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

**TIME CARD DEADLINE**
All classified, unclassified and student time cards will be due in the Library Office by January 13, 1989.

**QUESTIONNAIRE FOR BUDGET & PLANNING DUE TODAY**
Just a reminder that the questionnaire for Budget and Planning is due today, Jan. 5th. Please take the time to respond if you haven't already. We will include any responses received through Tuesday, Jan. 10th, but please return them sooner if possible. Thank you.

**COLLECTION DEVELOPMENT COUNCIL MEETING CHANGED**
The Collection Development Council meeting has been re-scheduled for 10:30 on Wednesday, 18 January. Kent Miller will discuss binding standards and other binding problems. The other agenda item will be a discussion of revising the Collection Development Policy. The meeting will be held in conference room A.

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

- v.234:24, Dec. 9, 1988
- v.234:25, Dec. 16, 1988
- Choice: v.26:1, September, 1988

**LIBRARIES TO SPONSOR POETRY SERIES**
Please see attachment for information on this.

**ATTACHMENTS**
LIBRARIES TO SPONSOR POETRY SERIES

Thanks to a generous donation to the Libraries from a local resident and former KU student, the KU Libraries are inaugurating this month an annual poetry reading series which will bring to campus poets and other writers whose works are intensively collected by the New American Poetry Collection in the Department of Special Collections.

The abbreviated 1988/89 series includes three readings. The first, on January 25th, will feature three local poets: Kenneth Irby, Denise Low, and John Moritz. Irby has published over a dozen books of poetry since his first in 1964, eight years after his graduation from KU, and is widely recognized as being among the most important practitioners of projectivism, a poetic theory propounded by the late Charles Olson in the 1950's and 1960's. Ron Silliman, a foremost "Language" poet, has said that no other American poet has a finer ear than Irby. Denise Low is a former editor of Cottonwood Review whose books are gaining increasing regional and national attention. She has edited Thirty Kansas Poets and Confluence, and her latest book, Starwater (1988), is being widely acclaimed. In September she was given the Lawrence Arts Commission's City Enhancement and Cultural Exchange Award. John Moritz has been active in the Lawrence literary scene since his student days in the late 1960's and early 1970's. He was chair of the SUA Poetry Hour series, opened Tansy Bookshop (in the building presently occupied by The Glass Onion), and for over fifteen years has published Tansy Press. His own books include Crossings I-IV, For Hart Crane, and Consentryks.

The second reading will feature British poet Tom Raworth, of Cambridge, who has published over three dozen books of poetry, prose, and translations since the mid-1960's and whose works are widely influential among American poets of his generation. He will read on February 28th and will be coming to us after readings at the University of California at San Diego and the Naropa Institute in Boulder. The first annual series will conclude on March 29th with a reading by Joanne Kyger of Bolinas, California. Ms. Kyger's two dozen books have been published by such presses as Black Sparrow, Angel Hair, Four Seasons, and E.P. Dutton; the latter published her Going On: Selected Poems 1958-1980 in 1983. She will be coming to us after a reading at the State University of New York at Buffalo.

Plans are already underway for the 1989/90 season as well, with commitments from Duncan McNaughton of Bolinas and Robin Blaser of Vancouver, B.C. Negotiations are underway with two other California poets for what could be an all-West Coast series.

All readings this season will be at 8:00 p.m. in the Jayhawk Room of the Kansas Union.

Although our major donor's contribution is sufficient to cover generous reading fees for all poets in the series, efforts have begun to raise additional funds to pay for travel expenses, accommodations, professional recording of the readings, receptions, and other miscellaneous expenses. If you are interested in becoming a charter member of the Friends of the KU Poetry Collection, please contact me.

Rob Melton
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 for 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.

Continued on back
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
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 distributed to the members of current library automation committees to review and provide input to the Working Group. 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
Sherry expressed concern that we place proper emphasis on the fact that the online catalog is being viewed by our users as THE catalog for the KU libraries, more so than the microfiche catalog in the past, and that our users expect all holdings to be there. Our premier concern in getting our holdings online is that we are confusing and misleading our users by not having them there. It was readily agreed by Sandy and Donna that this is indeed our greatest concern.

Knowing that having our records on the online catalog is a matter of 'when' and not 'if' is also of primary importance. Planning for the long term is more acceptable if achievement of our goals is assured within a reasonable time frame.

A common element in all three collections under discussion is that of service to a broader community than the University, to a larger degree than experienced by Watson or other branch libraries. The Kansas Collection is relied upon heavily by the community-at-large, by historical groups, genealogists and others in the state and local community; Government Documents and Maps, as a Regional depository, serves the entire state, and especially the selective depository libraries in the state; and Special Collections is involved with users nationally and internationally. This fact needs to be added to our list of concerns.

The next meeting will be at 3:00pm on Monday, December 19. We have submitted a list of questions to John Miller, with whom we will meet next time, but we should be thinking of anything else we need to discuss with him as well. Some additional discussion of the duplicate record issue followed as a review of what will be discussed with John.

The meeting was concluded at 4:15pm.

Submitted by D. Koepp
CLASSIFIED VACANCY

The Circulation Department has announced a full-time Library Assistant I vacancy. This position supervises the Holds Office of the Circulation Department and performs both public service and technical service responsibilities. Specific duties include: 1) training and supervision of student assistants; 2) resolving patron problems, complaints, and requests related to recalls and searches; 3) serving as primary Circulation Desk back-up in absence of Desk Supervisor; 4) brieflisting; 5) supply maintenance. 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, maximum substitution of two years. Preferred Selection Criteria: Experience or skill in written and oral communication, public service experience; organizational and supervisory experience; working familiarity with video terminals; demonstrated ability to work independently; typing skill; familiarity with Dewey Decimal and LC call number systems.

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 vacancy should contact Judy Kasson, 4-3601, by 5:00 p.m. Thursday, January 19th. Library staff will be requested to complete a "Request for Promotion or Transfer" form, available from Judy. A copy of the position description is also available from Judy for review.

Program Director

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 REMINDER

Timecards are due in the Library Office no later than Friday, January 13, 1989 for all classified, unclassified, and students. Contact Judy Kasson if you have any questions.

Judy Kasson

PERSONNEL

Norma Bishop has been hired as the new Circulation Desk Supervisor in Watson. Norma is currently the Holds Office Supervisor and will be replacing Evalyn Gelhaus.

Sandy Gilliland

JANUARY BROWN-BAG LUNCHES ANNOUNCED

The Staff Development Committee will be sponsoring two Brown-Bag Lunches in the next two weeks: Thursday, January 19, Kathleen Neeley will be talking about the layout, products, and services of the New Science Library; Tuesday, January 24, ALA Mid-Winter Attendees will be giving their impressions of the conference, held last week in Washington, D.C.

Nancy Hawkins

PHOTOCOPIER DEMONSTRATION SCHEDULED IN SPENCER LIBRARY

The local distributor for the Archivist and Selectec 1603 copiers (designed as "book friendly" copiers) will be demonstrating these machines on Thursday afternoon (January 12) and Friday morning (January 13) in Room 318 of the Department of Special Collections, Spencer Library. Anyone interested in seeing

An Equal Opportunity/Affirmative Action Employer
how these copiers work is welcome to stop by for a demonstration (and also welcome to bring hard-to-copy items to test the equipment). Call Bill Mitchell (4-4334) if you have questions about the arrangements.  

Mary Hawkins

AFFIRMATIVE ACTION SEMINARS ANNOUNCED

Attached to this issue of FYI is a listing of seminars offered by the University's Affirmative Action Office during the Spring semester. Library staff who are interested in attending one or more of these seminars should call 4-3686 to register. As a reminder, all staff who are members of a search committee should attend the "Search, Screening, Selection and Support" workshop.

Mary Hawkins

CIVIL SERVICE EXAMINATION CALENDAR FOR JANUARY

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of January. 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

PEN-PAL WANTED

Zdena Kalna of Brno, Czechoslovakia added a postscript to one of my serial claims letters asking if I would help her locate a Pen-Friend, so she may practice her English. Zdena is single, 41, and her hobbies include music and sports. She mentioned that she plays baroque music on a recorder. Her address is: Ustraedni Knihovna, Vysoke Skoly Zemedelske, Zemedelska 1, 613 00 Brno, CSSR. I'm sure she wouldn't mind several pen-pals, so anyone interested should write. Sally Nugent

Sandy Gilliland

ATTACHMENTS

Minutes of the following meetings: Committee on Budget and Planning, 12/13/88; Library Faculty Assembly Executive Committee, 12/19/88; Staff Development Committee, 12/1/88 and 12/7/88; Interim Report to the LFA Executive Committee, December 1988; AFFIRMATIVE ACTION & EQUAL OPPORTUNITY SEMINARS calendar, January Civil Service Testing Calendar.

Minutes: Committee on Budget and Planning

Date: December 13, 1988

Present: S. Tronier, B. Schulte, R. Miller, L. Leon, G. Carvalho, D. Barkley, K. Simmons

The minutes of the December 13 meeting were revised and approved. The rest of the meeting was spent revising the proposed staff survey on library priorities. Dan made a few suggestions. They were shot down. He became touchy, then very quiet, then pouted. Suzanne didn't care. We all argued about stuff, then Rachel made good suggestions after allowing us to waste a lot of time. She had nothing better to do that afternoon. Suzanne later became very apologetic about stuff. Becky reassured her. I sat around having fun writing the minutes. Gene had some good ideas which, if he'd had them earlier, would have been nice. Lars looked cute as a button. A good time was had by all.

