the money for that party cruise on the Steamboat Natchez? You don't suppose...?
<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<td>Secretary I &amp; II</td>
<td>Keyboard Operator I &amp; II Veterans Day</td>
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<td>Cook I &amp; II FSS I &amp; II GMRT I &amp; II</td>
<td>Keyboard Operator I &amp; II</td>
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<td>8:30</td>
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<td>26</td>
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<td></td>
<td>Keyboard Operator I &amp; II</td>
<td>Secretary I &amp; II Turkey Day State Holiday</td>
<td></td>
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<td>8:30</td>
<td>8:30</td>
<td>Closed</td>
<td>Closed</td>
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<td>27</td>
<td>28</td>
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<td>Keyboard Operator I &amp; II</td>
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<td>1:15</td>
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</tr>
</tbody>
</table>

* Written Exams Offered:
  - Cook I & II
  - Food Service Supervisor I & II
  - General Maintenance & Repair Tech.

Unassembled Examinations (Ratings of Training & Experience)
- Painter
- Plumber I
- Medical Technologist I
- University Police Officer
TIMECARD DEADLINE—REMINDER

Time cards for the pay period ending November 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Tuesday, November 15, 1988. All student, classified, unclassified time cards are due. Contact Judy Kasson, 4-3601, if you have any questions. Judy Kasson

ONLINE LIBRARY SYSTEMS TO BE UNAVAILABLE NOVEMBER 25-27

Due to installation of new equipment at KU's Computer Center, the library system's online catalog and online circulation system will not be available from Friday, November 25 through Sunday, November 27. During this three-day period, there will be no online catalog access either at the libraries or from remote locations. Microfiche supplements to the card catalog will be available for public use in Watson Library and at branch libraries. Materials will be checked out manually, although short-term loan policies may vary. No new or replacement borrower cards can be issued while the circulation system is unavailable. Online services are expected to resume on Monday, November 18. Mary Hawkins

WATSON HOURS TO BE EXTENDED DURING THREE DECEMBER WEEKENDS

In response to Senate Library Committee interest in longer Watson Library hours in and around the final exam period, Watson hours will be extended on three weekends, beginning December 3. On December 3-4, December 10-11, and December 17-18, Watson will be open from 9am-10pm on Saturday, and from 10am-midnight on Sunday. The circulation system will be available until 10pm on Saturday, but will not be available until about 11:30am on Sundays. The reference desk will not be staffed during the extended hours. A revised schedule of hours has been sent to public service departments. Copies are also available in Watson Library's main lobby. Mary Hawkins

STAFF DEVELOPMENT INPUT REQUEST

The Staff Development Committee would like to invite all interested library staff to our next meeting on Friday, November 11, at 10:00 in Conference Room B. The agenda of this meeting is as follows: evaluate November 9 Brown-Bag Lunch with Bonnie Campbell; distribute quarterly travel funds; discuss subcommittee for new staff orientation; discuss funding increases for staff development; finalize SDC commitment to annual schedule; and publish reports of trips to regional libraries. Everyone is welcome at our meetings. Nancy Hawkins

ANNUAL CLEANING OF IBM ELECTRIC TYPEWRITERS

Ace Office Machines has recently begun the annual cleaning of all IBM electric typewriters on maintenance for FY89. It would be of assistance to us if each department would notify the Administrative Office once all the typewriters in your department have been cleaned. Thank you. Janet Mears

DON'T FORGET!

Applications for reimbursement of travel during January through March 1989 are due by November 15th. There are a few more dollars to distribute this quarter as two people cancelled their trips last quarter. Thank you for getting your requests in on time! Saralinda Rhodes

An Equal Opportunity/Affirmative Action Employer
MAIL BALLOT TO AMEND LFA BYLAW HAS PASSED

The mail ballot to amend LFA Bylaw 4.1.1 has passed with 47 votes in favor and 5 against. The Bylaw now reads:

"A two-thirds vote of those who cast a mail ballot shall be required for adoption of any proposed amendment to the Code, provided that a majority of the membership returns valid ballots."

Rick Clement

NEUGEBAUER HAS PUBLISHED ARTICLE


Rachel Miller

ATTACHMENTS

Online Catalog Update; LFA Committees, FY88/89; minutes of Staff Development Committee 11/4/88 meeting; minutes of Classified Conference Executive Board 11/8/88 meeting (below); State Promotion and Transfer List.

MINUTES, Classified Conference Executive Board
November 8, 1988

Present: Lars Leon, John Lynch, Malcolm Lodwick, David Benjamin, Brad Eden, Verna Froese, Sandy Gilliland, Nancy Hawkins, Sue Hewitt, Sally Nugent, Nancy Rake, Janet Revenew, Helene Tricker

Absent: Victor Clark

In response to the issue of turning in time cards for attendance as well as absences, Sandy Gilliland reviewed the reasons why the current system is in use. Because classified employees are civil servants, they are required by state law to work forty hours each week. The hours we work are recorded on gray time-cards and are then transcribed on to form 2's. Each University department is individually held accountable to report hours worked in the event of an audit, and time cards and form 2's are considered documentation for this. This process takes between 1 1/2 - 2 hours of staff time per week, not to mention the time taken by individual staff and respective supervisors. An additional 4 hours per month is needed to transcribe leave usage.

The personnel committee will undertake a survey of other comparably-sized University departments to compare methods. If a better method is found, it could be implemented without resistance.

In other news, Diana Dyal is currently vice president of Classified Senate. Malcolm Lodwick
Online Catalog Update
November 10, 1988

I. The Online Catalog on its first birthday

The online catalog has now been available to the university community for exactly one year. During that time, the catalog has grown as follows:

<table>
<thead>
<tr>
<th></th>
<th>Nov. 3, 1987</th>
<th>Nov. 7, 1988</th>
<th>% growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>total bibliographic records</td>
<td>400,104</td>
<td>535,137</td>
<td>33.75%</td>
</tr>
<tr>
<td>subject index entries</td>
<td>582,387</td>
<td>652,881</td>
<td>12.10%</td>
</tr>
<tr>
<td>name index entries</td>
<td>534,539</td>
<td>637,725</td>
<td>19.30%</td>
</tr>
<tr>
<td>title index entries</td>
<td>586,804</td>
<td>777,652</td>
<td>32.52%</td>
</tr>
<tr>
<td>total see also refs</td>
<td>106,689</td>
<td>117,305</td>
<td>9.95%</td>
</tr>
<tr>
<td>total bytes occupied by the online files (approximately)</td>
<td>1,700,000,000</td>
<td>2,150,000,000</td>
<td>26.47%</td>
</tr>
</tbody>
</table>

II. Statistics.

An average week in October:

<table>
<thead>
<tr>
<th>Day</th>
<th>Total catalog transactions</th>
<th>Network catalog transactions (%)</th>
<th>Total library transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 10-10</td>
<td>42,760</td>
<td>915 (2.1%)</td>
<td>74,624</td>
</tr>
<tr>
<td>Tue. 10-11</td>
<td>41,876</td>
<td>1,049 (2.5%)</td>
<td>73,929</td>
</tr>
<tr>
<td>Wed. 10-12</td>
<td>42,409</td>
<td>1,293 (3.1%)</td>
<td>74,490</td>
</tr>
<tr>
<td>Thu. 10-13</td>
<td>43,516</td>
<td>823 (1.9%)</td>
<td>74,495</td>
</tr>
<tr>
<td>Fri. 10-14</td>
<td>30,560</td>
<td>1,210 (4.0%)</td>
<td>61,939</td>
</tr>
<tr>
<td>Sat. 10-15</td>
<td>13,803</td>
<td>393 (2.9%)</td>
<td>17,677</td>
</tr>
<tr>
<td>Sun. 10-16</td>
<td>25,270</td>
<td>578 (2.3%)</td>
<td>32,422</td>
</tr>
<tr>
<td>TOTALS</td>
<td>240,194</td>
<td>6,261 (2.6%)</td>
<td>409,566</td>
</tr>
</tbody>
</table>

(continued on other side)
Online Catalog Update  
November 10, 1988

The Reference Department asked for some indication of the use of the library information screens (function 4 on the main menu). The following gives the approximate number of library information screens displayed each day. Also displayed as a point of comparison are the number of times the main search help screen (function 1) was displayed, the number of other help screens displayed, and the total number of searches.

<table>
<thead>
<tr>
<th>Day</th>
<th>lib info screens</th>
<th>basic search instructions</th>
<th>other help screens</th>
<th>searches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 10-10</td>
<td>141</td>
<td>753</td>
<td>699</td>
<td>6,640</td>
</tr>
<tr>
<td>Tue. 10-11</td>
<td>159</td>
<td>632</td>
<td>586</td>
<td>6,652</td>
</tr>
<tr>
<td>Wed. 10-12</td>
<td>182</td>
<td>669</td>
<td>646</td>
<td>6,766</td>
</tr>
<tr>
<td>Thu. 10-13</td>
<td>191</td>
<td>582</td>
<td>541</td>
<td>5,558</td>
</tr>
<tr>
<td>Fri. 10-14</td>
<td>168</td>
<td>429</td>
<td>381</td>
<td>4,522</td>
</tr>
<tr>
<td>Sat. 10-15</td>
<td>94</td>
<td>250</td>
<td>288</td>
<td>1,707</td>
</tr>
<tr>
<td>Sun. 10-16</td>
<td>135</td>
<td>351</td>
<td>400</td>
<td>3,563</td>
</tr>
</tbody>
</table>

-- John Miller
Executive Committee
Chair: Richard Clement
Vice Chair/Chair Elect: Robert Melton
Secretary: Judith Emde
Library I Representative: Dan Barkley
Library II Representative: Ken Lohrentz
Library III Representative: Barbara Jones
Unclassified Professional Representative: Vickie Bozarth Long

Committee on Promotion and Tenure
Chair: Shelley Miller
Secretary: Robert Melton
L I: Shelley Miller (FY 87/88-88/89)
L II: Robert Melton (FY 87/88-88/89)
Kent Miller (FY 88/89-89/90)
L III: Alexandra Mason (FY 87/88-88/89)
Lorraine Moore (FY 88/89-89/90)
Margaret Wilson (FY 88/89-89/90)
Dean of Libraries: Jim Ranz (ex-officio)

APPOINTED COMMITTEES

Committee on Budget and Planning
Chair: Suzanne Tronier
Secretary: (Rotating)
Dan Barkley (FY 88/89-89/90)
Gene Carvalho (FY 87/88-88/89)
Rachel Miller (FY 88/89-89/90)
Becky Schulte (FY 88/89-89/90)
Suzanne Tronier (FY 87/88-88/89)

Classified Conference Representatives: Lars Leon
Kendall Simmons

Committee on Salaries
Chair: Shelley Miller
Secretary: Ken Lohrentz
Susan Craig (FY 87/88-88/89)
Ken Lohrentz (FY 88/89-89/90)
Shelley Miller (FY 87/88-88/89)
Sandy Gilliland (ex-officio)
Nominating and Ballot Committee
Chair: Geoff Husic
Secretary: (Rotating)

Susanne Clement (FY 88/89)
Geoff Husic (FY 88/89)
Rosemary McDonough (FY 88/89)

Committee on Staff Development
Chair: Rhonda Neugebauer
Secretary: Nancy Hawkins

Judith Emde (FY 87/88-88/89)
Rosemary McDonough (FY 88/89-89/90)
Rhonda Neugebauer (FY 88/89-89/90)
Saralinda Rhodes (FY 87/88-88/89)

Committee to Review the Entire Evaluation Process
Chair: None
Secretary: Gordon Anderson

Gordon Anderson
Gene Carvalho
Donna Koepp
Rachel Miller
Shelley Miller
Saralinda Rhodes
Margaret Wilson

COMMITTEE WITH APPOINTED AND ELECTED MEMBERS

Committee on Appointment Criteria
Chair: Richard Clement

Chair of LFA: Richard Clement
Chair of Promotion and Tenure: Shelley Miller
Chair of Salaries: Shelley Miller
Personnel Officer: Sandy Gilliland

LFA REPRESENTATIVES ON OTHER COMMITTEES

On Senate Libraries Committee: Richard Clement

On Grievance Committee: Paulette DiFilippo
Janice Franklin
Sally Haines
Shelley Miller
Rhonda Neugebauer
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
November 4, 1988

Present: Rhonda Neugebauer (presiding), Judith Emde, Nancy Hawkins, Rosemary
McDonough, Saralinda Rhodes, Malcolm Lodwick (visitor), Sally
Nugent (visitor), Janet Loebel (visitor), Kathy Snell (visitor)

Malcolm Lodwick and Sally Nugent joined our meeting as representatives of the
Classified Conference committee for new staff orientation, and together we
discussed the common goal of consistent training and orientation of all new
employees of the Library. It was agreed to form a joint subcommittee of members
from the Staff Development Committee and the Classified Conference committee to
carry out two charges: (1) provide tours and explanations of support services
located in Watson, and the various departments and branches; and (2) introduce
new staff to administrative heads and other key staff. This subcommittee will
include: Malcolm Lodwick, Sally Nugent, Janet Revenew, Rhonda Neugebauer,
Nancy Hawkins, and Sandy Gilliland (ex officio).

On November 1, Rhonda, Nancy, and Janet Loebel attended a KLA Roundtable on
staff development at the West Wyandotte Branch of the KCK Public Library.
Materials gathered at the roundtable are available from these three people,
in addition to the report Rhonda placed in the November 3 FYI.

Plans are proceeding for the November 9 Brown-Bag Lunch with Bonnie Campbell,
staff development officer for the Topeka Public Library. The SDC will make
personal contact with as many library staff as possible to promote and
encourage attendance at this event. Bonnie will meet with the committee (and
possibly the deans) after her presentation to share ideas for administrative
support of staff development.

The committee then discussed funding for staff development and a plan of action
to present our needs for next year's budget. It was agreed that monetary
benefits were not the only resource of the SDC, but many other types of benefits
could be considered worthwhile endeavors. Judith volunteered to develop a
survey of peer institutions, including KSU, to ask from where they receive
funding for travel and other staff development opportunities.

The annual schedule proposed for the SDC by the New Staff Orientation Task
Force will be typed in draft form by Rosemary and submitted (after our perusal)
to the LFA Executive Committee.

Any items for the FYI concerning staff development or the SDC should be given
to Rhonda or Nancy by 12:00 each Wednesday. The committee will begin to publish
SDC items in the FYI under its own title and logo after we work out some specific
details.

Minutes of previous meetings from September 19 to October 28, 1988, were approved
as written.

The next SDC meeting will be at 10:00, Friday, November 11, in Conf. Room B.

Submitted by Nancy Hawkins
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, November 10, 1988

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-15</td>
<td>*Food Service Supervisor II</td>
<td>Robert Hudson (913) 472-4493</td>
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<tr>
<td></td>
<td>HUTCHINSON</td>
<td>Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-19</td>
<td>*Dietitian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
</tr>
<tr>
<td></td>
<td>MANHATTAN</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td></td>
<td>*Director, Personnel Services (Unclassified) Kansas State University</td>
<td>See Page 3</td>
</tr>
<tr>
<td>R-20</td>
<td>Parole Officer I</td>
<td>Robert Harrity (913) 621-1830</td>
</tr>
<tr>
<td></td>
<td>OLATHE</td>
<td>Department of Corrections</td>
</tr>
<tr>
<td>R-12</td>
<td>Food Service Supervisor I</td>
<td>Aneta Nichols (913) 877-3380</td>
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<td></td>
<td>STOCKTOWN</td>
<td>Stockton Correctional Facility</td>
</tr>
<tr>
<td>R-8</td>
<td>Activity Therapy Aide I (Recreation - Half Time) (6:00 p.m. - 8:30 p.m. Monday thru Friday and 1:00 p.m. - 5:00 p.m. Saturday and Sunday)</td>
<td>Linda Kraus (913) 296-3936</td>
</tr>
<tr>
<td></td>
<td>TOPEKA</td>
<td>Youth Center at Topeka</td>
</tr>
<tr>
<td>R-28</td>
<td>*Facilities Design Specialist</td>
<td>Roger Krehbiel (913) 296-4495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Corrections</td>
</tr>
<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Jeralyn Jellison (913) 296-1290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>R-21</td>
<td>Management Analyst I</td>
<td>Dorothy Rappard (913) 296-3630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept. of Social and Rehabilitation Services Information Resources Section</td>
</tr>
<tr>
<td>R-19</td>
<td>*Microbiologist I (BS Degree in Microbiology and Sample Analysis of Dairy Products)</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board of Agriculture</td>
</tr>
<tr>
<td>R-23</td>
<td>*Occupational Therapist I (Application Deadline - November 14, 1988)</td>
<td>Don Pesmark (913) 296-4321</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Topeka State Hospital</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Revenue</td>
</tr>
<tr>
<td>R-22</td>
<td>*Registered Nurse II/III (2-11 and 11-7 Shifts) (Several Vacancies)</td>
<td>Don Pesmark (913) 296-4321</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Topeka State Hospital</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II (Legal Experience Desirable)</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board of Agriculture</td>
</tr>
<tr>
<td>R-21</td>
<td>Social Worker II</td>
<td>Linda Kraus (913) 296-3936</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Youth Center at Topeka</td>
</tr>
<tr>
<td>WINFIELD</td>
<td>R-15</td>
<td>Farrel Dard (316) 221-1200</td>
</tr>
<tr>
<td></td>
<td>*Licensed Practical Nurse</td>
<td>Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-24</td>
<td>*Pharmacist I</td>
<td></td>
</tr>
<tr>
<td>R-21</td>
<td>*Psychologist I</td>
<td></td>
</tr>
<tr>
<td>R-15</td>
<td>*Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift)</td>
<td></td>
</tr>
<tr>
<td>R-22</td>
<td>*Registered Nurse III (All Shifts)</td>
<td></td>
</tr>
<tr>
<td>R-21</td>
<td>*Social Worker II</td>
<td></td>
</tr>
</tbody>
</table>

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

**COURIER SCHEDULE**

Due to the Thanksgiving Holiday break there will be no courier service for the K-State based Regents Schools Courier on Thursday Nov. 24, or Friday Nov. 25. Normal service will resume Monday, Nov. 28.

**IN-PROCESS REQUESTS**

Please direct requests for searches for in-process materials to Lisa Stephen, who is now handling bookflow duties in the Cataloging Dept. Diana Dyal and Al Mauler will serve as back-ups. Requests for books from HOLD should continue to be directed to Helene Tricker (Diana and Al as back-ups).

**LATHROM TO BE OUT 6 WEEKS**

Kathy Lathrom (Head, Serials Receiving) will be on medical leave for approximately 6 weeks beginning Nov. 17th. In her absence, please address all your Serials Receiving-type questions to Jane Hoyt and Gaele Gillespie.

**THANKSGIVING HOLIDAY**

Thursday and Friday, November 24 and 25, are official State holidays. Please refer to the Library schedule of hours, Fall 1988 semester, for the library's hours during the holiday weekend. Classified staff who are required to work on an official holiday earn compensatory time at the rate of 1½ hours for each hour worked, not to exceed 12 hours compensatory time earned for each of the two days. (The Library Administrative Office will be closed Thursday and Friday, Nov. 24 and 25.)

**FAREWELL RECEPTION FOR ROSELI ABINADER**

A farewell reception for Roseli Abinader will be held on Tuesday, November 22nd from 3:30-5:00 p.m. in Conference Room A, Watson Library. Roseli will be returning to Brazil on November 28th. All library staff are invited. Refreshments will be served.

**BIRTH ANNOUNCEMENT**

Kent Miller and his wife are proud parents of a new baby girl, Anna Marie, born Saturday, November 12th at 8:27 p.m. Anna Marie weighs 6 lbs, 9 ozs., and is 18 3/4" long. All are doing well.

**ATTACHMENTS**

Minutes of the Library Committee on Promotion & Tenure meetings of October 13, 14, 17, 20, 21, 24, 27, 28, and 31; Minutes of Committee on Budget & Planning 10/28/88 meeting; Minutes of Library Faculty Assembly Executive Committee 10/31/88 meeting; Minutes of Database Development Committee 11/10/88 meeting; State Promotion & Transfer List; "Staff Development News", which includes the L.E.E.P. Calendar.

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An Equal Opportunity/Affirmative Action Employer
Library Committee on Promotion & Tenure

MINUTES OF MEETINGS: 13 October, 14 October, 17 October, 20 October, 21 October, 24 October, 27 October, 28 October, 31 October

Present: S. Miller (presiding), A. Mason, R. Melton, K. Miller, M. Wilson

Absent: L. Moore (excused), G. Carvalho (out of the country)

After individually examining the applicants' files, the Library Committee on Promotion and Tenure met nine times between October 13th and October 31st to deliberate and make recommendations to the Dean and to the University Committee on Sabbaticals on the applications of two librarians for sabbatical leave within the next fiscal year. Dean Ranz attended part of the meeting October 21st. The Committee completed its recommendations on October 28th and forwarded them to the Dean. The meeting of October 31st was spent discussing whether it would be useful for us to provide a summary of our procedures for the benefit of future LCPT's and future sabbatical candidates and, if so, what the most appropriate forum for such a document would be. No decision was made, but the issue will be discussed further when Carvalho and Moore rejoin the Committee.

Respectfully submitted,

Rob Melton, Secretary
MINUTES: Committee on Budget and Planning
DATE: October 28, 1988

Present: Suzanne Tronier (chair), Becky Schulte, Lars Leon, Rachel Miller, Dan Barkley
Absent: Gene Carvalho, Kendall Simmons

Since our last meeting Suzanne Tronier met with Dean Ranz to discuss how our committee might have effective participation in the budget and planning process. Dean Ranz said that the University has embarked on a long-range planning process which will involve the library. Dean Ranz and the assistant deans, Mary Hawkins and Clint Howard, are preparing a library planning document. If we wish, our committee may see a draft of this document as soon as it becomes available. We could have input into that document, or we could submit a separate one. Dean Ranz also said that he believes that B&P has a definite function to perform, and should be involved in reviewing documents, questioning priorities, and suggesting changes to the budget. He did suggest, however, that we not spend inordinate amounts of time investigating nitty-gritty details of the budget or actually preparing a budget. Dean Ranz gave Suzanne a large folder of budget and planning materials from the last several years. Suzanne reported to the committee that she had reviewed the folder and had found its contents helpful in understanding how the library's broad, long-term goals have been addressed at high administrative levels within the university. The folder will be routed among committee members.

After discussion the committee decided that Suzanne should review our situation with the LFA Executive Committee and ask for a specific charge for this year. We also agreed that becoming involved in the preparation of a library planning document is probably a good idea, and will discuss our ideas for such a document at our next meeting.

Reported by Rachel Miller
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: October 31, 1988

Present: Rick Clement, Judith Emde, Ken Lohrentz, Dan Barkley, Vickie Bozarth Long
Absent: Rob Melton, Barbara Jones

The minutes from the October 5th and 10th meetings were approved.

As the past chair of the LFA Executive Committee, Sandra Brandt was invited to the meeting to provide suggestions for this year's committee to work upon.

The following items were recommendations from Sandra:
1) Attempt to make the Code workable by allowing changes to be made more easily.
2) Follow the recommendations of the Staff Orientation Task Force. The present Staff Development Committee could work on the charges and decide if a permanent orientation committee should be established.
3) Give the Committee on Salaries the additional charge again of studying staff benefits.
4) Bring to the LFA again the proposal of a code change to add the staff benefits charge to the Committee on Salaries.
5) Monitor the second year of the Margin of Excellence and check closely in documentation for any discrimination against librarians and unclassified staff. Be aware of the legislative calendar and relevant discussion in various committees.
6) Study ways of increasing funding for staff travel and opportunities for staff development. Discuss with the Dean potential sources of funds. Investigate the idea of writing a staff development policy with the Classified Conference Executive Board.

The first three items have been worked on by LFA Exec. As for the Margin of Excellence, Rick will be following legislative action closely and may contact Executive Vice Chancellor Ramaley for a meeting to verify the wording in the Board of Regents legislative document. Judith reported that one of the most pressing items for the staff development committee this year is how to increase funding for staff travel. The committee plans to conduct a survey of several peer institutions and K-State as to the status of their funding for staff travel and opportunities available for staff development in the libraries. Another agenda item for the year is writing a staff development policy.

The next meeting was scheduled for Monday, November 14th, at 2:30.

Mary Burchill has requested to attend a meeting to discuss the possibility of librarians advising university students.

Judith Emde, Secretary
Database Development Committee -- Minutes

Meeting of November 10, 3:00-5:00
Present: Mary Hawkins, Lorraine Moore, Rob Melton, Rachel Miller, John Miller, Jim Neeley, LeAnn Weller, Clint Howard (chair)

The meeting began with continued discussion of the charge for the Union Catalog Working Group. Lorraine mentioned that there had been some delay in getting that group together for a first meeting due to vacations, but that all the prospective members had agreed to serve. The members will be: Lorraine Moore (chair), Sandy Mason, Sherry Williams, Donna Koepp, Mary Miller, Mary Roach, Margaret Wilson consulting as needed for serials, and John Miller consulting as needed for programming. Lorraine distributed a second draft of the charge for the group, with a few changes resulting from discussion at the previous meeting. The most significant of these were a request that the issue of including the records of Special Collections, the Kansas Collection, and Government Documents be considered and reported on first, and that discussion of including current cataloging on an ongoing basis precede discussion of loading tapes of records created in the past. It was agreed to give the draft charge as written to the Union Catalog Working Group as a draft charge, and ask for comments before agreeing on a final charge.

Next, Clint pointed out that the Database Development Committee had as yet only a provisional name, and no final written charge. He agreed to write a discussion draft for distribution before the next meeting. It was agreed that choice of a name for the committee would be made after the final charge was in existence.

Some discussion followed of points at which staff and public comment should be obtained concerning matters considered by the committee, and ways in which it might be requested. Clint suggested that one initial step for the committee might be to make an initial survey of all of the various tasks in the Library's automation agenda, and that an early version of this might be distributed to staff for comment and additions. Rob suggested that the process might well involve comment from faculty and students, also, on issues such as retrocon priorities. It was agreed to discuss compiling a basic processing agenda first, and to consider getting faculty and student opinion subsequently.

The committee also spent considerable time reviewing and discussing the statistical documents that had been distributed at the previous meeting. Among many other points, it was noted that the OPAC database is now well over 500,000 records. In FY88 total growth of the database as 114,987 records from all sources — current cataloging, back tapes, and retrospective conversion. It is anticipated that all of the OCLC tapes back to the time when the library first began using OCLC in 1976 will be loaded by about March 1989. A summary of database growth appears below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Full Records (serials)</th>
<th>Brief Records</th>
<th>Total</th>
<th>1-year Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 1985</td>
<td>172,415 (57)</td>
<td>14,223</td>
<td>186,638</td>
<td></td>
</tr>
<tr>
<td>July 1, 1986</td>
<td>253,505 (2,392)</td>
<td>26,388</td>
<td>279,893</td>
<td>93,255</td>
</tr>
<tr>
<td>July 1, 1987</td>
<td>339,272 (7,263)</td>
<td>36,702</td>
<td>375,974</td>
<td>96,081</td>
</tr>
<tr>
<td>July 1, 1988</td>
<td>448,153 (11,235)</td>
<td>42,718</td>
<td>490,871</td>
<td>114,987</td>
</tr>
<tr>
<td>Oct. 1, 1988</td>
<td>479,151 (11,648)</td>
<td>46,369</td>
<td>525,520</td>
<td></td>
</tr>
</tbody>
</table>
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

November 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, November 18, 1988

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-15</td>
<td>*Food Service Supervisor II</td>
<td>Robert Hudson (913) 472-4493 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-19</td>
<td>*Dietitian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-18</td>
<td>*Institutional Food Service Manager I (Closes November 17, 1988)</td>
<td>Gloria McLean (316) 662-5304 Hutchinson Correctional Work Facility</td>
</tr>
<tr>
<td>R-21</td>
<td>*Procurement Officer I (Closes November 17, 1988)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Director, Personnel Services (Unclassified)</td>
<td>See Page 3</td>
</tr>
<tr>
<td></td>
<td>Kansas State University</td>
<td></td>
</tr>
<tr>
<td>R-20</td>
<td>Parole Officer I</td>
<td>Robert Harrity (913) 621-1830 Department of Corrections</td>
</tr>
<tr>
<td>R-20</td>
<td>Corrections Officer IV</td>
<td>Aneta Nichols (913) 877-2380 (Ext. 234) Stockton Correctional Facility</td>
</tr>
</tbody>
</table>
|              | Position requires that at the time of appointment the candidate must take and
|              | pass a drug screening test approved by the Division of Personnel Services,
|              | unless the candidate is currently employed in a safety sensitive position in
|              | state service. | |
| R-22         | Central Accountant I | Ruth Rowe (913) 296-2493 Department of Administration Division of Accounts and Reports |
| R-28         | *Facilities Design Specialist | Roger Krebsbierl (913) 296-4495 Department of Corrections |
| R-25         | *Long Term Care Ombudsman II (Travel Required) | Lyndon Drew (913) 296-4986 Department on Aging |
| R-13         | Office Assistant III (Typing) | Charlene Abbott (913) 296-7413 Board of Healing Arts |
| R-23         | *Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies) | Don Pesmark (913) 296-4321 Topeka State Hospital |
| R-26         | *Revenue Manager I | Donna Krier (913) 296-3077 Department of Revenue |
|              | *Licensed Practical Nurse | Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center |
|              | *Pharmacist I | |
|              | *Psychologist I | |
|              | *Registered Nurse I (11:00 a.m. to 7:00 p.m. Shift and 7:00 a.m. to 3:00 p.m. Shifts) | |
|              | *Registered Nurse III (All Shifts) | |

EQUAL OPPORTUNITY EMPLOYER
FROM THE COMMITTEE

With this issue, the Staff Development Committee is inaugurating its newsletter, which will be attached to FYI on a regular basis. The purposes of this publication are to report on staff development and continuing education opportunities, and to inform library employees of Staff Development Committee ideas and activities. It is also our desire to encourage discussion of staff development issues and concerns throughout the library. As a communication tool, this newsletter will aim to enhance staff understanding of the benefits of staff/professional development for staff members, the library, and the university.

OPEN MEETINGS SCHEDULE

Meetings of the Staff Development Committee are always open to all library staff. For your information, the next two meetings will be Friday, Nov. 18 at 10:30, and Thursday, December 1 at 1:30—both in Conf. Room B. Please feel free to talk to any member of the committee at any time regarding staff development ideas and projects. SDC members are Rhonda Neuengbauer (chair), Nancy Hawkins (secretary), Judith Emde, Rosemary McDonough, and Saralinda Rhodes.

REPORT ON THE FIELD TRIP TO K-STATE -- June 1, 1988

The field trip to Kansas State was organized because a large number of staff members expressed interest in visiting the University in a survey conducted by last year's staff development committee. Virginia Quiring, the associate dean in charge of library development services at K-State, helped to coordinate the tour of the various departments and branch libraries. Sixteen members of the KU library staff signed up for the tour.

Dean Hobrock of the K-State Libraries welcomed us upon arrival at Farrell Library on Wednesday, June 1st. The three associate deans then described the organizational structure of the libraries and plans for future automation projects using NOTIS. Following the initial welcome, Ms. Quiring conducted a general tour of Farrell Library. A free lunch was provided at the Union with several members of the K-State staff joining us for conversation. An untimely but welcome rain shortened our campus tour after lunch. In the afternoon, we were able to divide into smaller groups depending upon our interests. We had the option of visiting cataloging, reference, or serials in a one hour slot. The next hour was spent in instructional services, acquisitions, or touring the chemistry, math/physics, and veterinary medicine branch libraries.

The day's activities were beneficial since it allowed all of us to meet our counterparts at K-State and to discuss the pros and cons of various products and procedures within the libraries. We appreciated the warm reception given to us by the K-State staff and hope that we can extend the same courtesy to them some time in the future. Submitted by Judith Emde
Interest in the trip to the Eisenhower Library, Archives and Museum was high. About 32 or 33 people signed up and 26 or so actually went. It was a long drive to Abilene, but thanks to our volunteer drivers, it was a smooth trip, in spite of a heavy rain storm during part of our return. The long drive did allow time for us to get to know some of our colleagues better, especially those who work in different departments.