The next meeting is going to be either/or/and/all January 11, 1-13. Rachel will be responsible for the decorations and party favors.

Respectfully submitted by Kendall Simmons
"CREEP" began meeting biweekly in August 1988 and then met weekly with the addition of new members in September and October to work on its charge: Consider the whole merit review process and make a recommendation to LFA Exec and the Library Faculty Assembly as a whole. The membership roster of the Committee reflects some of the many experiences, points of view and departments of the Library at large. In the interests of designing an acceptable and lasting process of evaluation, the Committee decided on a working structure that could not be perceived by staff as biased from the beginning of its formidable task. Therefore, CREEP met with an unnamed facilitator and no formal chair. Gordon Anderson has served as recording secretary and formal communications contact for the group.

The Committee began its work considering documents fundamental to the process of annual merit review. Ron Calgaard, Office of Academic Affairs, issued a memo on the Evaluation of Faculty and Other Unclassified Staff (Nov. 4, 1975) which states: "The faculty of each department (school) shall decide how evaluations are to be conducted in that unit" and "the same general criteria used for promotion and tenure are applicable to evaluation for merit salary increases."

Deanell Reece Tacha, Office of Academic Affairs (Nov. 7, 1984), asked all deans directors and chairpersons within Academic Affairs to document and file policies and criteria related to merit salary evaluation, and noted that merit salary plans should not include the possibility of any across-the-board increases.

The state of Kansas requires annual merit salary review for faculty, and the University further states in the Faculty Handbook (G.8) "written evaluations serve as the basis for salary recommendations, for possible advancement in academic rank, for tenure review, for possible notice of nonreappointment, and for review of sabbatical leave applications."

For four months CREEP considered many elements of an acceptable evaluation process. Specifically, the Committee:

1) critically studied ARL Spec Kit 140 which addresses Performance Appraisal at twelve academic institutions (procedure overviews, peer review and merit increase review). While none of these institutions mirrors our own circumstances exactly, the Committee became aware of some criteria and procedures which could perhaps be amended and adopted locally.

2) solicited staff comments on all aspects of evaluation. The Committee received opinions on the whys, hows and results of past and possible review processes, and specific procedural suggestions: peer review, no peer review, appeals possibilities, clarification of library-wide and departmental criteria, tie-in with promotion and tenure process, feedback, and simplicity vs. complexity, etc.

3) reviewed the results of 1985 and 1987 surveys conducted by LFA Exec and the Peer Review Task Force, respectively.

4) in conjunction with the study of individual staff responses, studied the history of evaluations at the KU Libraries, and the evolution of individual and group acceptance and non-acceptance of past processes.
It was CREEP's intention to present staff with options of possible procedures for evaluation, and ultimately suggest an evaluation procedure to LFA based on ideas of the Committee and a vote of the staff. As a result of its study of other evaluation procedures, staff comments, past surveys, and a great deal of other literature and opinion, CREEP realized that any procedure would/could vary with criteria used in the process. CREEP did not feel authorized or able to set criteria for evaluations, and decided to consult LFA Exec to clarify the criteria issue.

Recognizing the complexity of its charge, CREEP told LFA Exec it would not complete its work in 1988, but that it would continue to work on its charge.

Margaret Wilson
Saralinda Rhodes
Shelley Miller
Rachel Miller
Donna Koepp
Gene Carvalho
Gordon Anderson

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: December 19, 1988

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

The minutes from the December 12th meeting were amended and approved.

Rick and Judith reported on the meeting with Dean Ranz where the procedures for this year's administrative review were discussed. LFA Exec proposed a review system in which supervisors would directly assign ratings. The Dean decided that it would be fairer to have the assistant deans assign the ratings. In light of the Dean's decision, LFA Exec altered the procedures accordingly. The Dean was also concerned about the legality of an Appeals Committee reviewing an individual's file and making recommendations without access to other FASARs for comparison. Sandy Gilliland contacted Vicki Thomas for advice on this matter. Ms. Thomas recommended the following procedures for LFA Exec and the Appeals Committee: 1. Detail what documentation and testimony the committee will have access to for an appeal 2. Establish criteria for the committee in making judgments 3. Submit a detailed and complete copy of the recommendation to the librarian appealing, the supervisor, and the appropriate assistant dean. Rick recommended that the committee be guided by the general criteria as written in the Faculty Handbook. Rob suggested that a statement of the internal criteria from department heads would be helpful to the Appeals Committee.

After consultation with the Dean, Rick documented the steps of review. The committee evaluated the document and suggested several minor changes before sending copies to the LFA membership this week. The mail ballot with four options for the composition of the Appeals Committee will be sent out the first week of January.

The next meeting will be scheduled after January 2nd.

Judith Emde, Secretary
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
December 1, 1988

Present: Rhonda Neugebauer (presiding), Nancy Hawkins, Rosemary McDonough, Saralinda Rhodes, Linda Evans (visitor)
Absent: Judith Emde

The minutes of November 18 were amended so that the end of the first paragraph read: except Abilene.

Nancy brought up an issue from the Classified Conference concerning the number of representatives from Classified Conference serving on Staff Development and other committees. It was decided that Nancy would write a letter of inquiry to the LFA Executive Committee from the Staff Development Committee.

The SDC will begin to make inquiries to the Budget and Planning Committee for additional funding for staff development activities. In addition, some brainstorming ideas evolved from discussion among committee members, including asking for funds from library administration, KU Endowment, Academic Affairs, and grants; bake sales and a library-sponsored cookbook; writing a column for the UDK; sponsoring a university-wide panel for discussion of library issues, possibly during National Library Week (April); and etc.

Ideas were then solicited by Rhonda for Virginia Quiring's visit and what we would like for her to discuss. Ideas included discussing funding of staff development at KSU, special funding received, philosophy of staff development, support for conference attendance, details of staff make-up, and open questions and answers.

Future brown-bag lunches were discussed and will be verified with the appropriate people. Susan Craig will be presenting December 13, Gene Carvalho sometime in January, and the first part of February, SDC would like to show a preservation tape for all staff--Saralinda will be responsible for its procurement.

Linda Evans volunteered to research tape presentations featuring stress reduction in the workplace, substance abuse, and Employee Assistance Programs.

A short discussion ensued concerning our second SDC newsletter for the FYI, and what should be included.

The next meeting of the SDC will be Wednesday, December 7, at 1:30.

Submitted by Nancy Hawkins, Secretary
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
December 7, 1988

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

Several brown-bag lunches were confirmed by the committee and will occur
throughout January and February.

Judith reported on the survey of peer institutions (Colorado, Oklahoma, Iowa,
Oregon, North Carolina, and KSU) regarding staff development. It was suggested
that we also survey KU library staff for how and why they use travel funds.
Saralinda will design this survey.

Rhonda reiterated our discussion results from our last meeting concerning funding
activities, and we continued to add new ideas to the list. The SDC would like
to invite Judith Krug from the ALA Office of Intellectual Freedom to speak this
coming year, possibly in conjunction with a library promotion activity during
National Library Week, April 9-15.

We reviewed some of our documents for a staff development statement, and will
continue to discuss a staff development philosophy at future meetings.

The next SDC meeting will be determined at a later date.

Submitted by Nancy Hawkins, Secretary
AFFIRMATIVE ACTION & EQUAL OPPORTUNITY SEMINARS
SPRING 1989

January 10  Tuesday  10:00-11:30  Valuing Diversity I - Managing Differences
              International Room, Kansas Union
January 11  Wednesday  10:00-11:30  Valuing Diversity II - Diversity at Work
              Oread Room, Kansas Union
January 11  Wednesday  2:00-3:30  Search, Screening, Selection and Support
              Oread Room, Kansas Union
January 12  Thursday  10:00-11:30  Valuing Diversity III - Communicating Across Cultures
              Oread Room, Kansas Union
January 18  Wednesday  9:00-11:00  Preventing Sexual Harassment
              International Room, Kansas Union
January 19  Thursday  9:00-10:30  Search, Screening, Selection and Support
              International Room, Kansas Union
January 25  Wednesday  9:00-10:30  Search, Screening, Selection and Support
              Pine Room, Kansas Union
February 2   Thursday  2:00-3:30  Search, Screening, Selection and Support
              Pine Room, Kansas Union
February 8   Wednesday  2:00-3:30  Search, Screening, Selection and Support
              International Room, Kansas Union
February 14  Tuesday  2:00-3:30  Valuing Diversity I - Managing Differences
              Pine Room, Kansas Union
February 15  Wednesday  2:00-3:30  Valuing Diversity II - Diversity at Work
              Pine Room, Kansas Union
February 16  Thursday  9:00-10:30  Search, Screening, Selection and Support
              Pine Room, Kansas Union
February 16  Thursday  2:00-3:30  Valuing Diversity III - Communicating Across Cultures
              Pine Room, Kansas Union
February 22  Wednesday  9:00-10:30  Search, Screening, Selection and Support
              Pine Room, Kansas Union
February 23  Thursday  2:00-4:00  Utilizing AA/EO Grievance Procedures
              Pine Room, Kansas Union
March 2     Thursday  2:00-3:30  Search, Screening, Selection and Support
              Pine Room, Kansas Union
March 8     Wednesday  2:00-3:30  Search, Screening, Selection and Support
              International Room, Kansas Union
March 10    Friday  9:00-10:30  Valuing Diversity I - Managing Differences
              International Room, Kansas Union
March 15    Wednesday  2:00-4:00  Affirmative Action for Persons with Disabilities/
              Vietnam Era Veterans, Pine Room, Kansas Union
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# University of Kansas