Reactions to the tours were mixed. Most people found the visit to the Archives particularly fascinating. The archivist, a lively and personable fellow, added zest to the tour with anecdotes of his 15 year tenure there, of President Eisenhower, and of the collections. The opportunity to look at some archival materials first-hand was one of the more memorable aspects of our visit. If only there had been more time to look at them.

In contrast, the tour of the Library was not as interesting. The librarian seemed somewhat overwhelmed by our large group and spent more time talking about the rules of Reading Room use than about the sources, content, and organization of the collection, the organization of the library as a whole, etc. On the other hand, it is understandable that it is not easy to give a tour to a bunch of critical librarians on one’s first day back at work after a long leave of absence due to back trouble.

Lunch at the elegantly restored Kirby Mansion seemed like a good idea, and although reservations had been made far in advance, the restaurant was not able to handle our large group with ease. Little did we know when we entered the restaurant that it would be nearly 2½ hours before we emerged! Needless to say, lunch cut into the time we had planned to visit the museum and Eisenhower’s boyhood home. Still, we managed to squeeze in 1½ hours to visit them before returning to Lawrence. There is so much to see, it would be worth another visit, but a fast food or a picnic lunch is recommended for next time!

Submitted by
Saralinda Rhodes 
Staff Development Committee

Worth Noting from the Personnel Literature...


Discussion centers on what people want from their careers, how career decisions are made, and how employees can analyze needs, ambitions, and skills. Included are guidelines for enhancing employee motivation and the role of the organization in employee development and career management. The sources of career stress and strategies for individuals and organizations in reducing it are explored. Although the book is aimed at human resource professionals and managers who develop policies and programs affecting employee careers, individuals may also find help with their own career planning since a number of exercises are included to encourage self-reflection about career decisions, motivation, and stress. Outlines for several workshops are included. Available from Jossey-Bass, P.O. Box 44305, San Francisco, CA 94144-4305, $23.95, ISBN 1-55542-043-5.
Nineteen KU Library staff members toured two Topeka libraries and the Capitol Building on Oct. 12, 1988. At the Kansas State Historical Society our group was met by John Mark Lambertson, Dan Fitzgerald (author of *Ghost Towns of Kansas*) and Sara Keckeisen. After a brief overview of KSHS history and services, we broke into smaller groups and visited the various departments.

The KSHS Library has an interesting history. It was founded by a group of newspaper publishers in 1875 and since then has attempted to acquire every newspaper issue published in the state. It also has received donations of hundreds of out-of-state issues. Therefore, the KSHS Library administers one of the largest newspaper collections in the U.S.

The KSHS Library also has one of the finest genealogical collections west of the Mississippi. Their collections specialize in county and town histories, printed vital record materials, censuses, and family histories, not only for Kansas families, but for nearly all other states. The New England collection of such materials is particularly strong.

Other strengths of the library are printed material relating to Kansas, the American West, North American Indians, and Plains history. Additionally, the Library is an official depository for state government documents and a selected depository for federal documents.

The KSHS also has departments which specialize in administration, archaeology, archives, folklife, historic preservation, historic properties, manuscripts, maps, photographs, microfilm, museums and publications. The library is open for public use.

After a delicious lunch at a downtown restaurant, we toured the Kansas State Library. Our tour was led by Cynthia Roupe who explained that the State Library develops and maintains collections for general reference and also for the special needs of legislators. Their legislative reference collection contains Kansas bills, legislators' voting records, legislative bill status information, biographical information on legislators, and a newspaper clippings file. The Legislative Hotline, in operation during the legislative session, is another service of the Reference Department.

Other collections which the State Library maintains are: the general collection with emphasis on political science, public administration and management; the periodical collection with over 200 titles; the legal collection which consists primarily of annotated statutes for all 50 states, and legal encyclopedias and other legal materials; federal and state governments publication collections; and the State Data Center, which serves as the official depository for all U.S. census data.

Submitted by Rhonda Neugebauer
November 15
Wichita Public Library

"Original Cataloging: Description 1," sponsored by BCR. This workshop concentrates on Chapters 1 (General Rules for Description) and 2 (Books) of AACR2. Includes title area, publication area, physical description area and note area. For anyone interested in learning more about AACR2 and an introduction to descriptive cataloging. $65.00; 9:00 to 4:00; 6 hrs. C.E.R. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

November 15
Hyatt Regency Crown Center
Kansas City, Mo.

"Powerful Writing Skills," sponsored by Success Builders and presented by Ed English, a man with 27 years of experience in management. A one-day workshop for anyone who writes on the job and who would like to add new power and punch to memos, letters, reports and proposals. 9:00 to 4:00; $69.00; 6 hrs. C.E.R. To register call collect (913) 345-2104.

November 16
BCR Offices, Denver

"Searching OCLC and Public Services," sponsored by BCR. For library personnel who have never searched OCLC or have done limited searching. Topics to be covered include 1) basic searching techniques on OCLC, 2) Searching the Name-Address Directory, 3) Searching the Authority File, and 4) sample reference searches. 9:00 to 4:00; $65.00 for members. To register see NOTE above.

November 16
Wichita Public Library

"Original Cataloging: Description 2," sponsored by BCR. This workshop is a sequel to "Description 1." Special emphasis will be given to cataloging of nonbook materials. Attendees are encouraged to bring cataloging problems for discussion. For anyone interested in learning more about original cataloging of materials other than books. $65.00; 9:00 to 4:00; 6 hrs. C.E.R. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

November 17
BCR Offices, Denver

"Smartcom for Online Searching," sponsored by BCR. For online searchers who are searching via a Hayes modem. IBM microcomputers and compatibles are used during practice. No programming experience required. Topics to be covered include 1) the mechanics of going online with Smartcom II, 2) uploading and downloading searches, 3) automating communications with macros, 4) troubleshooting. 1:00 to 4:00; $40.00; 3 hrs. C.E.R. To register see NOTE at beginning of calendar.

November 17
Wichita Public Library

"Original Cataloging: Access Points 1," sponsored by BCR. This workshop will focus on AACR's Chapters 21 (Choice of Access Points and 22 (Headings for Persons). The rules for choosing a main entry will be reviewed in detail. For anyone interested in original cataloging. $65.00; 9:00 to 4:00 6 hrs. C.E.R. To register see NOTE.

November 18
Wichita Public Library

"Original Cataloging: Access Points 2," sponsored by BCR. Corporate name headings will be the focus of this one-day workshop. Other topics include geographic names and uniform titles. . . a continuation of access Points 1. For anyone interested in original cataloging. $65.00; 9:00 to 4:00 6 hrs. C.E.R. To register see NOTE.

November 18
BCR Offices, Denver

"Managing an Online Searching Service," sponsored by BCR. A half-day workshop which addresses the issues regarding the administration of a cost-effective automated reference service. Topics include Organizational Patterns for Online Search Services, Characteristics of an Online Searcher, Policies and Procedures, Forms for Record Keeping, Budgeting and Funding Methods and Types of Publicity. Designed for managers who are in the process of setting up such a service within their organization. $40.00; 1:00 to 4:00; 3 hrs. C.E.R. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.
November 18  
BCR Offices, Denver  
“WordPerfect 5.0 - Basic.” For those who are unfamiliar with WordPerfect 5.0 or have just begun using it. Participants will learn to create, edit and print a document; use spelling checker, change formats and how to use other basic functions. $65.00; 9:00 to 4:00; 6 hrs. C.K.

November 28  
State Library, Topeka  
“WordPerfect 5.0 - Intermediate,” sponsored by BCR and presented by a WordPerfect certified instructor. Topics include newspaper columns, simple merges, sorting, and creating and using macros. This class will also include some new features of WordPerfect 5.0 including styles and font sizes/attributes. 9:00 to 4:00; $65.00; 6 hrs. C.K.

November 30  
State Library, Topeka  
“BRS INTRO/1 for Beginning Searchers,” sponsored by BCR. Topics will include Creation of the Inverted File, Use of BRS Logical Operators, Free-text Searching, Searching with a Controlled Vocabulary, Searching Within Specific Fields of a Record, Limiting the Retrieval, Displaying the Output, Unique System Features. Intended for all new online searchers, as well as searchers with limited experience on BRS but not formally trained. $95.00; 9:00 to 5:00; 7 hrs. C.K. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

November 29  
BCR Offices, Denver  
“OCLC Hardware.” sponsored by BCR. M300, M300XT, M310, M220, Communications Controller, dumb terminals, PC clones, serial and parallel printers, and modems...what are the choices? What can they do for you? What is cost effective? Intended for anyone considering the purchase of additional OCLC workstations or managing a terminal chain now. $55.00; 9:00 to 4:00; 6 hrs. C.K. To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

November 29  
BCR Offices, Denver  
“OCLC Terminal Software.” sponsored by BCR. OCLC’s terminal software version 5.0 has been redesigned for use with OCLC workstations, IBM computers, and compatibles. This workshop is for users who are wanting to fully utilize the features of the terminal software. $40.00; 9:00 to 12:00; 3 hrs. C.K.; To register write to Bibliographical Center for Research, 4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222 or call 1-800-777-7674 or (303) 691-0550.

December 2  
BCR Offices, Denver  
“DataPerfect-Basic,” sponsored by BCR. Hands-on experience with the new database management program compatible with other WordPerfect products. This program has variable fields which are ideal for managing bibliographic information. Intended for those who wish to learn the basics of DataPerfect. $65.00; 9:00 to 4:00; 6 hrs. C.K. To register see NOTE at beginning.

December 5  
BCR Offices, Denver  
“BRS INTRO/2 for Experienced Searchers,” sponsored by BCR. Topics will include Creation of the Inverted File, Use of BRS Logical Operators, Free-text Searching, Searching with a Controlled Vocabulary, Searching Within a Specific Field of a Record, Limiting the Retrieval, Displaying the Output, Unique System Features. Intended for experienced online searchers who are already familiar with basic searching techniques on another system. (e.g. DIALOG, OBEIT, or MLM) but are new to the BRS/SEARCH.

December 7-8  
BCR Offices, Denver  
“Dialog System Seminar,” sponsored by BCR. This presentation provides an overview of the basic searching techniques for the DIALOG Search System. Designed for the new DIALOG searcher. 9:00 to 5:00 first day and 9:00 to 12:00 second day. $125.00; 10 hrs. C.K.

December 13  
BCR Offices, Denver  
“Wilsonline Refresher,” sponsored by BCR. This refresher includes all enhancements since the original introduction in 1984. For searchers interested in WILSONLINE’s more powerful search capabilities as well as searchers who are familiar with basic searching techniques on another system, but are unacquainted with WILSONLINE. 10:00 TO 4:00; $65.00; 5 hrs. C.K.
UNCLASSIFIED VACANCY

Cataloging Librarian, a full-time, 12-month, tenure-track position, available immediately. 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 German or French; cataloging experience with AACR2 or recent library school training in cataloging; ability to work effectively with a large staff. Preferred Qualifications: degree or strong coursework in the social sciences, history, or language and literature; reading knowledge of one other Western European classical or modern language (other than Spanish or Portuguese); 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 or library automation. Annual salary: $19,500 - $23,500 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson Library. Applications must be postmarked no later than January 3, 1989.

Sandy Gilliland

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

COURIER SCHEDULE

Due to the Thanksgiving Holiday break there will be no courier service for the K-State based Regents' Schools Courier on Thursday Nov. 24, or Friday Nov. 25. Normal service will resume on Monday Nov. 28.

Judy Brow

KULSA HOLIDAY PARTY PREPARATIONS

It's time again to gather together a choir to perform at the Library Holiday party on December 22. It will be directed by Brad Eden, and will be singing a number of traditional songs and carols. Everyone is invited to participate, as the emphasis will not be so much on performance as on the joy of the season. It promises to be a great time. Call Brad at 4-3038 if you have any questions or to inform me of your participation.

Brad Eden

STAFF LOUNGE REFRIGERATOR NEEDS ATTENTION

Library Office staff will clean the staff lounge refrigerator on Tuesday, Nov. 29th and would like to request all who use it to please check to make sure you don't have any spoiled food in it. Please toss if you do! We will discard all green and fuzzy objects we find lurking inside. We would really appreciate your cooperation as it smells pretty bad. Thank you.

Ruth Miller

ATTACHMENTS

An Equal Opportunity/Affirmative Action Employer
The November 9 Brown-Bag Lunch with Bonnie Campbell was evaluated and committee members reported on reactions and input that they had received from other library staff. The printed materials that Bonnie brought from Topeka Public Library's staff development programs will be copied and distributed to branches and department heads. Future brown bags might include discussion of the actual mechanics of book-buying trips by staff who have participated in these excursions.

The contents and design of the first Staff Development Committee newsletter were discussed and decisions made today will not be permanent, necessarily. The official minutes of the committee's meetings will not be included in the newsletter section, but will continue to be a part of the regular FYI.

Clarification of the membership of a subcommittee was made by LFA Executive Board, and therefore, the subcommittee for new staff orientation should consist only of members of the SDC. But we can invite visitors and volunteers to participate if so desired.

The suggestion was made to consider inviting a person from BCR to present a CD-ROM workshop for library staff. Special funds might be sought for expenses incurred by this event.

Judith and Rhonda will work together on the problem of finding extra funding resources for staff development, and will present their findings to the committee at a later date.

The draft of the committee's annual schedule was discussed and suggestions for implementation made, including having brown-bag lunches three times per year—once each semester. The parts of the schedule pertaining to new staff orientation can be discussed at a joint meeting with this newly formed subcommittee.

Since the deadline for travel forms is November 15, we will postpone that discussion until our next meeting.

The next Staff Development Committee meeting will be Friday, November 18 at 10:30 in Conf. Room B. And to follow up on that meeting, we will meet on Thursday, December 1 at 1:30 in Conf. Room B.

Submitted by Nancy Hawkins, Secretary
COMMITTEE TO REVIEW THE ENTIRE EVALUATION PROCESS
Present: G. Anderson, Carvalho, Koepp, R. Miller, S. Miller

One of the members noted, at the start of the meeting, that the Faculty Senate Executive Committee has been discussing the need for models for allocating extra salary monies (such as from the Margin of Excellence) in various units, and the criteria for such allocation decisions. (See FacEx minutes of 29 June 1988, where "criteria and standards for distribution of additional money" were discussed, along with "explicit rules for allocating merit pay to faculty.")

The Committee discussed at length the terms merit review, evaluation and performance review. We questioned whether these terms are synonymous in the issue at hand and whether they should be. The State mandates that annual salary increases be based on merit; the University Office of Academic Affairs traditionally has required an annual performance review; the Library has followed the guidelines of a memo from then Vice Chancellor for Academic Affairs Ron Calgaard (4 November 1975) which mandates annual evaluations for faculty and unclassified staff as the basis for recommending merit salary increases.

The Calgaard memo calls for annual evaluations, but the procedures thereafter are left up to individual departments or schools. The basic criteria are that each person be informed that a review is underway, that each person submit materials and information to the evaluator, and that each person be informed in writing of the evaluation results. The evaluation will, along with other considerations, serve as a guideline for the dean and chairperson to make their salary recommendations. Departments/schools are to draw up their procedures and document these to Academic Affairs. Departments/schools are to keep individual evaluations on file in their departments, along with any responses by evaluatees.

It appears that this memo is still the policy of Academic Affairs in regard to annual review for merit salary increases. Recently, when LFA voted to differentiate among ranks for review purposes, Academic Affairs re-affirmed the policy that every faculty and unclassified staff be reviewed annually. Sandra Gilliland, in a letter of 20 May 1988 to Sandra Brandt, then chair of LFA, cited the opinion from Carolyn Kelly of Academic Affairs: "... according to Carolyn Kelly, Assistant to the Vice Chancellor ... all faculty are required to undergo an annual performance review."