## Testing Calendar for January 1989

**Department of Personnel Services**

**For Information Call 864-4942**

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*Written Exams Offered: Office Assistant II & III General Maintenance & Repair Technician I & II Cook Food Service Supervisor*

**Unassembled Exams:** (Ratings of Training and Experience)
- Custodial Supervisor I & II, Dietitian I & II, Keyboard Operator III, Painter, Medical Technologist I & II, University Police Officer.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PRESENTATION SCHEDULED REGARDING BRS SOFTWARE

A description of the BRS software for searching library databases will be presented in two duplicate sessions at the Computer Center Auditorium on February 8. The morning session will start at 9:00, and the afternoon session at 2:00. Each presentation should last about an hour, with time for questions afterward. The software will be described by Debbie Hall of BRS, and all interested library staff are invited to attend. No prior sign-up is required. Mary Hawkins

ORIENTATION TOURS — SPRING SEMESTER 1989

In an effort to reach more library users, the Reference Department is planning a series of orientation tours that will be scheduled once a week throughout the Spring semester. These tours will be on Tuesday afternoons at 3:30 from January 24th through May 9th. In addition, general orientation tours will be offered on Wednesday afternoons at 3:30 the first three weeks of the semester (Jan. 25, Feb. 1, and Feb. 8).

If you would be interested in giving one (or more) of these tours, we welcome your participation. Staff from any library department, classified or unclassified, 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 conducted by experienced Reference Department staff. ("Old timers" who wish a refresher course are also welcome!) If interested, please contact Saralinda Rhodes as soon as you can, preferable by Wednesday Jan. 25th. Thank you! Saralinda Rhodes

OPEN MEETING ON THE ONLINE ACCESS TO SERIALS (OATS) TASK FORCE REPORT

The OATS Task Force submitted a final report and project proposal to the Library Automation Committee on January 3. The Automation Committee discussed the plan during its meetings of January 3 and January 17. Margaret Wilson, chair of the Task Force, was present at both meetings. The Committee decided at the second meeting to recommend to Dean Ranz that the report and project proposal be accepted with the understanding that additional planning in some areas remains to be done (the Task Force will continue to meet as a project committee until all work is completed). The final report and project proposal have been sent to Dean Ranz with the Committee's recommendation.

The Automation Committee would like to hold an open meeting to explain the proposed project and to answer questions about the report and project proposal. This meeting will occur from 1:00-3:00 p.m. on Tuesday, January 31 in Conference Room A in Watson. We strongly encourage anyone who is interested in attending to obtain a copy of the report and proposal and read them before the meeting. They are quite lengthy, about 50 pages including addenda, but the task force would prefer that you read them before asking questions. You can pick up a copy at the Watson Reference Desk or receive one via campus mail by notifying John Miller (4-0223). A one-page summary of the report is attached to this FYI to give you some idea of the content of the report, but it does not give any details. John Miller

An Equal Opportunity/Affirmative Action Employer
RESULTS OF CLASSIFIED CONFERENCE ELECTIONS

Results of the Classified Conference Elections: President, Lars Leon; Vice President, Sue Hewitt; Secretary, Verna Froese; Group I Representative, Janet Revenew; Group I Alternate, Janet Mears; Group II Representative, Linda Evans; Group II Alternate, Brenda Owens; Group III Representative, Jane Hoyt; Group III Alternate, Sally Nugent; Group IV Representative, Victor Clark; Group IV Alternate, to be named; Group V Representative, Malcolm Lodwick; Group V Alternate, Verna Froese; Group VI, VII Representatives, Helene Tricker and Brad Eden; Group VIII Representative, Esther Boyd; Group VIII Alternate, Pam Bower; Group IX Representative, Inge Starr; Group IX Alternate, David Benjamin.

Thank you to everyone who voted. We received many ballots and the races were close. I will be sending notes to the Exec Board members to set up our first meeting of the year sometime in the next two weeks.

Lars Leon

NOTICE TO WATSON LIBRARY DEPTS. REGARDING DELIVERY OF FYI

When the Library closes at 5 p.m. on Wednesdays (during class holidays/breaks), the FYI will be distributed late Thursday morning. The mail room usually picks them up and delivers them to you; however, if they are running short of help, they are unable to give this service. If you have not received your FYIs by noon on Thursdays, please have someone from your department pick them up in the Administrative Office.

This does not apply to branch libraries. Your deliveries will not be affected by holidays or class breaks.

Ruth Miller

THANK YOU MESSAGE

We received the following note from one of the mothers we helped at Christmas. Thanks to everybody for your support.

Words can say so little when someone’s done so much. 

Mom and I loved everything we received this year. And I hope she was happy too. Merry Christmas and Happy New Year.

—Shelley Miller

ATTACHMENTS

Report of Library Automation Committee meetings, Sept.-Dec. 1988; OATS Task Force Report and Project Proposal Summary Statement; Travel report by John Miller on the ALA meeting, Jan. 5-10, 1989; Staff Development Newsletter; State Promotion and Transfer List; Minutes of Committee on Budget & Planning 12/2/88 meeting; Staff Survey on Budget & Planning Priorities, Budget & Planning Committee 1/12/89; Minutes on Library Faculty Assembly Executive Committee 1/4/89 meeting.
The task force identified four principles which it used to guide its deliberations.

1) As many serials as possible should be in the online catalog, as it is by far the most accessible and most heavily-used of the Libraries' public catalogs.

2) The serials added should cause as little conflict as possible with the existing database.

3) Programming should be aimed at allowing flexibility rather than limiting it; the limitations should be a matter of policy, not system design.

4) The holdings displays should be available through the online catalog; they should be timely, easy to manipulate, and user friendly.

In accordance with these principles, the task force arrived at a proposal containing the following major recommendations.

1) A project should be undertaken immediately to add certain serial records to the online catalog by Day 1. (Day 1 is defined as either the date of the opening of the new Science Library or the date by which Cataloging has completed its evaluation of the serial records, whichever comes first.)

   a) Programming should be in place to allow for a smooth integration of serial records, with holdings, into the online catalog. Specifically, this means automated authority control should be available for all headings on serials which display in the online catalog, with the exception of series added entries.

   b) The serials added to the online catalog by Day 1 should be:

      1) All serials currently displaying in the CSR with the principal exception of serial records for analyzed monographic series.

      2) Selected UKASE serials currently not displaying in the CSR.

   c) A sufficient number of terminals and associated hardware and connections should be provided to accommodate the replacement of the CSR microfiche readers.

2) The task force recommends that non-UKASE serials should be added to the online catalog subsequent to the completion of the project defined above. Decisions about the serials to be added, and about the programming and staff requirements made necessary by these additions, should be made according to the principles developed by this task force, the priorities established by the Automation Committee, and the guidelines established by the Working Group on Union Catalog Issues.
The Library Automation Committee met on the following dates in the last quarter of 1988: September 20; October 11 and 19; November 1, 22, and 29; and December 13. All members attended all meetings (Sandra Brandt, Mary Hawkins, Clint Howard, Kent Miller, Jim Neeley, Mary Roach, and John Miller, chair).

The principal purpose of these meetings was to review the responses to the preliminary automation survey and to try to understand the issues and understand exactly what is being requested. We feel it is important that all members of the committee develop a broad understanding of the existing library systems and of the changes that might be made. We therefore met only when all members could attend. The first few sessions were very general, quite often involving one or more members of the committee explaining a topic in some depth to the rest of the committee. In most instances, this included John attempting to explain the programming and machine considerations relating to a particular request or problem.

A notable exception to this pattern occurred when we wanted to review the response submitted by the Circulation Department and a separate circulation-specific response submitted by the Science Library. For the meetings of November 29 and December 13, Kendall Simmons, Bayliss Harsh, and Chanette Kirby (the author the Science Library proposal) attended the meetings and contributed a great deal to the knowledge and understanding of the committee members.

Two other events occurred also during this period of meetings. First of all, Margaret Wilson, chair of the Online Access to Serials (OATS) Task Force, met with the committee to make sure that the Task Force was correctly interpreting its mission statement. The Task Force had raised several questions that were successfully answered at this meeting.

Second, Kent Miller, chair of the Serials Accounting Task Force, met with the Committee on November 22. He submitted a report summarizing the Task Force’s work and offering recommendations on how to proceed with the programming for the project along with a document written by Gary Susott estimating the programming time required for the different modules in the proposed system. In essence, the report and recommendation suggested a two-phase approach. The first phase, which falls into the time frame earlier agreed upon by the Automation committee, would create a basic, working serials accounting system. A number of other useful modules are relegated to a "Phase 2" status. It was thought important to stick to the original time frame such that phase 2 of serials accounting should be considered on its own merits along side other requests being considered by the committee. The committee agree with the recommendations in the report, thanked the Task Force for its efforts, and decided to send a copy of the report to Dean Ranz to keep him informed of progress on the project. The Task Force had not been asked to submit a formal report and therefore we did not feel that any official action needed to be taken.

Note: Minutes of the Serials Accounting Task Force’s meetings and copies of Kent’s report are available to anyone who wishes to have a copy. Please request either or both from John Miller via campus mail (OIS, Computer Center) or by phone (4-0223). Minutes of the OATS Task Force are also available from John Miller. A full report and project plan from that task force will be discussed at the January 3 and 17 meetings of the Automation Committee. At that time, assuming a final version of the report and plan is recommended to Dean Ranz, it will also be made available to the library staff at large. An open meeting will be held to answer questions about the report. I would highly recommend skipping the minutes and reading the report and project plan when they are made available. -- John Miller
My reactions to this midwinter ALA are mixed, but that is not unusual. I generally find the exposure to what others are doing, both libraries and commercial vendors, leaves me alternately depressed and excited. I am always forced to think again about what we have done and are doing here at KU. Sometimes I feel satisfied with our opportunities and our choices, but often I do not. I am becoming less and less sure that we will be able to remain current over the next five years.

In addition to spending about ten hours in the exhibits and spending Friday morning visiting the Automation Planning and Liaison Office at LC, I attended the following sessions:

- RTSD Heads of Technical Services of Large Research Libraries Discussion Group (general reporting and discussion session)
- LITA Telecommunications Interest Group (discussion of current campus networks -- attendees from Yale, Ohio State, Univ. of Illinois-Chicago, Univ. of Houston, Minnesota PALS network, SOLINET, and TRLN (North Carolina, North Carolina State, & Duke)
- ACRL Electronic Library Development in Academic Libraries Discussion Group (presentation on Arizona State University's multi-database online system)
- RASD-MARS Disc Technology Discussion Group (discussion of current CD-ROM programs)
- LITA Optical Information Systems Interest Group (presentations by Univ. of Vermont and CUNY-Brooklyn College on their CD-ROM programs)
- MARBI (one session only - a variety of topics)
- LITA Programmer/Analyst Interest Group (presentation by Sally McCallum of LC's Network Development and MARC Standards Office on format integration & discussion among members of plans for coping with it, including OCLC and RLIN)
- LITA/RTSD Authority Control in the Online Environment (presentation and discussion on monographic series authority records and bibliographic series fields)
- ACRL Microcomputer Services to Academic Libraries Discussion Group (presentations by an Apple rep working with Texas A&M University and a librarian from Cornell on MacIntosh Hypercard interfaces developed for the NOTIS online catalog)
I didn't observe anything radically new at this ALA. There were new products in the exhibits, of course, but everything seemed to be an extension of previous technologies. In a sense, this ALA may have shown the maturing of CD-ROM. The basic technology is now taken for granted. There are simply more products from more sources. The CD-network possibilities that first appeared last summer are just now beginning to take hold. SilverPlatter, for example, has integrated the Meridian Data CD-ROM network hardware and software into its own product line, marketing it as "MultiPlatter". It is a very nice product, allowing a user at one PC to move easily from one CD-ROM database to another without having to change machines or discs.

Other vendors also have begun to come to terms with the idea of network access to CD-ROM. Last summer, when asked about licensing agreements for this kind of use, most vendors had not yet thought about it. They now have thought about it and many have developed multi-use licensing contracts. At least one, Cambridge Scientific, plans to allow network use at no extra cost. There aren't many of these networks in libraries yet, but lots of libraries are obviously working toward implementing them and many vendors report successful tests of the Meridian Data system.

At the RASD-MARS Disc Technology Discussion Group it was clear that a lot of libraries now have considerable experience with CD-ROM, but that no one is really doing anything truly exceptional with it. No one present had yet networked CD-ROM's, but many said they wanted to. Several institutions, most notably Oregon State University, had large CD-ROM installations. Oregon State has a cluster of 12 CD-ROM workstations with subscriptions to 16 databases. The cluster is supervised by student assistants and users are required to check out the discs. Any workstation can be used for any database. Several other institutions also have a similar setup, although some also have the more traditional one-station/one-database setup. One college has multiple drives on each workstation and groups the databases by general discipline -- there is a science workstation, a humanities workstation, etc. Kent State appeared to be the only institution charging for CD use (15 cents per minute collected through a venda-card), but they would like to be able to stop charging. Scheduling use of CD workstations appeared to be the exception.

I think the same kind of maturing process is beginning to occur in the area of providing access to other databases through the online catalog. The most important development is that NOTIS has taken over the development work done by Flo Wilson's group at Vanderbilt and hopes to release a version of it later this year. Vanderbilt began with the BRS/SEARCH software that now comes with NOTIS. It then created two new databases, one containing some current years of MEDLINE, the other a composite of three Wilson indexes (Social Science, Humanities, and General Science). Since the NOTIS/BRS license limits its use to items in the MARC format, Vanderbilt converted the two databases into pseudo-MARC records and then ran them through the normal NOTIS indexing programs. The result is a
searching system for the two new databases that looks and works just like the regular NOTIS online catalog (LUIS). The user selects which database to search and then uses the same commands regardless of which database is being searched. It is clear that there will be an additional charge to NOTIS users for this service, but the price has not yet been set.

Even more impressive than the NOTIS system was a demonstration of the system at Arizona State University given at the ACRL Electronic Library Development in Academic Libraries Discussion Group. Arizona State uses the software developed for the Colorado Alliance of Research Libraries (CARL) which runs on Tandem computers. The CARL software includes a generic database creation and searching module which ASU uses to provide access to a multitude of other files or databases. A few databases are still to be loaded, but when the installation is complete later this spring, the system will include the following: ASU's general online catalog (ca. 1.3 million records); the Academic American Encyclopedia; 3 files from ASU's Career Services Office; 6 Wilson indexes; locally-created indexes for maps, song titles, and ASU's solar energy collection; and the GPO tapes (from Marchive). There are 232 terminals connected to the system in addition to 20 dial-in ports. The extra files are aimed primarily at ASU's 32,000 undergraduates rather than at graduate students and faculty. The biggest surprise so far has been the very heavy use of the encyclopedia.

Development of systems such as ASU's present very interesting problems. The traditional library catalog is relegated to being simply one of many files that a user can search. The "library catalog" may come to mean something much broader than has traditionally been the case. Responsibility for the data becomes much more diffuse, in many cases moving completely outside the library. In general, a consistent searching tool seems to be the principal requirement in multi-database systems. The user will be asked to contend with several files, but he or she should not be asked to contend with different searching methods. Both the NOTIS and ASU systems offer such a one-search-system advantage. [NOTE: the summer issue of Information Technology and Libraries will focus on multi-database online catalogs, including the ASU and Vanderbilt/NOTIS systems.]

Another very interesting presentation was given by Rick Carmichael, an Apple representative from Houston who has been working with a programmer/analyst at Texas A&M University to develop a Macintosh interface both for the University's general online information system and for the library's NOTIS online catalog. It uses a combination of Hypercard and some new software designed to run in parallel with Hypercard. They have done some very interesting things. For example, the system reads all the screens listing all of the search hits into one scrollable window. Likewise, when a user selects an individual record, the system reads all screens of the record and presents them in a scrollable window. The call number/location and subject headings appear as pop-up windows on request. When displaying subject headings, the user can click on one of them and have the system search for that heading (a Mac version of our "jump" command). This is all very un-NOTIS like. With a few rare exceptions, you cannot tell that you are searching NOTIS.
Following Carmichael's demonstration, a librarian from Cornell demonstrated a somewhat similar Mac interface developed with Hypercard. It looked more like NOTIS, but also showed some real creativity. The work was done with grant funding. When asked if he had talked to NOTIS about the interface, the speaker replied that he had written to NOTIS about it several months ago but had never received a reply. It is good to see that we are not the only ones who have a hard time getting a reply from NOTIS.

My field trip to LC was rather discouraging. Development and enhancement of systems at LC, with the exception of Cataloging Distribution Service product development, largely has ground to a halt pending "resystemization." The Arthur Young consulting firm has been hired by the new Librarian of Congress to create a plan to totally rework the automated systems at LC -- to in effect create one very large and very complicated corporate database system. Everything has been put on hold, including the serials automation project which had already gone through most of its design phase. So far, judging by staff observations of the process, it looks like the typical bad library automation project: bring in outside consultants who really don't know the business, ignore senior staff who do know the business, don't take the advice of your own technical staff, and don't do anything until you come up with the perfect plan. This, as always, results in low morale and lot of good people leaving or being stuck in jobs where they aren't allowed to accomplish anything. Combine this with the general budget problems at LC, which include a lot of frozen positions, and things don't look good.