The questions still unanswered are: is it necessary to have annual performance evaluations tied to merit salary increases, or can the two be separate? Is the FASAR as it is now written too complicated/long for merit-review purposes? Are there other criteria, rules and/or procedures which are simple and fair by which merit ratings can be arrived at? Do we need rather to change the rules for annual performance review/merit rating, given that the LFA is different now than when peer review was created?

The Committee had hoped to have drawn up a question to be given to library faculty, based on which everyone could think about and give the Committee ideas and suggestions for the fairest, simplest annual review process. We spent considerable time putting together such a question.
We were still not sure what the basic facts are from which we must work to come up with an acceptable proposal. Thus, we decided to postpone a week this question to faculty, until our 4 October meeting, when we hope to have something specific with which to query faculty. We also want to have an interim report to the LFA general meeting on 5 October.

Gordon Anderson, secretary

COMMITTEE TO REVIEW THE ENTIRE EVALUATION PROCESS
Meeting -- Tuesday, 20 September 1988, 1:30-3:30 p.m.

Present: G. Anderson, Carvalho, Koepp, R. Miller, S. Miller

The newly-revised committee (Shelley Miller replacing Suzanne Tronier) discussed at some length who should be chair of the committee. The members decided to continue without a formal chair for the time being.

The members discussed at great length the issues and problems in library faculty peer review. The Committee asked the Assistant to the dean for personnel to list the state requirements for merit review, which are: that annual merit review is mandated, and a merit rating must be assigned to each employee. All salary increases must be awarded on a merit basis -- there can be no across-the-board increases or cost-of-living raises. The University (Academic Affairs) further says that most academic units use a minimum of three levels of ratings. The Committee considered meeting with an officer of Academic Affairs, but postponed any further action on that.

The Committee decided to ask library faculty for their ideas, suggestions and individual preferences for a merit review system. Each committee member will also draft, personally, an outline of one type of system. These will be compared at a future meeting. Based on the composite of these individual efforts, a survey will then be drawn up and circulated among library faculty for their opinions and evaluations. The results of this survey will help the Committee make its final proposal to LFA Exec, which is the charge to the Committee.

The Committee also discussed the possibility and desirability of expanding the number of members. They agreed that this was desirable and will ask LFA Exec to consider this request.

Gordon Anderson, secretary
CREEP MEETING, 4 October 1988, 1:30-3:30 p.m.

Minutes

Present: GA,CC,DK,RM,SM

We have not been officially informed yet of the newest (6th) member. Only the five met, as the new person had not been told of today's meeting.

Since last week we received an important document from Academic Affairs, as the result of Sandy Gilliland's conversation with Carolyn Kelly and Janet Riley. Vice-Chancellor Tacha's 7 November 1984 memo on merit salary criteria and procedures spells out in much more detail than in the Calgaard memo Academic Affairs' policy on annual merit review.

The 27 September minutes were reviewed, corrected and approved.

We spent the rest of the meeting drawing up our request for faculty input into the ideas process and discussing our interim report to the LFA general meeting on 5 October.

At that time we will tell the LFA that:

The request for input has been mailed out;
We will use the ideas which the faculty will submit to help us draw up several proposals for a library merit-review system;
We will then survey the faculty on these proposals, and based on the results we will draw up and submit to LFA Executive Committee our final proposal on merit review, for LFA approval.

The request for input will be mailed out only to librarians, not to unclassified others.

The Committee then spent a little time at the end of the meeting discussing some basic ideas on merit-review criteria and procedures.

Gordon Anderson, secretary
Minutes: Committee to Review the Entire Evaluation Process
Date: October 18, 1988

Present: Donna Koepp, Shelley Miller, Saralinda Rhodes, Margaret Wilson, Rachel Miller
Absent: Gene Carvalho, Gordon Anderson

With this meeting Saralinda Rhodes and Margaret Wilson joined CREEP as additional members appointed by LFA Exec.

Copies of KU librarians' responses to CREEP's October 5 request for ideas for annual performance review and merit ratings were distributed to committee members, along with copies of SPEC Kit #140 on Performance Appraisal.

To help in the task of reviewing this material, we decided to assemble examples of specific aspects of performance evaluation, culled from the SPEC Kit and from local responses. To illustrate the variety of possible approaches, we will compile examples of (1) criteria, (2) merit ratings, and (3) committees used within the evaluation process. To make sure we haven't overlooked any local concerns, we will also compile a list of evaluation likes and dislikes mentioned in KU librarians' responses.

CREEP MEETING, 25 October 1988, 1:30 - 3:30 p.m.

Minutes

Present: GA, DK, RM, SM, SR, MW

The Committee selected a meeting facilitator (by volunteer). We also agreed to hold the meetings to an adjourn-time of 3:15 (for every meeting).

We were somewhat overawed with the sudden deluge of information about merit review.

We decided to focus on developing proposals for procedures, leaving the criteria & standards to be developed later.

We will start by considering the FASAR as it is now written, its current appropriateness, and we will work on reforms, alternatives to it.

G. Anderson
CREEP MEETING, 1 November 1988, 1:30-3:15 p.m.

Minutes

Present: GA, RM, SM, SR, MW

We talked briefly at the beginning about another university department's merit-review procedures.

It was noted that there are many different sets of standards and criteria among University departments and for different purposes: supervisor evaluation, peer review, dept.-head review, university review. The components of teaching, research and service are weighed differently by different units/functionaries.

Criteria (and lack thereof) seem to be looming large in dealing with the issue of fairer merit review.

The Library Faculty and Dean should be agreed on the weight and importance of teaching (or librarianship), research and service as they apply to librarians, to ensure consistency from annual review to the promotion-and-tenure stage.

A merit review procedure system must include statements on:

- the relative weights of teaching (librarianship), research and service
- consideration of the differences in librarian ranks
- established departmental (unit) criteria
- established library-wide criteria
- promotion and tenure criteria
- providing for a mechanism for commentary (feedback)
- providing for a grievance mechanism
- any other considerations

It is felt that if we can agree on and define general characteristics and requirements of a merit-review system, then the type of procedure, including the type of annual report (FASAR), will be easier to develop.

We assigned ourselves the task for next week: to develop a draft of the guidelines for a merit-review system based on the above considerations.

G. Anderson
CREEP MEETING, Tuesday, 8 November 1988, 1:30-3:15 p.m.

Present: GA, RM, SM, SR, MW

The minutes to last week's meeting were approved.

We discussed for the entire meeting the general characteristics of criteria for annual evaluation and merit review.

G. Anderson, secretary

CREEP MEETING, 15 November 1988, 1:30-3:15 p.m.

Minutes

Present: GA, RM, SM, SR, MW

During today's discussions we came to feel that university and library expectations on service and research are not clear. We cannot, as a committee, determine who should evaluate service and research, or how they should be evaluated, until there is a clear statement on the expectation of service and research in the KU Libraries.

In general, we feel that as a committee we have no authority to determine criteria on merit evaluation. Some one or group needs to have that authority and carry it through.

The 'fairer' the evaluation system, the more time-consuming it will be. Such systems are anyway highly subjective; no system will be totally fair. We are trying to reach a system which will be as fair as possible but less time-consuming than in the past few years.

There was much discussion on whether individuals can be evaluated purely according to objective, non-comparative criteria, or whether there must be comparison with peers. If the former is true, then an evaluation system could possibly be developed whereby supervisors have the responsibility for evaluation based on generally-formulated and agreed-upon criteria. If the latter is true, then a peer system would seem fairer.

We want to meet with the LFA Executive in the next two weeks to get a clarification on authority for criteria.

G. Anderson, secretary
**TIMECARD DEADLINE REMINDER**

Time cards for the pay period ending December 17, 1988 are due in the Library Administrative Office by 9:00 a.m. Wednesday, December 14, 1988. All student, classified, unclassified time cards are due. Contact Judy Kasson if you have questions (4-3601).

**DECEMBER CLASSIFIED EVALUATIONS**

All supervisors of classified staff who have evaluations due in December are reminded that those evaluations must be in the Library Office by Wednesday, December 14, 1988. It is very important that these evaluations be turned in on time so that any step increase can be awarded. Please feel free to contact Judy Kasson, 4-3601, if you have any questions.

**STAFF FEE ELIGIBILITY APPLICATION FORM**

Attached is a copy of the Library's application for staff fee eligibility form. Full-time staff may enroll in classes at a reduced rate, provided they have obtained supervisory approval (noted on the application form). For additional information, contact Sandy Gilliland or Ruth Miller, 4-3601.

**CDC EXECUTIVE COMMITTEE MEETING ANNOUNCED**

The CDC Executive Committee will meet on Monday, 5 December at 1:30 p.m. in conference room A. Among the topics on the agenda will be CD Policy Statement revision.

**INCLEMENT WEATHER POLICY**

Attached to this issue of FYI is a copy of the "Inclement Weather Procedures and Policies" statement. All library staff are encouraged to familiarize themselves with this policy. Contact Sandy Gilliland or Judy Kasson if you have any questions.

**LIPPINCOTT STACK AREA**

Dean Ranz has asked the Acquisitions Department to take responsibility for management of the stack area in Lippincott. In order to use this space efficiently and control access to it, two changes will be necessary: 1) some of the material presently in the stacks will be moved and compacted; 2) the stacks will be rekeyed. It is estimated that the move will be completed by Christmas. Allocation of space will be made by the Acquisitions Librarian. Keys will not ordinarily be provided to Lippincott stacks; the Acquisitions Department will arrange access for other units as needed. Persons having questions about the proposed shift of materials, space allocation, access, or other matters concerning Lippincott stacks are asked to contact Rachel Miller (4-3476).

**NEW TRANSFER COMMANDS IN THE ONLINE CATALOG**

New commands will be added to the online catalog tomorrow to make it possible to transfer easily from the online catalog to any other library system on any terminal other than a public access terminal. For details see the Online Catalog Update attached to this FYI.
FYI - 12/1/88, page 2

CIVIL SERVICE TESTING CALENDAR FOR DECEMBER

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of December. All student employees who are interested in permanent civil service employment must take one or more examinations before becoming eligible for these positions, Office Assistant III, Library Assistant I, Library Assistant II, Library Associate, Secretary I. Contact Judy Kasson or Sandy Gilliland for additional information.

Sandy Gilliland

PRESENTATION BY SUSAN CRAIG

The Staff Development Committee is pleased to sponsor a presentation by Susan Craig on Tuesday, December 13th, in the Watson Library conference rooms (A & B). She will be speaking about her recent book buying and conference trip to Germany, Austria, and Italy. Please join us at 12:00 p.m. with your brown bag lunch to hear an informative and entertaining presentation with slides.

Judith Emde

"BASIC PRESERVATION TECHNIQUES" VIDEOTAPE AVAILABLE

The library has just received "Basic Preservation Techniques", a 69-minute videotape produced at the Milton S. Eisenhower Library of Johns Hopkins University. The videotape is accompanied by a manual. Both will be stored in the Administrative Office and are available for library staff to use.

Rachel Miller

PUBLISHING THE WORDS OF PARLIAMENT: 1614

The words actually spoken in the troubled English Parliament of 1614 first became known to the world in 1988, when Maija Jansson of the Yale Center for Parliamentary History published part of "MS E237", an anonymous manuscript Parliamentary Diary owned by KU.

The House of Commons' own Journal for the period has only the sparsest entries, and private notes kept by MPs were seized and burned by the Privy Council: no contemporary private record for 1614 but MS E237 remains. Our MS quotes the bitter words of rash men; and it also reveals Parliamentary procedures evolving into the workable system of our Rule of Order.

The original manuscript, the published text, and previously known accounts, will be on display in the Manuscript Reading Room in the Dept. of Special Collections until January.

Ann Hyde

STAFF LOUNGE REFRIGERATOR NOT CLEANED YET — HELP!

The staff lounge refrigerator was not cleaned on Nov. 29th as scheduled. There are so many sacks and containers that we'd like to ask your help. Please put your name on any sack or container you wish to keep. All sacks and containers without names will be tossed on Dec. 6th. Thank you.

Ruth Miller

ATTACHMENTS

December Civil Service Testing Calendar; State Promotion and Transfer List; Online Catalog Update; Minutes of Library Faculty Assembly Executive Committee 11/14/88 meeting; Minutes of Staff Development Committee 11/18/88 meeting; Minutes of Classified Conference Executive Board 11/29/88 meeting, Inclement Weather Procedures and Policies, and Application for Staff Fee Eligibility Card form.
## TESTING CALENDAR
For Information Call 864-4942

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Written Exams Offered: General Maintenance & Repair Technician I & II
Office Assistant II & III

Unassembled Examinations: Dietitian I & II, Medical Technologist I & II,
Plumber I, University Police Officer.
**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 66612-3281
913-296-4278

November 28, 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, December 2, 1988

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<td>R-22</td>
<td>Environmental Technician IV</td>
<td>April Ramsey (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-23</td>
<td>Facilities Maintenance Supervisor, Corrections Office</td>
<td>Robert Hudson (913) 472-4930 or (913) 472-3170 Ellsworth Correctional Facility</td>
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<td>R-29</td>
<td>Institutional Training Officer, Corrections Officer I/II</td>
<td>Larry Ure (913) 296-4300 Dept. of Social and Rehabilitation Services Adult Services</td>
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This position is located in the Recruitment and Employment Information Office and provides applicants and state employees with information about civil service examinations and employment opportunities. Work involves public contact.

| R-13         | Office Assistant III (Typing) (See Below) | Kathryn Anaya Metcalf (913) 296-5390 Department of Administration Division of Personnel Services |

KANSAS CITY

| R-20 | *Public Health Educator I (Bicultural Community Health Educator - Unclassified Special Project) | April Ramsey (913) 296-1290 Department of Health and Environment |

MANHATTAN

| R-21 | Auditor I (70% Travel) | Mike Ramirez (913) 296-3721 Department of Transportation |

NORTON

| R-18 | Corrections Officer III (4 Positions Closes November 30, 1988) | Mary Stanton (913) 877-3380 Norton Correctional Facility |

TOPEKA (cont.)

| R-21 | Community Program Consultant I (4 Positions) | Larry Ure (913) 296-4300 Dept. of Social and Rehabilitation Services Adult Services |

| R-24 | Environmental Technician IV | April Ramsey (913) 296-1290 Department of Health and Environment |

| R-25 | *Public Health Nurse IV (Limited Term) | Don Pesmark (913) 296-4321 Topeka State Hospital |

| R-26 | *Deputy Director Bureau of Information Resource Management | April Ramsey (913) 296-1290 Department of Health and Environment |

| R-27 | Health and Environment Analyst (Water Protection) | April Ramsey (913) 296-1290 Department of Health and Environment |

| R-28 | Health Promotion Administrator (Classified Limited Term) | April Ramsey (913) 296-1290 Department of Health and Environment |

| R-29 | *Public Health Nurse IV (Limited Term) | April Ramsey (913) 296-1290 Department of Health and Environment |

| R-30 | Office Assistant III (Typing) (See Below) | Kathryn Anaya Metcalf (913) 296-5390 Department of Administration Division of Personnel Services |

| R-31 | Office Assistant III (Typing) (See Below) | Kathryn Anaya Metcalf (913) 296-5390 Department of Administration Division of Personnel Services |

**Job description available in Administrative Office,**
New Transfer Commands

Beginning on Friday, December 2, transferring from the online catalog to most other library systems will be easier. If you are using any terminal EXCEPT a public access terminal you can type "lcot" or "lser" or "libe" or "icon" on the command line of any online catalog display. If you are already logged on to CICS, the next thing you see should be the menu or search screen of the other system. If you have not already logged on you will see a screen telling you that you either have to log on by entering "cssn" or reenter the catalog by entering "ocat". One exception is that if you enter "libe" to go to the circulation system and you are on a staff terminal that is not set up to use the circulation system, you will see a screen with the message "CIRCULATION PROCESSING ENDED - TO SIGN OFF ENTER CSSF" near the top and the message "THE SYSTEM CONTROL FILE IS NOT INITIALIZED CORRECTLY" at the bottom. From that screen you can enter any other valid transaction ("lser", "ocat", etc.)