The resystemization will not be accomplished before 1993. Among other things, this has prompted LC to put off the implementation of the integrated MARC format until the end of 1993 at the earliest. As a direct result of that decision, MARBI at this conference voted unanimously to reject the proposal to make the 440 series entry field obsolete in bibliographic records. There had been a strong push from several ALA groups to explicitly separate series description from series access by always giving the traced form of a series in an 8xx field and never in a 4xx field. I think everyone, including the MARBI committee, agrees that it is a good idea, but for purely practical (read: financial) reasons it was voted down. This decision has implications for us as we look at the possibilities of linking series added entry fields in bibliographic records to records in the authority file. Several institutions indicated that they have already implemented the move away from the 440 and plan to continue that way no matter what MARBI and LC do. Since LC does plan to go along with one small part of the rejected proposal, namely to redefine value "1" in the first indicator of the 490 field as "traced" rather than as "traced differently," it will be legal to use a 490/830 combination instead of a 440. It is likely that we will want to do the same.

This is obviously too long, so I will stop. If anyone is interested in hearing more about any of the sessions, I would be glad to talk about them.
REPRISE FROM THE COMMITTEE

With this second issue, the Staff Development Committee is continuing its newsletter, which we hope will be issued each month. The purposes of this publication are to report on staff development and continuing education opportunities, and to inform library staff of the committee’s ideas and activities. It also is our desire to encourage discussion of staff development issues and concerns throughout the libraries. As a communication tool, this newsletter will try to enhance staff understanding of the benefits of staff/professional development for staff members, the libraries, and the university.

OPEN MEETINGS FOREVER

Meetings of the Staff Development Committee are always open to all library staff. The announcement of the next SDC meeting can usually be found in the last paragraph of the committee’s minutes as they are published in the FYI. Please feel free to talk to any member of the SDC at any time regarding staff development ideas and projects. Committee members are Rhonda Neugebauer (chair), Nancy Hawkins (secretary), Saralinda Rhodes (travel funds coordinator), Judith Emde, and Rosemary McDonough.

OUT-OF-STATE TRAVEL FUNDS

As a reminder, both classified and unclassified staff are eligible to apply for out-of-state travel funds to attend conferences and workshops. The fourth quarter of this fiscal year runs from April 1 to June 30. The deadline to apply for travel funds from the Staff Development Committee is February 15. (Don’t forget that the annual ALA Conference is at the end of June this year.) Apparently, staff members attending conferences are not applying for travel reimbursements since the allocations have been so small. With one quarter of FY89 left, more than half the travel funds remain. Therefore, all those planning travel between April 1 and June 30 are encouraged to apply for funds. Last year some travel funds were carried over, but the SDC does not plan to carry these over again this year.—S. Rhodes

PUBLISHING OPPORTUNITIES WITH ALA

Want to write for ALA? How to Publish in ALA Periodicals is a nine-page guide to 46 magazines and newsletters that consider unsolicited material for publication. Each entry includes the editor’s name and address, the publication’s ALA connection, and a description of the kinds of materials that are considered. Edited by Germaine Wellington, the pamphlet is free with a self-addressed business envelope stamped with 45 cents postage. Mail requests to: How to Publish in ALA Periodicals, ALA Publishing Services Order Dept., 50 E. Huron St., Chicago, IL 60611.
BROWN-BAG LUNCH SCHEDULE

The Staff Development Committee has planned numerous Brown-Bag Lunches for this semester, and as a matter of course, we will be announcing them in this newsletter and in the FYI. Everyone on the library staff is welcomed to attend these lunches, and even bring friends outside the library if the topic seems of interest to them. The more the merrier is our motto! The upcoming lunches, all held in Watson Library Conference Room A from 12:00 to 1:00, are:

January 19 (Thursday)  Kathleen Neeley, Science Library, will be discussing the layout, services, and products of the New Science Library.

January 24 (Tuesday)  Staff who attended the ALA Midwinter Conference in Washington, D. C. will be offering their impressions and expressions of the activities.

February 1 (Wednesday)  Gene Carvalho, East Asian Library, recently returned from Japan where he observed the culture and life of that country, and he will present "Libraries and Life in Japan."

February 15 (Wednesday)  Virginia Quiring, Library Development Services at KSU, will speak to us about the opportunities available to the staff of the KSU libraries for personal and professional growth.

BCR WORKSHOP SCHEDULE

Throughout the year, the Bibliographical Center for Research (BCR) in Denver offers a variety of workshops on technical topics of interest to library staff, which are held in the Topeka-Lawrence-Kansas City area. Printed below are some of the workshops being held in this area for the coming year. Judith Emde has more detailed information should you be interested in one of these workshops.

February 7 (Topeka Public Library)  "Preparing Your Library's MARC Database"

March 8 (University of Kansas)  "Library of Congress Class Numbers: An Introduction"

April 3 (Kansas State Library, Topeka)  "PC/MS DOS Intermediate Uses--Beyond the Beginning (With an Emphasis on Hard Disk Management)"

April 4 (Kansas State Library, Topeka)  "Microcomputer Maintenance Basics"

May 23 (Kansas State Library, Topeka)  "WordPerfect 5.0--Advanced"

May 24 (Kansas State Library, Topeka)  "dBase IV--Beginning"

May 25 (Kansas State Library, Topeka)  "Using WordPerfect 5.0 for Desktop Publishing"

May 26 (Kansas State Library, Topeka)  "WordPerfect 5.0--Basic"

GRANT ANNOUNCEMENTS FROM KLA

Applications for grants to fund continuing education activities for individuals who have been members of the Kansas Library Association for at least two years can be requested from KLA Continuing Education Committee, c/o KLA Executive Secretary, Kansas Library Association, 901 North Main, Hutchinson, KS 67501.

Applications for a $1,000 KLA scholarship to attend the graduate school at Emporia State University's School of Library and Information Management are available from the KLA Executive Secretary at the address listed above.
GUADALAJARA INTERNATIONAL BOOK FAIR

Last summer at the annual conference of SALALM (Seminar on the Acquisition of Latin American Library Materials), I [Shelley Miller] heard about Guadalajara's Feria Internacional del Libro and a related conference preceding the official opening of FIL. When I learned that conference attenders would be allowed to have four days access to book exhibits before the official opening of the book fair, I knew I'd try to attend. (National Public Radio covered a Mexico City book fair last year, and background activity sounded as hectic and crowded as a rush hour subway stop. Advance access to publishers' and distributors' displays is the hook that tempted me.) So, Rhonda Neugebauer and I went on our own and not on official KU business.

The scene I want you to imagine, if you've attended ALA or other large library conferences with large exhibit areas, is having the exhibit area practically to yourself. Wow! It happened to us! Between conference sessions it took us three days to look around 15 double-sided rows lined with book exhibits, and then we returned less systematically over the next several days. What fun. Really.

I enjoyed the book exhibition more than the conference, but Rhonda may have a different view...

SALALM had a booth at the fair, and we each did a shift of sitting there to tell interested people about the organization and selling some of the SALALM publications dealing with library/bookdealer relations, exchange arrangements, and vendor directories. As some of the few USA librarians at a booth, we fielded other questions about US academic libraries and publishing...or tried to.

Because so many academic librarians in this country use bookdealers to supply materials, and because these bookdealers are regular SALALM attenders, besides the fact that they are in close touch through the mail, there were actually very few SALALM members at this fair. There were quite a few California public librarians in attendance who were spending a large percentage of their Spanish-language budget and shipping materials home from the fair. It might be impossible for an academic librarian to use the same approach, but with a good memory for what a bookdealer had supplied over the last year, one might fill some gaps in one's collection. The larger the fair, the greater the likelihood one might discover new publishers not covered by current suppliers, too. It appeared to me that most of the publishers present are locally known, and our budget probably determines the extent of our dealings with each--through our bookdealers or through exchange arrangements.

Though billed as an international book fair, most exhibitors were Mexican. Central America was not represented, and South America was not heavily represented. Several publishers from Spain were in attendance.

One of the biggest pleasures for me on this trip was to get my Spanish rolling again. When I catalog here at my desk and see the books in Spanish go by, I see words I used to know and phrases that used to come to mind instantly when I needed them, but they all get rusty without use. It was a joy to travel with another Spanish-speaker and listen to how we talked, and to listen to the talk around us, and to remember the REAL way to say something without speaking "in translation." An occasional return to Latin America revs my enthusiasm for the materials I work with.

I won't attend this book fair every year, but I'm glad I went once. It was a nice shot in the arm. I had a great time looking at non-academic publications, too. I've never have a chance before to spend a day looking at Latin American children's books, and several countries now have good government-subsidized series.---S. Miller
REPORT OF BONNIE CAMPBELL VISIT

On Wednesday, November 9, the Staff Development Committee hosted a Brown-Bag Lunch featuring Bonnie Campbell, formerly Staff Development Officer and now Director of Personnel Services at the Topeka Public Library (TPL). The talk was attended by 35 KU library staff members, who heard Bonnie describe the staff development philosophy and programming of TPL.

Bonnie was uniquely qualified to design and to oversee implementation of TPL's staff development projects because of her background in public relations, public and university libraries, and public services. In 1981 she was asked by the TPL administration to develop incentive-based in-service training, continuing education, and professional development programs for the entire TPL staff.

The TPL programs started in February 1981 with an all-day in-service planning workshop where the staff was provided with time "to reflect upon overall and departmental library goals, and to become part of the planning process." These all-day planning workshops have been made an annual event, by closing the library and requiring staff to attend. Although the first "Staff Development Day" was for planning, subsequent meetings have covered many topics, specifically emphasizing staff interaction and team renewal. Other topics discussed since 1981 have included communication, interdepartmental awareness and setting priorities, leadership/organizational development, library automation updates, human relations skills in the workplace, job burnout, and censorship. In addition to these learning sessions, a part of the day is devoted to prominent authors who have given entertaining lectures about their literary works and professional interests.

The first Staff Development Day (February 16, 1981) was a day for TPL staff to express their needs and preferences in terms of future training, educational opportunities, workshops, and professional development programming. The ideas and suggestions of the staff were then used to plan a comprehensive staff development program, responsive to the needs and the input of veteran TPL staff. Another result of the first Staff Development Day was the establishment of the "Staff Development Board," with its main goal being "to coordinate staff participation in job-related activities designed to enhance skill development and/or professional awareness." This board has an annual budget of $14,000 for staff development activities.

Another project of TPL's staff development program is Project Accelerate, "an incentive-based system of staff development/continuing education" which rewards active library personnel with promotions and/or salary increases. The project encourages staff members to take in-house courses on library services, professional skills, reference, technology, and skills for living (stress and time management, listening skills, coping, positive attitudes, performance anxiety, conflict resolution, etc.). In exchange for this coursework, staff receive "incentive points" which may be accumulated toward eventual monetary or career advancement. Courses include: Know Your Library, Public Service Skills, Supervising Library Personnel, Reference and Technology, and Personal Development. An independent study option requires a written proposal for study, a report on the study undertaken, and an oral presentation for library staff. One such project on art in public buildings in Topeka was later published by the library and distributed to the public as a reference guide.

Bonnie concluded her presentation with some comments about how these programs affect library staff and operations. Bonnie is convinced that these programs have enhanced library services to the public, and have facilitated staff interaction and communication. Another benefit for staff is that they know and act like the library is run by a team, from janitors to librarians, each contributing to the effort. Evidence of staff enthusiasm for this program is that 68% of the staff have completed five classes. Another sign of TPL staff satisfaction is the very low turnover rate among staff. In fact, there has been no recruitment for a professional vacancy for five years.

Bonnie's talk was informative and inspiring; she said much more than can be related in this short report. Therefore, the Staff Development Committee is making the TPL staff development documents available for review. Any KU staff member wishing to look at these documents, or listen to the tape that was made of Bonnie's presentation, may request these materials from Rhonda Neugebauer, Serials Cataloging.

---R. Neugebauer
**PROMOTION AND TRANSFER LIST**

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

**January 17, 1989**

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, January 20, 1989

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td><strong>CHANUTE, PARSONS, PITTSBURG</strong></td>
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<tr>
<td>R-21</td>
<td>Industrial Inspector II (70% Travel)</td>
<td>D. F. Willsie (913) 296-4386</td>
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<td></td>
<td>(See Page 4)</td>
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<td></td>
<td>Classification Administrator, Corrections</td>
<td>Robert J. Hudson, Personnel Director</td>
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<tr>
<td></td>
<td>(913) 472-4493</td>
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<td></td>
<td>Corrections Office III</td>
<td>Ellsworth Correctional Facility</td>
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<td></td>
<td>Librarian I</td>
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<td>Corrections Office III 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.</td>
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<tr>
<td><strong>BELoit</strong></td>
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<tr>
<td>R-26</td>
<td>Institutional Business Administrator II</td>
<td>Denis Shumate (913) 738-5735</td>
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<td>Youth Center at Beloit</td>
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<tr>
<td><strong>ELLSWORTH</strong></td>
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<td>R-26</td>
<td>Classification Administrator, Corrections</td>
<td>Robert J. Hudson, Personnel Director</td>
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<td>(913) 472-4493</td>
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<td><strong>FT. DODGE</strong></td>
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<tr>
<td>R-22</td>
<td>Registered Nurse II (2 Positions - 3-11 and 11-7 Shifts)</td>
<td>Ron Collins (316) 227-2121</td>
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<td>Kansas Soldiers Home</td>
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<td><strong>HUTCHINSON</strong></td>
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<tr>
<td>R-24</td>
<td>Dietitian III</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
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<td></td>
<td>Parole Coordinator</td>
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<td><strong>PROMOTION</strong></td>
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<td></td>
<td>Office Assistant II (Part-Time Intermittent)</td>
<td>Rita Woodard (913) 296-3981</td>
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**EQUAL OPPORTUNITY EMPLOYER**

**LANSING**

*Physician Specialist* (Psychiatrist - 50% Position)

Judy Randolph (913) 727-3553  
Kansas Correctional Institute at Lansing

**LAWRENCE**

*Personnel Management Specialist I*  
(Staff Training and Development Unit - Closing Date January 23, 1989)

Lynn George (913) 864-4942  
University of Kansas

**NORTON**

Corrections Counselor II  
Corrections Officer III (See Below)

Mary Stanton (913) 877-3380  
Norton Correctional Facility

Corrections Officer III 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.

**PITTSBURG**

*Environmental Engineer I*  
(See Page 4)

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

*Environmental Engineer II*  
(See Page 5)

**TOPEKA**

Administrative Officer I  
(SAS Experience Preferred)

Jennifer Williams (913) 296-3911  
Department of Social and Rehabilitation Services

*Compensation and Classification Analyst* (2 Positions) (See Page 4)

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

*Risk Manager* (See Page 5)

Kathi Mata (913) 296-5750  
Kansas Lottery Data Processing Unit

*Environmental Geologist I*  
(50% Position)

Mike Ramirez (913) 296-3721  
Department of Transportation

*Keyboard Operator I*  

Jim Huff (913) 296-5720  
Kansas Lottery Administrative Section

*Office Assistant II* (3 Positions)

Jim Huff (913) 296-5720  
Kansas Lottery Marketing

*Office Assistant II* (Part-Time Intermittent)

Rita Woodard (913) 296-3981  
Department of Social and Rehabilitation Services Medical Programs

*# Job description is in Administrative Office.*
### TOPEKA (cont.)

<table>
<thead>
<tr>
<th>R-23</th>
<th>Personnel Management Specialist II (Research Unit) (See Page 4)</th>
<th>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</th>
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</thead>
<tbody>
<tr>
<td>R-27</td>
<td>Programmer IV (2 Positions) (See Page 5)</td>
<td>Bob Grochowsky (913) 296-3343 Department of Administration Division of Information Systems and Communications</td>
</tr>
<tr>
<td>R-22/25</td>
<td>Registered Nurse II/III (3-11 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 (Shorthand Not Required)</td>
<td>Bob Clester (913) 296-5714 Kansas Lottery Security Division</td>
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</tbody>
</table>

### WICHITA

<table>
<thead>
<tr>
<th>R-24</th>
<th>Health Facility Surveyor (RN - Licensed)</th>
<th>Jo Ann Moran (913) 296-1290 Department of Health and Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Jim Huff (913) 296-3720 Kansas Lottery - Wichita Regional Office Marketing</td>
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</table>

### WINFIELD

<table>
<thead>
<tr>
<th>R-15</th>
<th>Licensed Practical Nurse</th>
<th>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</th>
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<tbody>
<tr>
<td>R-24</td>
<td>Pharmacist I</td>
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<tr>
<td>R-21</td>
<td>Psychologist I</td>
<td></td>
</tr>
<tr>
<td>R-22</td>
<td>Registered Nurse II (11:00 p.m. to 7:00 a.m. and 7:00 a.m. to 3:00 p.m. Shift)</td>
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<tr>
<td>R-25</td>
<td>Registered Nurse III (All Shifts)</td>
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<tr>
<td>R-22</td>
<td>Social Worker II</td>
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#### Job description is in Administrative Office.

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**Minutes: Committee on Budget and Planning**  
**Date: December 2, 1988**

**Present:** S. Tronier, B. Schulte, R. Miller, L. Leon, G. Carvalho D. Barkley

**Absent:** K. Simmons

The minutes of the Nov. 11 were read and approved. S. Tronier summarized the committee's activities during the past two months. The committee discussed our input regarding budgetary priorities in the Libraries' FY89 budget, and our participation in the University's long-range planning process initiated by the Vice Chancellor. The need to review the initiated official charges was also discussed briefly.

The agenda for the immediate future will be to study available records of budget and planning process, and canvass library staff as to their views concerning the priorities of the Libraries.

S. Tronier will compose a preliminary draft of a questionnaire for the next meeting and distribute copies of available budget-related documents to each member of the committee.

The meeting was set for Dec. 13.

**Recorded by Gene Carvalho**
The Budget and Planning Committee has just completed a survey of the library staff in order to determine what staff members think budget and planning priorities ought to be. While the library administration focuses its budget requests to Academic Affairs on broad budgetary items, the Budget and Planning Committee has focused instead on more detailed concerns which might largely be addressed once money has been allocated.