In addition to making transferring easier in general, this change will also solve a problem for staff members who dial-up to the catalog or use the catalog via a switched-access network port. Previously, if you were using the catalog in either of these ways and used the "logoff" command you were returned all the way back to the network "*" prompt. Your sign-on was still active on a particular port but you might not be able to get back to it. Now you can leave the online catalog to go to another system by entering one of the other transaction identifiers ("lcot", etc.). In addition, if you do enter "logoff" on the online catalog and you are logged on to CICS, the system will automatically log you off of CICS before returning you to the network "*" prompt.

Statistics

Thanks to the new computer, thousands of frantic students, and the library's hardworking and productive staff, there were more CICS library transactions on Monday, November 28th than ever before: 102,201. Tuesday the 29th saw only a small decrease to 100,694. The following statistics are for Monday, November 28.

Transactions:

<table>
<thead>
<tr>
<th>by system</th>
<th>count</th>
</tr>
</thead>
<tbody>
<tr>
<td>online catalog</td>
<td>54,116</td>
</tr>
<tr>
<td>circulation</td>
<td>19,277</td>
</tr>
<tr>
<td>serials</td>
<td>13,143</td>
</tr>
<tr>
<td>cataloging/authority</td>
<td>11,955</td>
</tr>
<tr>
<td>retrospective conversion</td>
<td>1,255</td>
</tr>
<tr>
<td>other</td>
<td>2,455</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
</tr>
<tr>
<td>TOTAL</td>
<td>102,201</td>
</tr>
</tbody>
</table>

(continued)
Transactions, cont.

| by time          | 6-7 a.m. | 7-8 a.m. | 8-9 a.m. | 9-10 a.m. | 10-11 a.m. | 11 a.m. - noon | noon - 1 p.m. | 1-2 p.m. | 2-3 p.m. | 3-4 p.m. | 4-5 p.m. | 5-6 p.m. | 6-7 p.m. | 7-8 p.m. | 8-9 p.m. | 9-10 p.m. | 10-11 p.m. | 11 p.m. - midnight | midnight - 1 a.m. | 1-2 a.m. | 2-3 a.m. |
|------------------|----------|----------|----------|-----------|------------|----------------|----------------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------------|----------------|----------|----------|
|                  | 1,093    | 3,740    | 6,830    | 8,071     | 8,414      | 8,967          | 8,795          | 10,044    | 10,580   | 7,968    | 3,867    | 3,314    | 5,907    | 4,913    | 4,149    | 2,485     | 1,813      | 105               | 83               | 34       | 29       |

busiest minute of the day - 12:43-12:44 p.m. - 327 transactions

Response time:

<table>
<thead>
<tr>
<th>average</th>
<th>.3036 seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>under .5 second</td>
<td>81.7%</td>
</tr>
<tr>
<td>under 1 second</td>
<td>95.5%</td>
</tr>
<tr>
<td>under 2 seconds</td>
<td>98.9%</td>
</tr>
<tr>
<td>under 3 seconds</td>
<td>99.8%</td>
</tr>
</tbody>
</table>

-- John Miller
The minutes from the last meeting were amended and approved.

Mary Burchill was invited to the meeting to present a proposal that discusses the possibility of unclassified staff advising students. Mary was on an informal university committee last fall whose members included Brook Menees and Pam Holley who are currently the student body president and vice-president. Students' complaints about advising was a topic of discussion. Some of the complaints are that the faculty do not have the time, interest, and/or adequate information. The Student Senate has submitted a proposal to the College of Liberal Arts and Sciences that suggests establishing evenings of advising during the usual two weeks of intense advising at the beginning of each semester. The evenings' events would be conducted in the ballroom and balcony area of the Union for students from the College. Representatives from the Bailey Counseling Center would begin the activities with a general introduction on career advising. Then the students would break into smaller groups depending upon interests. Peer advisers would be available to advise other students. The proposal states that unclassified staff, (e.g., LFA members) would check students' schedules, verify that requirements are being met, and sign the enrollment cards. The advising process could be completed in one evening for the student. After reading the proposal, Joe Vanzandt from the Advising Support Center raised the following two questions: 1. How many unclassified staff would be required for one evening? 2. What about liability? What kind of training would the unclassified staff need to provide adequate and in-depth advising?

Mary believes that this opportunity would provide more visibility for librarians. An initial reaction of LFA Exec was that a distinction is being made in the proposal between the teaching and non-teaching faculty. Rick felt that he would be more comfortable if members of the teaching faculty were working side by side with the library faculty. But the proposal does not clearly define what is meant by the phrase, unclassified staff. Mary will ask the Student Senate to clarify the meaning of the phrase. Several members pointed out that the tasks proposed are somewhat clerical in nature and objected to singling out librarians to perform those tasks. On the other hand, Rob pointed out that librarians could then include advising as part of university service while the teaching faculty couldn't since it is an assumed responsibility for them. In response to Barbara's question about input from the faculty of the College regarding the proposal, Mary said that it has not been introduced to them yet. It would be best if teaching faculty members were available in case the library faculty members couldn't answer questions. The committee agreed that a few
questions need to be answered before Mary presents the proposal to the members of the LFA. Rob also suggested that the reactions of the College's administration and faculty would be relevant to the decisions of LFA members to participate. Rob recommended that a questionnaire be sent to all LFA members to survey interest. A brown bag lunch or a general LFA meeting might be called to allow Mary to present the proposal.

Our next guest, Suzanne Tronier, requested to meet with the committee to ask for a more specific charge for the Budget and Planning Committee. She felt that a lot of committee time was being wasted in figuring out what to do. She has discussed the situation with Dean Ranz and he has suggested several tasks for the committee. A short-term task is to review the section on the libraries in the university document regarding long-range planning. The Dean believes that the committee could be a watchdog for the budget by recommending items for the budget every fall and reviewing the resulting allocations for the libraries in the spring. The committee agreed that these responsibilities would be worthwhile. Rob suggested that the committee should examine other items besides materials and salaries such printing instructional materials, etc. Reviewing all of the personnel openings and discussing how and where they could be used was another suggestion. Budget and planning could discuss the goals in the mission statement written several years ago and if necessary rewrite the statement. LFA Exec decided not to give an additional charge now.

The next LFA Exec meeting was scheduled for Monday, November 28th, at 2:30.

Judith Emde, Secretary
Feedback was received from the first issue of Staff Development News, and discussion ensued about how to improve the product. Since this issue included tour reports, we will send a copy to each library that was toured.

Travel funds were discussed for the next quarter. Six requests were approved, with the possibility of a seventh being approved pending further information from the requester.

Rhonda reiterated that Virginia Quiring from KSU would be invited to speak the last two weeks of February, and Ernie Voss from the Kansas State Library would be invited to speak around the middle or end of March. Both will be speaking about funding of staff development programs and the philosophy of staff development in their respective libraries.

Judith reported on the progress of the survey for peer institutions regarding staff development. To encourage participation by the survey recipients, each one will receive a compilation of the survey results.

Saralinda will begin work on a list of software that is available for use in the library, and possibly extend to personal software of library staff.

The next meeting of the Staff Development Committee will be Thursday, December 1, at 1:30 in Conf. B. (Note departure from usual time...)

Submitted by Nancy Hawkins, Secretary
MINUTES. Classified Conference Executive Board
November 29, 1988

Present: Lars Leon, John Lynch, Malcolm Lodwick, David Benjamin, Pam Bower (Substituting for Channette Kirby), Victor Clark, Brad Eden, Linda Evans, Verna Froese, Nancy Hawkins, Sally Nugent, Nancy Rake, Janet Revenew
Absent: Helene Tricker

Committee reports opened the discussion. Senate Library Committee minutes, published in a recent FYI, were considered self-explanatory and the Budget and Planning Committee will have new information at the next General Meeting.

The Staff Development Committee is undertaking a survey of peer institutions to compare school strengths and weaknesses. An initial finding is that K-State's program is funded at $23,000 which works out to $250. per staff member. For additional comparisons, see either Judith Emde, Rhonda Neugebauer, SaraLinda Rhodes or Nancy Hawkins; or attend the Thursday 1:30 meeting. In other matters, SaraLinda is compiling a list of individuals who are experienced with various types of software: a similar undertaking to that of Sally Nugent. If you are interested in furthering your experience, or have experience you would like to offer, contact these good folks.

The Personnel Committee has further investigated the time-card issue. Ola Faucher indicates the required paperwork is largely up to the discretion of individual departments. The bottom line is that records of employee hours are necessary in the event a department is audited, or if disputes occur between individual employees and their departments. The Executive Committee agreed to type up a concrete proposal in order to submit this matter to the scrutiny necessary to find out whether or not the proposal is, after all, feasible. A meeting has been set with Sandy.

The Senate Library Committee revealed a lobby pool is being formed by SENEX. People interested in learning about how efforts will be channeled to the Legislature with respect to staff benefits are encouraged to participate. It is possible that Governor Hayden is seeking to create his own reclassification program, and that program could delay further some aspects of the current program. Staff needs must be heard, and going to Topeka is the most direct way to accomplish this.

On the home front, CCEB feels committee members are unduly restricted by the Classified Constitution in that it dictates, "Membership is limited to one (library) standing committee or ad hoc committee of one year duration or more." An amendment would allow membership on more than one committee, and will be discussed at the next General Meeting which is set for December 14th at 1:30 in conference rooms A + B.

Malcolm Lodwick
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

2800

Dean Libraries

WATSON

503
FOR FALL 1988

The staff fee and staff dependent fee eligibility is described below. Return the application form at the bottom of this page to the Library with the fee payment. Contact Sandy Gilliland, 4-3601, if you have any questions.

STAFF RATE

For employees of universities or colleges, classified and unclassified, on regular four-tenths (40%) time or more, and their dependents the staff privilege fee is assessed. All employees pay fees at the staff rate, when properly sent Records by the employing department.

In the event records are not sent in a timely manner, the above privilege fee will apply. Employees of the universities or colleges may be assessed non-resident fees, but as the dependent spouse or children of employees of the United States Geological Survey.

The staff rate includes a prorated Campus Privilege Fee.

Although the staff rate is similar to the rate charged Kansas residents, eligibility for the staff rate does not confer eligibility to pay the resident fee to the individual or the dependents, except as herein before stated.

Full Staff Rate

A member of the staff employed full time, if enrolled in course work, may pay fees at the full staff rate. This full staff rate does not include a Campus Privilege Fee.

* Employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the School of Religion, the ROTC and similar University-related agencies, are eligible for the staff rate.
Evelyn Constance (Connie) Powell has been appointed as Science Reference Librarian, Librarian I, effective December 18, 1988. Connie is currently employed as the Assistant Director for Online Education and Services, Regional Medical Library Program, New York Academy of Medicine. Prior to this appointment, she served as Head of Health Science Reference with Ohio University. Connie has a B.S. in Biochemistry from Cornell University, a M.Ed. in Biology/Education from Utah State University, and a MLS degree from State University of New York/Geneseo.

Evalyn Gelhaus has announced her resignation as Library Assistant I, Circulation Department (Desk Supervisor). Evalyn began employment with the Libraries in August, 1981. She and her family are moving to Virginia.

Library staff who hold full-time appointments are eligible for full staff rate fees when enrolling in courses at K.U. Last week's FYI contained an application for staff fee eligibility. All library staff and students who wish to take advantage of these reduced fees must first complete the application for staff fee eligibility and submit it to the Library Office along with the pink form provided by the K.U. Admissions Office. Supervisory/departmental approval is required for individuals interested in enrolling in classes and all applications must be approved by the Library Office. Once the approval is given the Library Office will send the pink staff fee form directly to the Enrollment Center, if desired. Contact Sandy Gilliland if you have any questions (4-3601).

All classified, unclassified, and student timecards are due in the Library Office by 9:00 a.m., Wednesday, December 14, 1988.

Any student or staff member who will not be here to pick up their January 1, 1989 paycheck may leave a self-addressed stamped envelope with Judy Kasson in the Administrative Office. The paycheck will then be mailed to you.

All October and November student evaluations are due. Please contact Judy Kasson if you have any questions. (4-3601)

Please return the Classified Staff evaluations by Wednesday, December 14, 1988. Contact Judy Kasson, 4-3601, if you have any questions.

George Jerkovich, Professor of Soviet and East European Studies and Slavic Bibliographer has announced his retirement effective February 17, 1989. Dr. Jerkovich was appointed to the University Libraries in February, 1962 as a Slavic

An Equal Opportunity/Affirmative Action Employer
Cataloger. In 1967 he became Head of the Slavic Department and assumed a part-time teaching assignment with the Soviet and East European Studies department. He has held his current appointment since 1985. Dr. Jerkovich plans to continue his research and pursue other personal interests. Sandy Gilliland

**CLASSIFIED CONFERENCE GENERAL MEETING, REMINDER**

The Classified Conference General Meeting will be Wednesday December 14 at 1:30 in conference rooms A and B. The agenda includes committee reports, update on the timecard situation, a potential amendment to our constitution, officer nominations, and a discussion on your paycheck. Your Exec Board will provide goodies to munch on during the meeting. Lars Leon

**SUSAN CRAIG'S PRESENTATION, REMINDER**

Everyone is welcome to attend the presentation by Susan Craig on her recent trip to Europe. Please join us with your brown bag lunch on Tuesday, December 13th, at 12:00 noon in the Watson Library conference rooms (A & B). Judith Emde

**LIBRARY STAFF & STUDENTS' EFFORT FOR THE HOLIDAYS**

See the attachment to today's FYI about KU Library staff and student sponsorship of a local household for the holidays! Shelley Miller

**FIRST CHOIR REHEARSAL FOR HOLIDAY PARTY ANNOUNCED**

The first choir rehearsal for the Library Holiday Party will be held at 2 p.m. on Tuesday, December 13 in the Staff Lounge of Watson Library. Remember that everyone is invited to participate and is welcome to attend. Brad Eden

**HOLIDAY PARTY**

KULSA is sponsoring the annual Holiday Party on Thursday, December 22, in the West Reading Room of Watson Library from 2:00 - 4:00 p.m. Dig out those recipes and start putting together your favorite seasonal goodies to bring that afternoon (cookies, candies, chips/veggies & dip, or WHATEVER). KULSA will provide beverages and paper goods.

You can really get into the holiday spirit by helping: set-up (decorate the tree, hang the streamers, etc.) begins at 1:00. Instrumental music starts at 2:45—choral music and readings at 3:00. Clean-up starts at 4:00. If you can help in any of these areas, please contact: Al Mauler (Cataloging: 864-3038—for set-up or clean-up), Brad Eden (Cataloging: 864-3038—music), or Sherry Hawkins (Microforms: 864-4661—servers). If everyone is REALLY GOOD and helps out at the party, Santa has promised to come.

There will also be an opportunity to do some serious philanthropy: on the table with the rest of the goodies will be a can for donations to Lawrence Warm Hears. Anything donated will be forwarded in KULSA'S name. Al Mauler

**EVALYN GELHAUS SAYS FAREWELL**

December 9 will be Evalyn Gelhaus' last day at work. Please come say goodbye to her in conference room A between 1pm and 2pm on Friday, December 9. Bayliss Harsh

**ATTACHMENTS**

Library Staff and Students' Effort for the Holiday; State Promotion and Transfer List; Classified Employee Safety Committee Training Session calendar; and Minutes of Library Faculty Assembly Executive Committee 11/28/88 meeting.
Library Staff and Students' Effort for the Holidays

Community response to sponsor families for the holidays may be slow this year, but we are hoping KU Library staff and students will be swift and generous! At the suggestion of several staff members, we contacted the Holiday Bureau (Ballard Center, Penn House, Salvation Army and other community service centers) and found out about a 2-family household (2 mothers and 5 children) which could use our help this season. We have TEN days to get this together!

Sponsorship involves providing at least one new item of clothing for each family member, food for one good holiday meal, toys for smaller children, and an appropriate gift for teens. Other used clothing in good condition may also be given, and extra canned goods or store certificates are OK. (Penn House also suggested things like shampoo and toiletries which cannot be purchased with food stamps.)