Of the approximately 95 classified and 64 unclassified staff members polled, we received 38 responses from classified staff (or 40%) and 33 responses from unclassified staff members (or about 52%). The questionnaire used to poll staff members listed specific categories under broad headings taken from the library's mission statement, "Collections," "Facilities," "User Services," and "Staff Development." Staff members were asked to rank each category as "High, Medium, or Low" priority. A compilation of classified and unclassified responses combined follows. For more detailed results, including comments, contact Suzanne Tronier in Cataloging.

The questionnaire stated that the Budget and Planning Committee was seeking input from the staff in order to express staff priorities for several budget documents it was preparing. The instructions read in part, "We have listed below possible categories of concerns and would like you to rank them as high, medium, or low priority, keeping in mind that the budget is limited and we won't be concentrating on everything; we want to highlight priorities shared by a majority of the staff." Several people told committee members that they thought everything listed ought to be considered high priority, that what was needed was more balance in the budget overall. Some responses seemed to aim to achieve this by ranking almost everything "medium." In any case, the questionnaire was freely interpreted by staff, with some assuming that there had to be a balance between items ranked as high, medium, or low, and others ranking nearly everything as high or medium priority. So the results must be interpreted loosely as an informal reaction from the staff to the concerns presented.

The highest ranked items from both classified and unclassified staff were acquisitions, specifically, to "maintain and support the growth and development of book and serials collections," with 70% ranking this as a top priority, and 27% ranking it as medium, and to "support the continued expansion of the database," with 82% ranking this as a high priority, and 17% ranking it as medium. There was also a strong interest in automation and equipment expressed, with most of the equipment categories receiving predominantly medium or high rankings. Through rankings and comments a high need was expressed for more personal or microcomputers for departments in order to increase the efficiency of departmental activities or procedures. An increase in staff was considered to be a high priority by 48%, and 36% saw this as a medium priority. The survey also pointed out a high interest in staff development, with unclassified staff more interested in travel funds and providing funding for continuing education and workshops, and classified staff most interested in funding for continuing education and workshops, but also interested in travel funds and supporting local events such as guest speakers or local programs.

B&P Committee: Dan Barkley, Gene Carvalho, Lars Leon, Rachel Miller, Becky Schulte, Kendall Simmons, Suzanne Tronier (chair).
COLLECTIONS:

Maintain and support the growth and development of book and serials collections.

classified: High: 25 Medium: 11 Low: 2
unclassified: High: 25 Medium: 8 Low: 0

---------------------
total: High: 50 Medium: 19 Low: 2 = 71
(70%) (27%) (3%)

Support and increase the availability of new information technologies that serve the public (CD ROM, database searching, computer assisted instruction, the development of online indexes).

classified: High: 16 Medium: 15 M/L: 2 Low: 5
unclassified: High: 10 Medium: 14 L/M: 1 Low: 8

---------------------
total: High: 26 Medium: 29 M/L: 3 Low: 13 = 71
(37%) (41%) (4%) (18%)

Create a new program of preservation to include funding for a preservation librarian, and the staff and equipment to begin a program to address the physical deterioration of the library's collections.

classified: High: 14 Medium: 20 Low: 4
unclassified: High: 9 Medium: 18 Low: 6

---------------------
total: High: 23 Medium: 38 Low: 10 = 71
(32%) (54%) (14%)

FACILITIES:

Increase attention given to the improvement or maintenance of library facilities or equipment (e.g., a safe elevator, comfortable chairs and tables). Please indicate particular items or problems:

classified: High: 17 Medium: 9 Low: 9
unclassified: High: 8 Medium: 18 Low: 5

---------------------
total: High: 25 Medium: 27 Low: 14 = 66
(38%) (41%) (21%)

Increase public access terminals for the online catalog.

classified: High: 8 Medium: 9 L/M: 1 Low: 13
unclassified: High: 9 Medium: 15 Low: 8

---------------------
total: High: 17 Medium: 24 L/M: 1 Low: 21 = 63
(27%) (38%) (2%) (33%)
Increase staff terminals. Dept. ____________, needed for:

classified: High: 13 Medium: 11 Low: 13
unclassified: High: 5 Medium: 12 Low: 9
_________________________

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<th>Medium</th>
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<td>total:</td>
<td>18</td>
<td>23</td>
<td>22</td>
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<td>(28.5%)</td>
<td>(36.5%)</td>
<td>(35%)</td>
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[Departments mentioned as needing terminals were Acquisitions, Art, Cataloging, Circulation, Engineering, Periodicals, Reference, Serials & Serials Cataloging, and Special Collections]

Provide (or increase number of) personal computers and training for staff applications (word processing, spreadsheets, etc.). Dept. __________, needed for:

classified: High: 17 Medium: 13 Low: 6
unclassified: High: 11 Medium: 10 Low: 11
_________________________

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<tr>
<td>total:</td>
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<td>(41%)</td>
<td>(34%)</td>
<td>(25%)</td>
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[Departments mentioned as needing personal or microcomputers were the Administrative Office, Archives, Cataloging, Circulation, ILS, the Kansas Collection, Maps, Periodicals Dept., Reference, and Special Collections]

USER SERVICES:

Increase the availability of compact disc databases, hardware, and other necessary equipment and facilities to support end user database searching.

classified: High: 7 Med: 23 Low: 2
unclassified: High: 11 Med: 15 L/M: 1 Low: 5
_________________________

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<th>High</th>
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<th>L/M</th>
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<tr>
<td>total:</td>
<td>18</td>
<td>38</td>
<td>1</td>
<td>7</td>
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<tr>
<td></td>
<td>(28%)</td>
<td>(59%)</td>
<td>(2%)</td>
<td>(11%)</td>
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Provide adequate software and equipment for the production of high quality Guides for Readers and other information that will be distributed to the public.

classified: High: 6 Medium: 19 Low: 6
unclassified: High: 3 Medium: 15 Low: 12
_________________________

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<tr>
<td>total:</td>
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<td>34</td>
<td>18</td>
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<tr>
<td></td>
<td>(15%)</td>
<td>(56%)</td>
<td>(29%)</td>
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Support the continued expansion of the database by providing online records for as much of the library's collection as possible.

| Classified | High: 30 | Med: 4 | Low: 1 |
| Unclassified | High: 26 | M/H: 1 | Med: 6 | Low: 0 |

**Total:** High: 56 | M/H: 1 | Med: 10 | Low: 1 = 68
(82%) | (1.5%) | (15%) | (1.5%)

**Emphasizing current cataloging:**

| Classified | High: 13 | Medium: 5 | Low: |
| Unclassified | High: 21 | Medium: 3 | Low: 1 |

**Total:** High: 34 | Medium: 8 | Low: 1 = 43
(79%) | (19%) | (2%)

**Retrospective conversion:**

| Classified | High: 9 | Medium: 10 | Low: 1 |
| Unclassified | High: 12 | H/M: 2 | Med: 8 | Low: 3 |

**Total:** High: 21 | H/M: 2 | Med: 18 | Low: 4 = 45
(47%) | (4%) | (40%) | (9%)

**Union catalog activities (adding Special Collections, Govt. Documents, and other KU catalogs to the online catalog):**

| Classified | High: 9 | Medium: 6 | Low: 7 |
| Unclassified | High: 15 | Medium: 6 | Low: 5 |

**Total:** High: 24 | Medium: 12 | Low: 12 = 48
(50%) | (25%) | (25%)

**Brieflisting and 24 month hold:** (category added by respondents)

| Classified | High: 1 |
| Unclassified | High: 3 | Medium: 1 |

**Total:** High: 4 | Medium: 1

**Increase staff. Please specify area or areas staff needed for, and level of staff needed:**

| Classified | High: 15 | Medium: 10 | Low: 5 |
| Unclassified | High: 14 | Medium: 12 | Low: 5 |

**Total:** High: 29 | Medium: 22 | Low: 10 = 61
(48%) | (36%) | (16%)

[Professional and paraprofessional staff were indicated to be needed in the areas of Acquisitions, Archives, Art, Cataloging, Circulation (especially students), Collection Development, the Computer Center (to support improvement and expansion of systems), Engineering, ILS, the Kansas Collection, Preservation, Public service areas in Watson and Engineering, Reference, Retrocon, Serials Receiving and Serials Cataloging, Slavic catalogers and bibliographers, SPLAT, and Staff Development.]
STAFF DEVELOPMENT:

Provide adequate funds to support travel to conferences, workshops, etc.

classified: High: 16  Medium: 11  Low: 10
unclassified: High: 17  Medium: 12  Low: 4

total: High: 33  Medium: 23  Low: 14 = 70
(47%)  (33%)  (20%)

Provide funding for continuing education, specialized training, workshops and course work for classified and unclassified staff.

classified: High: 28  Medium: 6  Low: 1
unclassified: High: 14  Medium: 13  Low: 6

total: High: 42  Medium: 19  Low: 7 = 68
(62%)  (28%)  (10%)

Support guest speakers and programs addressing problems and issues facing libraries and library workers today.

classified: High: 6  Medium: 22  Low: 8
unclassified: High: 3  Medium: 13  Low: 14

total: High: 9  Medium: 35  Low: 22 = 66
(14%)  (53%)  (33%)

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 4, 1989

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

The minutes from the December 19th meeting were amended and approved.