To coordinate our effort, we'd like to hear soon about clothing you have to donate or would like to buy, or money you would donate towards grocery and department store certificates. (With certificates the family can have most choice in their holiday purchases.) Shelley Miller will keep a tally at her desk in cataloging to show what basics have been contributed. You may also drop off clothing, toys, kids' books, canned goods in the Watson Cataloging department (2nd floor, Watson) beginning today. Please leave cash or checks with Shelley or Suzanne Tronier (Checks made out to either of us).

Here is a description of the household we would like to help:

<table>
<thead>
<tr>
<th>Who</th>
<th>Age</th>
<th>Shirt</th>
<th>Jeans</th>
<th>Underclothes</th>
<th>Socks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mom</td>
<td>36</td>
<td>med</td>
<td>9-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>girl</td>
<td>12</td>
<td>12-14</td>
<td>12 slim</td>
<td>10</td>
<td>8-10</td>
</tr>
<tr>
<td>girl</td>
<td>5</td>
<td>7-8</td>
<td>6-7</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>boy</td>
<td>4</td>
<td>5-6</td>
<td>5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Mom</td>
<td>34</td>
<td>small</td>
<td>16(boys)</td>
<td>7-8</td>
<td>8-10</td>
</tr>
<tr>
<td>boy</td>
<td>12</td>
<td>12</td>
<td>14 slim</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>boy</td>
<td>6 1/2</td>
<td>7-8</td>
<td>8 slim</td>
<td>8-10 boys</td>
<td></td>
</tr>
</tbody>
</table>

This will be a quick effort: We will deliver to Penn House on Monday, Dec. 19. Plan to shop soon, or feel free to contribute money right away so we can coordinate purchases. Communicate with Shelley Miller by mailbox or phone...Home is fine: 841-7518. THANK YOU!!

(An idea of Dan Barkley, Suzanne Tronier, and Shelley Miller.)
PROMOTION AND TRANSFER LIST

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

December 5, 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, December 9, 1988

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-15/16</td>
<td>Corrections Officer I/II (See Below)</td>
<td>Robert Hudson (913) 472-4493 or (913) 472-3176</td>
</tr>
<tr>
<td>R-23</td>
<td>Facilities Maintenance Supervisor</td>
<td>Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-24</td>
<td>Institutional Training Officer, Corrections</td>
<td>Corrections Officer I/II positions require that at the time of appointment the candidate must take and pass a drug screening test approved by the Division of Personnel Service, unless the candidate is currently employed in a safety sensitive position in state service.</td>
</tr>
</tbody>
</table>

HUTCHINSON

R-19 Dietitian I | Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory |

KANSAS CITY

R-20 Public Health Educator I (Bicultural Community Health Educator - Unclassified Special Project) | April Ramsey (913) 296-1290 Department of Health and Environment |

SALINA

R-23 Human Resources Manager I | Cora Johnson (913) 827-0385 Department of Human Resources |

TOPEKA

R-21 Auditor I (70% Travel) | Debbie Logan (913) 296-4044 Dept. of Social and Rehabilitation Services Fraud and Recovery Section |
R-19 Chemist I | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
R-25 CADD Manager (Division of Architectural Services) | (See Page 3) |
R-12 Cook II | Margaret Vasquez (913) 296-7281 State Reception and Diagnostic Center |
R-12 Data Control Technician I (11:00 p.m. to 7:00 a.m.) | Donna Krier (913) 296-3077 Department of Revenue |
R-13 Keyboard Operator II | (See Page 4) |
R-36 Deputy Director Bureau of Information Resource Management Department of Administration |
R-23 Personnel Management Specialist II | (See Page 5) |
R-19 Refrigeration and Air Conditioning Service Technician II | Helen Ramsay (913) 296-1116 Department of Administration |
R-22/25 Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies) | Don Pesmark (913) 296-4321 Topeka State Hospital |
R-23 Research Analyst III | Carla Rowley (913) 296-1837 Dept. of Social and Rehabilitation Services Planning and Research |
R-13 Storekeeper II | Sandy Milis (913) 296-6646 Kansas Correctional-Vocational Training Center |

WICHITA

R-24 Mechanical Engineer II | Frankie Brown (316) 689-3065 The Wichita State University |
R-20 Public Health Educator I (Bicultural Community Health Educator) (2 Positions) | April Ramsey (913) 296-1290 Department of Health and Environment |

WINFIELD

R-15 Licensed Practical Nurse | Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center |
R-24 Pharmacist I | |
R-21 Psychologist I | |
R-22 Registered Nurse II (11:00 p.m. to 7:00 a.m. and 7:00 a.m. to 3:00 p.m. Shift) | |
R-25 Registered Nurse III (All Shifts) | |
R-26 Speech Pathologist/Audiologist I | |
R-22 Social Worker II | |

EQUAL OPPORTUNITY EMPLOYER

Position descriptions are available in the Administrative Office.
MEMORANDUM

TO: Deans, Directors and Chairpersons
FROM: The Classified Employee Safety Committee
SUBJECT: Fall/Winter 1988 Safety/Health Training

On December 15 and 16, 1988 the Classified Employee Safety Committee plans to conduct six (6) repeat safety/health training sessions. The sessions will include components on how to deal with health risks and deficiencies in an employee's physical condition.

The Committee and the Staff Benefits Office believe that these topics are timely in that the Staff Benefits Office recently coordinated the Healthcheck '88 Program for the campus. Employees have now received their Healthcheck Assessment Forms and are aware of health risks or physical fitness needs that should be attended to.

Since good health and fitness are vital in the safe performance of work, we solicit your support in encouraging all employees to attend one of the scheduled sessions, particularly, employees with indicated health or physical concerns. Safety/Health training sessions will be conducted as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<td>December 16</td>
<td>Templin Hall</td>
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(continued)
Presenters will be Professor Janine Cox (Coordinator-Health Education) and Maureen Borland (Director-Wellness Center) from the Health, Physical Education and Recreation Department; and, Ann Cole, Dietitian at Watkins Hospital. There will be a question and answer period at the end of each session. In some situations, Maintenance and Service employees may be scheduled by their supervisors to attend a particular session. Otherwise, no advance registration is required.

If there are any questions or you need additional information, please call the Classified Employee Safety Committee, c/o Phil Rankin, Personnel Services, 864-4946.

PR: bw

cc: Personnel Related Staff Members

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: November 28, 1988

Present: Rick Clement, Judith Emde, Dan Barkley, Barbara Jones, Vickie Bozarth Long, Rob Melton
Absent: Ken Lohrentz

The minutes from the Nov. 14th meeting were amended and approved.

The committee recognized the day as Dan Barkley's birthday.

The committee discussed the upcoming CREEP meeting on Wednesday, November 30th, and drew up several potential recommendations for CREEP.

The next LFA Exec meeting will be scheduled at a later date.

Judith Emde, Secretary
CLASSIFIED VACANCY

The Circulation Department has announced the availability of a full-time Library Assistant I position (Circulation Desk Supervisor), due to Evalyn Gelhaus' resignation. Responsibilities of this position include: 1) Supervision of the Circulation Desk; 2) Providing public service; 3) Circulation Desk training. Minimum Requirements: Three years of library work experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years. Preferred Selection Criteria: Ability to work a flexible schedule (nights, weekends, overtime, etc.) with little or no notice; familiarity with L.C. and Dewey Decimal call number systems; public service experience, including an ability to work under pressure, handle emergency situations, organize work without direction; proven ability to interact effectively and courteously with the public and co-workers.

The Library Assistant I classification is funded at salary range 14 on the State civil service salary scale, at a beginning annual salary of $15,648. Library staff interested in applying for this position should contact Judy Kasson, 4-3601, in the Library Office. Application deadline is 5:00 p.m. Wednesday, December 21, 1988.

Sandy Gilliland
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

DISCRETIONARY HOLIDAY REMINDER

As a reminder, all staff who have not yet used their 1988 Discretionary Holiday must do so before January 1, 1989, or it will be lost. If you are uncertain about your 1988 Discretionary Holiday usage this year, contact Sandy Gilliland in the Library Office, 4-3601.

Sandy Gilliland

JANUARY 1 PAYCHECKS

Library staff and students who will be here during the holiday break may pick up their January 1st paychecks between 3:30 - 5:00 p.m. Friday, December 30th in the Library Office. Please don't come prior to 3:30, because we must first obtain the checks from another building on campus at 3:00 p.m. and need time to return to Watson and alphabetize the checks by 3:30. Thank you.

Sandy Gilliland

JANUARY 1 CHECKS MAILED — REMINDER

Any student or staff member who will not be here to pick up their January 1 paycheck may leave a self-addressed stamped envelope with Judy Kasson in the Library Office. The paycheck will then be mailed to you.

Judy Kasson

SHORTENED HOURS FOR SPECIAL COLLECTIONS AND THE MATH LIBRARY

The Department of Special Collections will close at 5p.m. on December 23 and December 27-30. The Mathematics and Computer Science Library will be closed from December 26 through January 2.

An Equal Opportunity/Affirmative Action Employer
SPRING SEMESTER LIBRARY HOURS

Attached is the schedule of library hours for the spring semester, beginning with the first day of classes and ending with summer session enrollment. Dates worth noting are the following:

- 1st day of spring classes: Thursday, January 19
- Spring break: Sunday, March 12, through Sunday, March 19
- Last day of spring classes: Friday, May 5
- Final exam period: Tuesday, May 9, through Thursday, May 18
- Commencement: Sunday, May 21
- Memorial Day: Monday, May 29
- Summer enrollment: Monday, June 5
  (summer classes begin Tuesday, June 6)

If you have questions or corrections/changes to report, please call me at 4-3601.

Mary Hawkins

COURIER SCHEDULE

The K-State based Regent's Schools Courier will be on vacation from December 26 to Jan. 2. Service will resume Tuesday Jan. 3, followed by the regular Monday and Thursday schedule beginning Jan. 5. The last pick-up and drop-off for the year will be on Thursday Dec. 22nd.

Judy Brow

HUMANITIES BIBLIOGRAPHERS MEETING ANNOUNCED

There will be a meeting of the humanities bibliographers on Tuesday, December 20th at 9:30 a.m. in conference room A. Although primarily concerned with issues related to funds and collections in Watson, other humanities bibliographers are welcome to attend. Please bring your December 1st budget statements to the meeting. Items on the agenda include: review of the budget situation; proposals for general humanities journal and periodical subscriptions; conducting a major clean-up-and-transfer of serial funds; possible addition of publishers to the NA&B coverage, particularly Coutts; funding videotape equipment and tapes; a report on NEH available money; and other topics if time permits.

Rob Melton

LIBRARY COMPUTER SIGN-ON SYSTEM CHANGE

We hope to install new software for our CICS systems Tuesday the 20th. This change will allow the library CICS and the other CICS to share the same sign-on file. You will see these improvements:

1. Any password change to one CICS system will immediately take effect in the other. Therefore, you will no longer have to change passwords in both CICS's to keep the change intact in the library CICS.

2. After you sign on more than once following the CICS change, the screen that tells you when and where you were last signed-on will always be accurate.

Scheduling for software installations is subject to last-minute changes and we cannot predict if the change will actually occur on Tuesday. If you are changing your password in one CICS Tuesday or after, see if the change is immediately replicated in the other CICS by trying to sign-on to it with the new password. If the new password works, the installation is in effect. If it doesn't work, sign-on using the old password and then change your password. The status of this installation will be updated in the next FYI.

Gary Susott
**FINAL CHOIR REHEARSALS FOR HOLIDAY PARTY**

Final choir rehearsals for the Library Holiday Party choir will be held on Tuesday, December 20th at 2 p.m. in the Staff Lounge at Watson Library, and Thursday, December 22nd at 2:15 p.m. in the same place listed above. All staff and librarians are invited to participate. Brad Eden

**HOLIDAY PARTY—REMINDE**

KULSA is sponsoring the annual Holiday Party on Thursday, December 22, in the West Reading Room of Watson Library from 2:00 - 4:00 p.m. Dig out those recipes and start putting together your favorite seasonal goodies to bring that afternoon (cookies, candies, chips/veggies & dip, or WHATEVER). KULSA will provide beverages and paper goods.

You can really get into the holiday spirit by helping: set-up (decorate the tree, hang the streamers, etc.) begins at 1:00. Instrumental music starts at 2:45—choral music and readings at 3:00. Clean-up starts at 4:00. If you can help in any of these areas, please contact: Al Mauler (Cataloging: 4-3038—for set-up or clean-up), Brad Eden (Cataloging: 4-3038—music), or Sherry Hawkins (Microforms: 4-4661—servers). If everyone is REALLY GOOD and helps out at the party, Santa has promised to come.

There will also be an opportunity to do some serious philanthropy: on the table with the rest of the goodies will be a can for donations to Lawrence Warm Hearts. Anything donated will be forwarded in KULSA's name. Al Mauler

**HOLIDAY FAMILY SPONSORSHIP**

Many thanks to more than 30 library staff and students who have contributed clothing, food and money toward the family sponsorship announced in last week's FYI. We've made a great start, and will welcome additional donations through this Monday, the 19th. (We will deliver to the family through Penn House on Tuesday.)

If you know now that you will buy a particular item of clothing or holiday gift for a member of the family this weekend, please call Shelley Miller or Suzanne Tronier (both at 4-3038). Contributions of all kinds are appreciated. Over the weekend we will wrap what we have so far and anticipate how the collected money will be distributed: first we'll allot for one new item of clothing for each person, then for gifts and grocery certificates. (This is where prior word on forthcoming clothing and gift contributions would help, but please feel free to help with the project in any way you want!)

Thank you for your enthusiasm and generosity.

P.S. If you'd like to help wrap, come to Shelley's house on Sunday at 1 p.m., 936 Pennsylvania, 841-7518. Shelley Miller

**STAFF LOUNGE "FRIDGE" CLEANED**

I would like to thank all of you for your cooperation with labeling your sacks, etc. which enabled the cleaning of the staff lounge refrigerator last week. A special thanks goes to Joy Fry, the brave soul who actually cleaned it. In the future, we'd like to ask that you check once a week to make sure no items get shoved to the back and forgotten, also check your catsup, mayonnaise, etc. in the door shelves, that they do not get rancid. Again, many thanks to you, Joy, and to all of you! Ruth Miller

**ATTACHMENTS**

Minutes of following meetings: Database Development Committee, 12/8/88; Working Group on Union Cataloging Issues, 12/5/88; Committee on Budget & Planning, 1/11/88; Library Faculty Assembly Executive Committee, 12/5/88; Union Catalog Working Group, 11/21/88 and 11/28/88; KULSA Holiday Party Invitation; State Promoting and Transfer List; Spring Library Hours Schedule.
PROMOTION AND TRANSFER LIST

December 12, 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, December 16, 1988

SALARY RANGE 

HUTCHINSON

R-19 * Dietitian I

Shirley Lawson (316) 662-2321 (Ext. 372)
Kansas State Industrial Reformatory

NORTON

R-15/16 Corrections Officer I/II

(7 Positions)

Mary Stanton (913) 877-3380
Norton Correctional Facility

R-22 Parole Coordinator

(Application Deadline is December 19, 1988)

WICHITA

$21,984 Annual

* Facility Maintenance Supervisor

(Unclassified - Closing Date is December 15, 1988)

WINFIELD

R-24 * Mechanical Engineer II

TOPEKA

Office Assistant II

(50% Position - Typing)

(Part-time)

(Kay Ellis (913) 296-3906

Department of Education

R-13 * Secretary II

(Slno - Legal Services)

R-13 Office Assistant III

(Several Vacancies)

R-22/25 * Registered Nurse II/III

(Several Vacancies)

CADD MANAGER

Division of Architectural Services

The Division of Architectural Services, Kansas Department of Administration, is accepting applications for the new position of CADD Manager. Position involves the management and administration of computer-based activities for the division. Responsibilities include monitoring and maintaining the network and CADD equipment; training users on the use of the system and software applications; standardizing a system input/output for CADD applications; production of custom software applications; and liaison with associate firms and agencies.

Qualifications: Bachelor's degree in Architecture, Business, Engineering or Computer technology including or supplemented by one year of experience with a micro-computer or personal computer network and CADD applications, or completion of six semester hours of coursework which includes CADD training. Five years of experience may be substituted for the college degree. Starting salary $26,724 - $29,448. Please send cover letter, resume and college transcript to: Ed DeVilbiss, Division of Architectural Services, 623 Poll, Topeka, KS 66603 no later than December 16, 1988. Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER
Meeting of December 8, 1988

Present: Mary Hawkins, Lorraine Moore, Rachel Miller, John Miller, Jim Neeley, LeAnn Weller, Clint Howard (chair).

The meeting began with a report from Lorraine on the Union Catalog Working Group (UCWG). That group has now met three times. Arrangements have been made to acquaint non-Cataloging Dept. members of the group with the database management system that would be the basis of a union catalog. The group has discussed the draft charge and suggested a few changes, especially a provision that possible uses of GPO tapes be included in the discussion from the outset. These changes were approved by the Database Development Committee (DDC). The group had also had an initial discussion of the question of how to treat records for the same bibliographic entity produced by two or more cataloging units, the choices being amalgamation of all holdings and location data, and possibly variant bibliographic data in a single bibliographic record, multiple records for the same item, or, possibly, some combination of these two approaches. The group noted that this had been a fundamental design consideration in KU systems for the public, and thought that there should be fairly wide discussion and solicitation of opinion on the subject before the point was decided. The DDC members agreed.

At an earlier meeting, there had been discussion of assembling an agenda of all processing needs. Clint distributed a draft list, to which a few additions and changes were made by the committee. It was agreed to distribute this list through FYI, emphasizing that it is a draft, and to ask for comments and additions from staff.

Clint distributed a second draft of a charge to the DDC, which attempted to incorporate changes suggested to the previous version. Discussion centered around the issue of manual records, and the question of whether the committee should concern itself only with automated records, or should have a more general charge. Clint agreed to produce a third draft of the charge for discussion at the next meeting.

The committee turned to a preliminary discussion of retrocon. Clint suggested that before getting into the substance of this issue, the committee give some thought to questions of procedure, including when and how to involve staff and possibly users in the discussion, and also that the committee try to anticipate at least some of the information that might be needed for the discussion. It was noted that during late December and January the committee will probably have to miss a number of meetings, and that it would be useful for Cataloging to be able to use this time in assembling the information. Clint mentioned as basic information getting estimates/calculations of the entire size of the retrocon job — that in figures for the number of titles in Dewey that will remain to be done after this year's NSL project is finished, and the number of titles in LC prior to 1976 (i.e., prior to the OCLC back tapes). Lorraine mentioned that preparation for the NSL project had involved estimates of the number of titles, and sampling to predict the hit rates for various types of copy within particular call number ranges. She noted, however, that this latter category of information was fairly time-consuming to do, and that hit rates changed over time as the databases used evolved. It seemed that it would be best to defer hit rate sampling at least until the committee had particular areas under consideration. There was some discussion as to which categories, other than the basic Dewey and LC totals, the committee would find it useful to have title counts for. In response to a question about the possibility of defining retrocon categories by publication date, it was suggested that this could
readily be done in a very rough way by choosing Dewey or LC materials, or by using date as a criterion while working through a particular section of the shelflist, but that for compelling reasons of cost the initial selection needed to be in terms of sections of the call number sequence of the shelflist. Jim asked if Spencer brieflisting material could be considered as retrocon for purposes of the discussion. Lorraine explained that as a contractual matter with OCLC, it could not, and that we would therefore have to pay their system retrocon costs, or fees for tapeloading. Clint said that although OCLC wouldn't consider brieflisting at retrocon, he didn't think it would be unreasonable to have brieflisting compete with retrocon for resources when that discussion took place. Clint added that while the immediate task of the committee was to decide what to do next with retrocon, he was interested in getting a general view of the size of the job to be done, and also of the costs. After some discussion, the committee did not have obvious categories for which title counts would be useful. Lorraine agreed to provide general breakdowns for Dewey and LC, which would serve as the basis for further discussion, and to see what information she could provide the group about average costs and costs for particular categories of material. Lorraine was also asked to let the committee know by what date the committee should have a decision made on the next step in retrocon. Clint mentioned that at the Dean's request the committee had involved itself immediately in union catalog and retrocon issues, but that as those two matters were in progress, it would be useful for members to be thinking of what should be considered next.

Submitted by Clint Howard
Working Group on Union Cataloging Issues
Minutes of the Meeting

Date: December 5, 1988
Present: Lorraine Moore, Mary Miller, Mary Roach, Sandy Mason, Donna Koepp

The minutes of the November 28, 1988 meeting were approved.

Statements drawn up by Donna and Sandy, outlining reasons for inclusion of Documents and Special Collections records in the online catalog, were distributed to those present. Copies will be sent to Sherry Williams, Margaret Wilson, and John Miller, who were not at this meeting. All Working Group members will read the statements before the next meeting, at which time they will be discussed.

Further mention was made of the need to arrange for a demonstration of the Cataloging Online Record Management System from Mary Miller by December 9.

Lorraine presented the issue which she, Mary Roach, and Mary Miller had determined to be in need of resolution before other issues in the charge can be discussed. That issue is: What is to be the policy with regard to duplicate occurrences of a bibliographic item housed in Watson, branch libraries, and contributed cataloging libraries? Should there be a single bibliographic record which records both description and holdings information or separate records for each occurrence? Currently, the Cataloging Online Record Management System accepts only one occurrence of the same bibliographic record number. This issue has been considered in previous automation planning and concern was expressed that the Working Group should solicit input from those involved in previous discussions of the issue.

Discussion within the Working Group of considerations relevant to the issue of duplicates in the catalog included the following questions:

- Will technical feasibility dictate the use of multiple records?
- Since a MARC format for holdings records is not currently available, will any immediate in-house developments in this area require later revision?
- How will copy-specific information be handled?
- Could call numbers be accepted automatically by the system?
- How will variant bibliographic information be handled?
- Will manual correction of records be the only method possible?
- What information would each library included in the catalog deem essential to display?
- What are all the possibilities for online display of information?
- How would the machine identify duplicates, especially those with differing bibliographic record numbers (e.g. OCLC numbers or MARC file numbers)?

It was decided that John Miller should be consulted first regarding the technical considerations involved, since these may limit the options available. He will be asked to specifically consider the possibilities for display in the online catalog and for storing copy-specific information in a single bibliographic record. Lorraine will arrange for the Working Group to meet with him to discuss the issue.
Pending the results of consultation with John, Mary Roach will draft a statement of the issues surrounding duplicates which would be approved by the Working Group and then published for review. In the meantime, Working Group members from libraries currently being considered for inclusion will gather necessary information and examples of possible problem areas to be discussed at the appropriate times in future Working Group meetings.

The next meeting of the Working Group was scheduled for December 12 at 3:00 p.m.

Submitted by: Mary Miller

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Minutes: Committee on Budget and Planning
Date: Nov. 11, 1988
Present: Suzanne Tronier, Becky Schulte, Rachel Miller, Don Barkley, Kendall Simmons
Absent: Gene Carvalho, Lars Leon

Suzanne will speak to the LFA Executive Committee concerning a specific charge for the Committee on Budget and Planning before the next meeting. The committee felt that more would be accomplished with definite goals to work towards.

Kendall observed that perhaps the Library Administration should change the way the budget is written. She felt that the University Administration may not realize that money is needed for more than acquisitions and an effort should be made to make them more aware of the changes the Library is undergoing in terms of automation, etc.

The committee decided that an attachment to the Long Range Planning Document would be an appropriate project to undertake. Discussion followed on what should be included in the attachment. We agreed that an expansion of the planning document itself may be helpful by providing a more detailed description of library needs.

The suggestion was made that CDC documents recently developed may provide us with ideas. Dan and Rachel will look through their files for these materials. Suzanne will review whatever they find and make copies of appropriate documents for distribution to committee members.

Recorded by Becky Schulte
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: December 5, 1988

Present: Dan Barkley, Rick Clement, Judith Emde, Barbara Jones, Ken Lohrentz, Vickie Bozarth Long
Absent: Rob Melton (At LCPT meeting)

The minutes from the November 28th meeting were approved.

Due to CREEP's need for additional time to study the issues of merit review (discussed at our joint meeting November 30th), the annual evaluation process will default to administrative review as required by the passage of the mail ballot last spring. Rick has requested a letter explaining the necessity for the default from the Committee to Review the Entire Evaluation Process. LFA Exec will formulate the details of administrative review and will determine the appeals process at our next meeting on Monday, December 12th, at 2:30.

Rick met with Executive Vice Chancellor Ramaley on November 30th. She assured Rick that the administration would be on top of the issues concerning the library faculty this year if any problems arose, and she believes that the second year of the Margin requests will be successful. If deemed necessary, Ramaley would be happy to visit with the LFA again this year.

Judith Emde, Secretary

Union Catalog Working Group
Minutes of meeting, November 21, 1988

Present: M. Roach, S. Mason, M. Miller, S. Williams, L. Moore
Absent: D. Koepp

Moore described the committees in the library now working on automation matters and in particular the parent committee of the working group. The draft of the charge of the parent committee was discussed.

Moore also described the configuration of the records in the library's various online systems and mentioned several of the issues involved in adding records from new sources. Issues described were the need to preserve the future usefulness of the bibliographic and authority information, the need to select vendors or systems that are able to handle data to meet KU's needs, and the possibility of providing cross references to collections not in the online catalog. Mason urged us not to be restricted in our planning to what is practical to achieve now, but to provide for greater possibilities in the future.

Regular meetings will be held from 3:00 to 4:30 on Mondays. The next meeting will be devoted to a discussion of the charge of the committee.

Submitted by L. Moore
Working Group on Union Cataloging Issues
Minutes of the Meeting

Date: Nov. 28, 1988
Present: Lorraine Moore, Mary Miller, Donna Koepp, Sandy Mason, Sherry Williams, Mary Roach

The minutes of the meeting of Nov. 21, 1988 were approved.

Lorraine offered all members of the Working Group the opportunity to have a demonstration of the Cataloging Department’s Online Record Management System. Individual members of the Working Group were asked to call Mary Miller to arrange a demonstration some time before December 9th.

The Working Group spent the majority of the meeting reviewing the draft charge for the Group. Basically the group will be considering such issues as: the various types of records to be included in the Online Catalog, the general processing and technical issues involved with all or given group of records, how useful certain records are for inclusion in the Online Catalog, what resources will be needed (staffing, programming, equipment), what policies and procedures will need to be developed regarding the system, how feasible will it be to undertake certain things and what are the issues involved in tape loading MARC records from outside sources.

The Working Group proposed several changes to its draft charge. One major change which was agreed upon by all members was to move consideration of GPO tapes up with the rest of the issues regarding the inclusion of Government Documents records. It was felt that since GPO tapes really reflect the holdings of Documents as a depository library, inclusion of these records should go together with the general discussions of records from the Documents Library. Lorraine will provide the Working Group with a revised draft to reflect this and other minor proposed changes.

For the next meeting Lorraine asked that Sandy Mason, Sherry Williams and Donna Koepp provide reports on how the addition of cataloging records from their respective units would contribute to the Libraries’ ability to fulfill its mission.

Lorraine Moore, Mary Miller and Mary Roach were asked to consider in greater detail, the issues involved in adding any group of records to the Online Catalog.

The next meeting of the Working Group was scheduled for Dec. 5th at 3:00 p.m.

Submitted by: M. Roach
THE UNIVERSITY OF KANSAS LIBRARIES
SPRING SCHEDULE OF HOURLY SERVICE
JANUARY 19 - JUNE 5, 1989

WATSON LIBRARY (864-3956)
CIRCULATION* (864-4715)
RESERVE (864-3396)
MUSIC LIBRARY (864-4661)
MICROFORMS (864-3950)
PERIODICALS READING ROOM

Mon-Thu 7:30am - Midnight
Fri 7:30am - 10pm
Sat 9am - 5pm
Sun noon - midnight

Hours During Class Holidays:
March 12 Closed
March 13-17 8am-5pm
March 18 Closed
March 19 noon-10pm
May 18-28:
Mon-Fri 8am-5pm
Sat & Sun Closed
May 29 Closed
May 30-June 5:
Mon-Fri 8am-5pm
Sat & Sun Closed

EAST ASIAN LIBRARY
(864-6669) 5th Level Watson

Staffed:
Mon-Fri 8am-5pm

Closed: May 29

**Circulation Desk closes 15 min. before Library closes. Bookstacks close 1 hr. before Library closes.

Copying Services (864-4209)
Self-service copiers available on same schedule as shown above, until 1 hr. before Library closes. Service window closes 2 hrs. before Library closes.

REFERENCE DESK (864-3347)

Staffed:
Mon-Thu 8:30am-9:30pm
Fri 8:30am-5pm
Sat 11am-5pm
Sun noon-9:30pm

Closed: May 27-29 & June 4

ART & ARCHITECTURE LIBRARY
(864-3020) Spencer Museum

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

Hours During Class Holidays:
March 12 Closed
March 13-17 8am-5pm
March 18 Closed
March 19 noon-10pm
May 18-28:
Mon-Fri 8am-5pm
Sat & Sun Closed
May 29 Closed
May 30-June 5:
Mon-Fri 8am-5pm
Sat & Sun Closed

FINE OFFICE (864-4715)
309C Watson

Mon-Fri 8:30am-4:30pm
Sat & Sun Closed

Closed: May 29 (Memorial Day)

MUSIC LIBRARY (864-3496)
448 Murphy

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

Closed: May 29 (Memorial Day)

ENGINEERING LIBRARY (864-3066)
Spahr Hall (at 1012 Learned)

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

Closed: May 29 (Memorial Day)

FIRE PROOF READING ROOM
(BUSINESS AND ECONOMICS)
(864-3404, 102 Summerfield)

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

Closed: May 29 (Memorial Day)

INTERLIBRARY SERVICES
(864-3960) 3rd Level Watson

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

Closed: May 29 (Memorial Day)

REGENTS CENTER LIBRARY
(841-2147) 9900 Mission Rd.,
Overland Park, KS

Mon-Thurs 9am-10:30pm
Fri 9am-5pm
Sat 9am-5pm
Sun noon-5pm

Closed: May 29 (Memorial Day)

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.
PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.

12/15/88
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

JANUARY 1st CHECK DISTRIBUTION
As a reminder, the January 1, 1989 paychecks will be distributed after 3:30 p.m. on Friday, December 30. They can not be distributed prior to 3:30 p.m. Thank you and HAPPY HOLIDAYS!

Judy Kasson

HOWEY READING ROOM HOURS DURING HOLIDAY BREAK
Howey Reading Room will be closed to the public from Saturday, December 24 through Sunday, January 8. Limited public hours (12:00 noon - 4:00 M-F) from Monday, January 9 through Wednesday, January 18. Regular hours resume on Thursday, January 19. HAPPY HOLIDAYS!

Cherrie Saile

REFERENCE DEPARTMENT TELEPHONE ANSWERING MACHINE
Begun December 13, this service answers calls to 3347 and 3348 after about four unanswered rings, giving the following message: "The Watson Library Reference staff is busy helping other patrons right now. Please try again in a few minutes. Thank you." The purpose is to assure callers that the Reference Desk is open, and to reduce the distraction to patrons and staff caused by the buzzing of unanswered phones at times when we are busy with in-person patrons, our first priority. No messages are taken, and the service is in operation only during hours when the Reference Desk is staffed. We would appreciate your comments on this new service. Please contact Jim Neeley or Mary Hawkins. Thank you.

Jim Neeley

NEW CD-ROM WORKSTATION IN REFERENCE
Beginning December 19, a second CD-ROM workstation is available for public use in the Reference Department. Also, two new databases have been added: ABI-Inform (abstracts of articles from 800 business journals for the past five years) and Dissertation Abstracts (at present July 1984-December 1987; current disc is on order). PsycLIT also is on order. Please advise anyone wishing to use these resources that reservations are recommended.

Jim Neeley

WE NEED YOU TO HELP SORT OUR Qs
HELP! Circulation is looking for a few good volunteers to help us put our Retrocon Qs in call number order. If you have time or if you have students who need work, send them on down—we'll be glad for the help.

Janet Anderson-Story

TEMPORARY WORK IN LIBRARY FOR OTHER UNIVERSITY STAFF
The Library has agreed to accept five University staff members for temporary employment during the University’s Winter Recess period (December 27-30). These staff are employed in departments that will be closed during Winter Recess, and they prefer to work during this period. The staff and their temporary assignments are: Don Farmer, Lee Mills, John Read, and Hi Stockwell, all from the K.U. Printing Service, assigned to the Circulation Department; Rita Penny from the K.U. Comptroller’s Office (and a former Library Administrative Office staff member), assigned to the Library Administrative Office. Don, Lee, and Hi will be working Tuesday, 12/27 through Friday, 12/30; John will work Tuesday through Thursday; and Rita will work Wednesday and Thursday.

Sandy Gilliland
As a part of its planning process, the Database Development Committee is interested in compiling a listing of all processing needs now existing within the Library. Below is a highly preliminary draft of such a list. The committee would appreciate comments and additions from any staff members. Please send these to me in Acquisitions (preferably before January 23rd), or call (4-3476).

Clint Howard

Draft of a KU Libraries Processing Agenda

1. Retrospective conversion -- monographs (c. 480,000 titles)
   --would probably include reclassification, including that requested as specific projects, e.g. Art and Music

2. Retrospective conversion -- serials
   --conversion to OCLC of old UKASE records
   --serials never converted to UKASE

3. Retrospective conversion -- theses and dissertations

4. Brieflisting
   --the 300,000-350,000 vols. in KSRL

5. 24-month hold
   --the c. 10,000 pre-com records still in the Watson catalog
   --the 46,000+ titles in the OPAC

6. Government documents
   --depository items on the GPO tapes
   --other U.S. and international documents

7. Maps
   --manual records for c. 260,000 sheets; uncataloged backlog of 30-40,000 sheets

8. Microforms
   --sets for which major microform project records are available from OCLC
   --sets without such records

9. Kansas Collection
   --serials, monographs
   --Photographic and MSS collections, maps, tapes, etc.

10. Special Collections
    --serials, monographs and other non-MSS material
    --MSS

11. Archives

12. East Asian

13. Slavic
    --Slavic brieflisting collection (53,047 vols.)
    --conversion of unfiled card brieflisting records to OPAC brief records (5,250 titles)

14. KU Law Library
    --addition of OCLC records to OPAC, retrospective and current

(continued)
15. Phonodiscs
   --Archives of Recorded Sound
   --General music sound recordings collection (back tapes and current
cataloging)

16. Center for Research Libraries tapes
   --addition of CRL's OCLC records to OPAC, retrospective and current
   (c. 120,000 records)

17. Art exhibition catalogs

18. Weeding projects (e.g. c. 1,500 music titles)

19. KU Medical Library records
   --A possibility for inclusion in the KU Catalog, but probably reached by
   access to the KUMed OPAC.

HOLIDAY FAMILY SPONSORSHIP

Thanks again to the many people who contributed to the Library's family
sponsorship. Through your donations we were able to give each family member
several articles of clothing, and to purchase new toys and books for each of
the children. In addition, there were two boxes of food donated, one box of
useful sundry items (soap, toothpaste, stationary, ceramic pug bell, etc.), and
a set of classics in children's literature. Through cash contributions, we
purchased two gift certificates for the family, one for $125 for Food 4 Less,
and one for $80 for Walmart. Thanks to all who shopped, wrapped presents, and
generously gave.

Suzanne Tronier

KU PERSONNEL SERVICES ANNOUNCES SPRING TRAINING SCHEDULE

Attached is a copy of the Department of Personnel Services Training Calendar
for the months of January, February, and March, 1989. Library staff interested
in attending any of these workshops should call 4-4942 to register. Additional
information regarding program content is available from Sandy Gilliland,
4-3601 or the Department of Personnel Services, 4-4942. Sandy Gilliland

ATTACHMENTS

Attached to this issue of FYI: Minutes of the following committee
meetings--Database Development Committee, 12/15/88; LPA Executive Committee,
12/12/88; CREEP meetings of 11/21/88, 11/30/88 and 12/6/88; SC-NSL, 11/17/88;
and Personnel Services Staff Training and Development Calendar.

HAPPY
HOLIDAYS!
The meeting began with discussion of a new draft of the charge which had been revised based on suggestions at the previous meeting. At that time, there had been discussion as to whether the charge ought to include manual records as well as machine readable records. Clint reported that Mary Hawkins and Dean Ranz had both favored that more inclusive charge, and he had revised the draft charge to include all public records systems. There was some discussion of the new draft, and there appeared to be tentative agreement on it among committee members. Clint asked of the name provisionally given to the group, the Database Development Committee still seemed appropriate, and should be confirmed also. There was some uncertainty as to name in light of the newly revised charge. Clint suggested tabling the draft charge and the question of a name until the next meeting to give members time to think about both, but with the intention of taking some action on both at the next meeting. This was agreed to.

On the matter of a date for the next meeting, Clint mentioned that as many committee members would be on vacation, at ALA or elsewhere during the next few weeks, it appeared that the next possible time for the committee to meet would be January 26th, 1:00-3:00. This break would, however, give Lorraine time to assemble information needed for the retrocon discussion.

The committee next began discussion of retrocon. Clint noted that the question of information that would be needed for that discussion had been considered at the previous meeting, and asked if there had been any further thoughts. As none were mentioned, it was agreed that Lorraine would provide general data on numbers of titles in Dewey and pre-CCLC LC, and numbers for ranges within those groups as a starting point for discussion, and that any additional information would be requested as necessary. In a discussion of procedure, the committee agreed that requesting opinions from staff and users would most probably be desirable, but that it would be best to defer this until the group had itself discussed the issues and would be better able to ask questions that would be understood by non-specialists and produce useful answers. A rather lengthy discussion followed as to the definition of retrospective conversion. It was pointed out that there is a specific definition of the term as meaning replacement of manual full cataloging records with machine readable records, that this was the applicable definition in terms of the CCLC contract (or would be, if there still were one), and that this would not cover categories such as brieflisting, which never have been cataloged fully. Jim Neeley asked what understandings there were with Academic Affairs about the use of retrocon funding. Clint replied that it was understood that when the NSL was completed a part (as yet undetermined) of the 12 positions received would be used to staff that facility, that all of the staff would be used on NSL retrocon until that date, and that the Library would do its best to provide records for material going into the NSL by opening day. Clint added that while the money had not been given with numerous written instructions or any sort of contract, it had certainly been requested for retrocon, and that it might possibly not be well received if the library were suddenly to decide to do something completely different with the positions. As to whether brieflisted material or others not fully cataloged could be considered retrocon, it was suggested that the issue be discussed by the committee, and that it might be considered acceptable locally to define retrocon thus. Following this discussion, Clint distributed a brief statement of various points of view about retrocon and ways of doing it which might be a basis for discussion within the committee. It was noted that while all of the points mentioned in the statement might be to some extent true, they were also mutually contradictory, and that in order to come to a decision the committee would have to decide that some were truer than others. There was some discussion of the statement, and of the ways in which the committee could get data on use, if that should be seen as important to the process, but the committee agreed to defer serious discussion until after the holidays and ALA.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE MEETING
DATE: December 12, 1988

Present: Dan Barkley, Rick Clement, Judith Emde, Barbara Jones, Vickie Bozarth Long, Rob Melton
Absent: Ken Lohrentz

The minutes from the December 5th meeting were amended and approved.

The committee discussed and formulated the details of the administrative review process to which the annual evaluation has defaulted this year. Committee members recommended several options regarding the membership of the appeals board. These include: a) LCPT b) LFA Exec c) Department heads who supervise other librarians d) an appointed committee of volunteers. Selection of one of these options may go to LFA through a mail ballot. Rick will write a draft of the procedures to be presented to Dean Ranz for administrative recommendations. Sandy Gilliland will also be consulted to establish an appropriate timetable to include every step of the process.

The next LFA Exec meeting was scheduled for Monday, December 19th, at 2:30.

Judith Emde, Secretary

CREEP MEETING, 6 December 1988, 1:30-3:15 p.m.

Minutes:

Present: the magnificent seven

The minutes for the 21 November and 30 November meetings were read and approved.

The Committee assigned a member to draft an interim report for the LFA Executive, recommending that administrative review be used for reviewing the 1988 performance of librarians.

Also, the Committee assigned a member to draft a letter to LFA Exec, which would be sent to the Dean, requesting his assistance in drafting criteria for merit review.

LFA Exec will be notified that G. Anderson is the contact-person for the Committee and will speak for the Committee, but is not the chair of it.

G. Anderson, secretary
CREEP MEETING, Monday, 21 November, 1:30-3:15

Minutes

Present: GA, CC, RM, SM, SR, MW

A returning member was asked about who might know of a document from the LFA ca. 1980 which gave specific weight to the value of service and research in librarians' annual reviews. Oral tradition - and possibly written documentation - give service and research a weight of 5% toward an annual merit rating.

The discussion alternately swung from the differences on the value of service and research to the issue of specific vs. ambiguous criteria. How strict should a list of evaluation standards be? Current practice seems to be the product of a perception that ambiguity ensures greater fairness and protection of confidentiality. It is hoped, under current practice, that colleagues selected to serve on a peer-review committee rise to the occasion and see the faculty in its entirety.

Clarity vs. ambiguity: how much is enough?

Can there be a consistent oral tradition?

Obviously, librarians' perceptions about the value (or weight) of service and research vary considerably. Also, librarians get different statements and policies from supervisors, personnel officers, deans, handbooks, etc.

One of the members wondered whether a merit-review process should involve the individual librarian to a greater extent than currently. That is, during the preparation of an annual report, the librarian should assign a personal rating based on her/his own perceptions and those stated by the supervisor. Then the higher-up authority could concur/disagree. It seemed to this member that each librarian should be more responsible for the merit-review process and results.

It was proposed that the issue of weighing service and research should be shelved temporarily and the committee should move on to discussing other procedures, and a statement of procedures.

The committee decided to seek documentation from LFA Exec on the value which the library places on service and research for librarians.

The committee will then proceed with the rest of the work on procedures.

Next CREEP meeting will be with LFAX.

G. Anderson, secretary
CREEP MEETING, 30 November 1988, 1:30-4:00 p.m.

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The CREEP met with the LFA Executive to present our interim report on progress made in the merit-review evaluation process. We had requested this meeting to ask the LFA Exec for guidance on criteria. We feel that it would overstep our authority to propose a system based on a certain group of criteria, since the criteria have not been specifically agreed upon by the LFA or the library administration.

The LFA Exec felt that we should set aside for the time being the issue of validity of criteria and propose a system on which the LFA can vote for the current merit-review year. The LFA Exec further felt that the lack of a CREEP chair was an impediment to progress and resolution.

CREEP replied by stating the reasons for preferring collective leadership. Most compelling was the contentiousness of the issue at hand; each committee member could be identified with a particular point of view and thus be seen as inappropriately biased. In any case, CREEP felt strongly that they are working hard, effectively and positively under the current arrangement.

Among the options, points, issues, etc., raised in the joint discussion:

- Research has been a very minor criterion in recent tenure awards. Service has also not been emphasized.

- There are compelling arguments for having vague criteria: the system works; it can attract better people this way. A rigid evaluation system might stifle initiative and creativity.

- Has the library, as a whole, benefitted from vague criteria in merit review?

- Library faculty response to CREEP's recent survey showed significant opinion that vague criteria are a major ill of the current system.

- We can come up with the best system to accommodate vague criteria and assure the greatest fairness at the same time.

- We need a better evaluation system, not just one which will pass faculty vote.

- The system may work simply because of the weightiness of the merit review procedure, not by virtue of vagueness of criteria.

- A committee could evaluate other aspects of librarianship; supervisors could evaluate job performance; then the two ratings could be put together.

- A professional sets one's own standards for ethics and performance.

- Do we want a merit-review system like the situation where the student on the first day of classes asks what one must do to earn an A for the semester?

- CREEP recognizes that progress on this issue is slow, but they cannot hand out a process without substance behind it.
- Should we set criteria for each merit rating (good, very good, etc.)?

- CREEP could set the more general criteria, supervisors could set the more job-specific criteria. It was pointed out that elaborate surveys have been tried in the past and did not win complete acceptance. Some faculty preferred looser standards for evaluation.

- Can librarians really be judged by UCPT criteria? Do librarians still want faculty status?

- CREEP felt that this issue (above) is beyond their charge.

- The CREEP should state these concerns to the Dean in writing.

- We have tried just about every method of evaluation, and each has been turned down by faculty.

- Suggest that the Library Faculty as a whole be convened in a long session to work out a merit-review system. Such a session would not be adjourned until an agreeable system had been arrived at.

- The basic dilemma is that, on the one hand, the university says that service and research are a crucial component of librarianship; library supervisors say almost the opposite -- that they do not count for annual evaluation. However, they do count for tenure and promotion, and the annual review is supposedly tied to the tenure & promotion criteria and processes. Librarians new to KU get contradicting statements from the University, the Library administration and from their supervisors. The expectations are never spelled out clearly; librarians must rely on faith and trust for good evaluations; they have no real power to set their own standards for performance because the expectations of them are not clear. Consequently many librarians feel they cannot get constructive criticism on their annual performance evaluation; there is no way to apply lessons from the past to the future, and ultimately, they have no incentive to work as hard and as loyally as possible.

The two committees arrived at a consensus about the need to move forward.

Considering the lateness of the hour, 1988 evaluations will be conducted by administrative review. CREEP's work will be continued in 1989. There is the possibility that CREEP will be asked to remain a committee well into the new year.

The joint meeting adjourned about 3:30. CREEP then continued this meeting to review what had been agreed upon and to discuss any points necessary.

CREEP agreed to seek documentation from the Dean's office on the criteria for library promotion and tenure on file with Academic Affairs and UCPT.

We will work on a set of criteria in light of the discussion with LFA Exec, that is, on the assumption that we have the authority to propose criteria.

We discussed, but did not definitely decide on, the possibility of having an LFA Exec member sit on CREEP ex officio.

CREEP will draft a letter to LFAx to send to the Dean stating the problem of undefined criteria for annual merit review.

No chair will be selected (read: our-loin, nothing)
Staff Committee--New Science Library
Minutes of the November 17, 1988 Meeting

Present: D. Borton, C. Franklin, S. Hawkins, G. Kirby, M. Lodwick, J. Ranz, A. Williams, S. Williams, N. Burich
Absent: G. Couch, R. Melton

Annie distributed information on the progress being made by the Retrocon project team; they are working on the 580’s.

Ranz presented samples of the wall coverings, floor tiles, and wood finishes to be used to decorate the NSL. Principal colors are grey and blue.

Ranz reported on a recent visit by the librarian of the University of California at Irvine. His institution is planning a new science library which will include the sciences, medicine, engineering, and all technical processes. Ranz illustrated the innovative (and not terribly efficient) form of this structure. Ask any committee member for details.

Kirby reported that the newsletter planned by the Science Library staff--Sci. Lib. News--is nearing publication.

Ranz reported that the building is more or less on schedule, despite wiring problems which have been corrected.

It appears that the Engineering Library will be a separate facility. Because of a $1 million donation earmarked for library expansion, the present library will be enlarged by 60%. There will be a 6,000 square foot addition to the west of the current library, occupying two floors.

Ranz reported that a new Music Library facility is tied to Phase II of the NSL, to the renovation of Hoch, and to an addition onto Murphy Hall. Though a final decision has not yet been reached, Ranz said that the preferred location for the Music Library is in an addition to Murphy.

In connection with Phase II of the NSL, Ranz said that Strong Hall has reconstituted the Hoch Renovation Committee to re-consider its use.

Kirby asked about the matter of cataloging records for theses and dissertations housed in Science. Annie referred her to the committee’s 3/30/87 memo to Lorraine Moore. Kirby noted that she will be compiling a database of all Science theses and dissertations. The file will be accessible by author, title, department, date, and call number.

Kirby announced that the Science Library will be holding open meetings for its students and faculty on December 1, 5, and 6 at 1:30 to discuss plans for and concerns about the NSL.

The next meeting will be at 1:30 pm on February 9, 1989.