The LFA Exec evaluated a draft of the ballot drawn up by Rick with four options of membership for the Appeals Committee. The four options on the ballot to be sent to the LFA membership will be LCPT, LFA Executive Committee (excluding the unclassified professional representative), heads of departments who currently supervise librarians, and a new committee randomly drawn from a pool of volunteers. Rick will amend and send the ballot to the Nominating and Ballot Committee.

Next, the committee reviewed a draft of a letter to be sent to Dean Ranz composed by the Committee to Review the Entire Evaluation Process that requests information to support their recommendations. Judith will convey the suggestions from LFA Exec for the letter to Gordon Anderson.

The next meeting was scheduled for Thursday, January 12th, at 11:00.

Judith Emde, Secretary
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

CLASSIFIED VACANCY

Applications from interested Library staff are now being accepted for the position of Copying Services Supervisor (Office Assistant IV). The Copying Services Supervisor is responsible for 1) Supervision and management of the K.U. Libraries' Copying Services program; 2) Fund deposit and record-keeping of all income generated from various fees and services; and 3) Management of Watson Copying Services Unit. Minimum qualifications: Three years of clerical work experience (some educational equivalents may be substituted). Strongly Preferred: Experience in handling organizational and/or business funds including hands-on experience in handling cash and checks, providing for the security of these funds, and preparing documentation records and deposits; demonstrated supervisory and training skills; demonstrated ability to plan, organize and direct the work of subordinates to meet deadlines; ability to communicate effectively in verbal and written forms. Preferred: Accounting or bookkeeping classes; bookkeeping experience; public service experience; successful experience in operating equipment and performing maintenance and minor repairs; experience in preparing complex statistical tabulations and reports.

The Office Assistant IV classification is funded at salary range 15 on the State civil service salary scale, at a beginning annual salary of $16,428. Library staff interested in applying for this vacancy should contact Judy Kasson by 5:00 p.m. Wednesday, February 1st. A copy of the position description is on file 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

OUT-OF-STATE TRAVEL FUNDS

As a reminder, both classified and unclassified staff are eligible to apply for out-of-state travel funds to attend conferences and workshops. The 4th quarter of this fiscal year runs from April 1st to June 30th; the deadline to apply is February 15th. (Don't forget that the annual ALA conference is at the end of June this year.) Apparently staff members attending conferences are not applying for travel reimbursements since the allocations have been so small. With one quarter of FY89 left, more than half the travel funds remain. Therefore, all those planning travel between April 1st and June 30th are encouraged to apply. Last year some travel funds were carried over, but the Staff Development Committee does not plan to carry them over again this year. Saralinda Rhodes

BROWN-BAG LUNCH REMINDERS

The Staff Development Committee would like to remind all library staff that two Brown-Bag Lunchees will be presented in February. Both lunches will be held from 12:00 to 1:00 in Conference Room A, 5th floor Watson. The first lunch is next Wednesday, February 1, presented by Gene Carvalho, East Asian Library, who recently returned from Japan where he observed "Libraries and Life in Japan". The second lunch will be Wednesday, February 15, featuring Virginia Quiring,

An Equal Opportunity/Affirmative Action Employer
Library Development Services at KSU, who will speak about staff development opportunities at KSU and how they compare and contrast with KU.

Nancy Hawkins

BUDGET REQUESTS—FISCAL YEAR 1990 AND 1991

The Library's budget requests for fiscal years 1990 and 1991 was submitted to Academic Affairs on January 16. This budget document consists of 1) cover letter; 2) budget requests in priority order: a. acquisitions, b. equipment, c. preservation; 3) request for special equipment; 4) library salary guidelines; and 5) prioritized list of equipment needs. Copies of the Library's budget requests for FY 1990 and FY 1991 are available at the reference desks in Watson and Science for interested staff.

Nancy Jaeger

WATSON ORIENTATION TOURS—SPRING 1989

It's not too late to sign up to give an orientation tour! If you are interested in giving a tour of Watson Library this semester, please contact Saralinda Rhodes in Reference as soon as possible (4-3366). Tours will be given every Tuesday afternoon at 3:30 through May 9th and on Wednesday Feb. 1 and Feb. 8th at 3:30. If you decide later on that you would like to do a tour, just let me know. Details were published in the Jan. 19th FYI. Thank you. 

Saralinda Rhodes

CORPORATE MATCHING GIFTS

Attached is a memo from Chancellor Budig concerning the University's policy on gifts that include matching gift forms from corporate offices. Should library contributions or gifts (including matching forms) be received directly by a staff member, then these should be forwarded to the Administrative Office for transmittal to the Endowment Association.

Nancy Jaeger

ATTACHMENTS

State Promotion and Transfer List; Minutes of the following meetings: Library Faculty Assembly Executive Committee, 1/12/89; Ballot and Selection Committee, 1/19/89; Committee to Review Entire Evaluation Process, 12/13/88, 12/20/88 and 1/3/89; Working Group on Union Cataloging Issues, 12/19/88; Memo regarding Corporate Matching Gifts; Article on "Humor and Creativity: Staff Newsletters".
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 66612-1231
913-296-4278

January 23, 1989

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, January 27, 1989

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-21</td>
<td>*Social Worker II</td>
<td>Jodi Erickson (913) 367-6590 Youth Center at Atchison</td>
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<td>R-21</td>
<td>*Industrial Inspector II</td>
<td>D. F. Wiltse (913) 296-4386 Department of Human Resources Industrial Safety</td>
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<td>R-26</td>
<td>Institutional Business Administrator II</td>
<td>Denis Shumate (913) 738-5735 Youth Center at Beloit</td>
</tr>
<tr>
<td>R-16/15</td>
<td>Corrections Officer II/III</td>
<td>Robert J. Hudson, Personnel Director</td>
</tr>
<tr>
<td>R-17</td>
<td>Food Service Supervisor I</td>
<td>(913) 472-4403</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Ellsworth Correctional Facility</td>
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<tr>
<td>R-13</td>
<td>Office Assistant III</td>
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Correction Officer II/III 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.

FT. SCOTT

R-19
Child Support Enforcement Specialist I
Susan Kavanagh (316) 231-0510
department of Social and Rehabilitation Services
Child Support Enforcement

HUTCHINSON

R-24
*Diabetes II
Parole Coordinator
Shirley Lawson (316) 662-2321 (Ext. 372)
Kansas State Industrial Reformatory

LANSING

R-22
*Physician Specialist
(Psychiatrist - 50% Position)
Judy Randolph (913) 727-3553
Kansas Correctional Institute at Lansing

PITTSBURG

R-19
*Environmental Technician III
Jo Ann Moran (913) 296-1290
Department of Health and Environment

STOCKTON

R-13
Secretary I
Mary Stanton (913) 877-3380
Stockton Correctional Facility

TOPEKA

R-21
Administrative Officer I
(Training Officer)
Alice Knatt (913) 296-4698
Department of Aging

R-25
*Clerical Accountant II
Myrene Bents (913) 296-3146
Department of Administration
Division of Accounts and Reports

R-10
*Facility Custodian
(Unclassified)
Teresa Parsons (913) 233-7560 (Ext. 192)
Adjutant General's Department

R-11
*Keyboard Operator I
(Data Entry)
Freddie Thowe (913) 296-2326
Animal Health Department

R-13
*Keyboard Operator II
Jo Ann Moran (913) 296-1290
Department of Health and Environment

R-13
*Office Assistant III
(Typing)
Donna Krif (913) 296-3077
Department of Revenue

R-18
*Office Specialist
(Typing Ability)
David Scott (913) 296-3282
Department of Social and Rehabilitation Services
Youth Services

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

EQUAL OPPORTUNITY EMPLOYER
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 12, 1989

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

The minutes from the January 4th meeting were approved.

The committee discussed Governor Hayden's proposals for the funding of the Margin of Excellence programs. LFA Exec will continue to monitor the progress of the budget.

The charge to the Appeals Committee was discussed and will be written at the next meeting.

The next meeting was scheduled for Thursday, January 19th, at 11:00.

Judith Emde, Secretary

Minutes
Ballot and Selection Committee of January 19, 1989
Rosemary McDonough, Susanne Clement, and Geoff Husic (chair) present

The result of the recent mail ballot to determine the composition of the new Appeals Committee were tabulated. Of 39 out of the 53 ballots sent the following results were obtained:

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<tr>
<th>option</th>
<th>no. of votes</th>
<th>% of ballots returned</th>
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<tbody>
<tr>
<td>1) LCPT</td>
<td>26</td>
<td>67%</td>
</tr>
<tr>
<td>2) LFA Exec</td>
<td>6</td>
<td>15%</td>
</tr>
<tr>
<td>3) Dept. Heads</td>
<td>5</td>
<td>13%</td>
</tr>
<tr>
<td>4) New Committee</td>
<td>2</td>
<td>5%</td>
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CREEP MEETING, 13 December 1988, 1:30-3:15 p.m.

Minutes

Present: GA, CC, DK, RM, SM, MW

LFA Exec will ask faculty what kind of grievance committee is wanted for the current review period -- LCPT, LFA Exec, another body of volunteers, etc. -- to accompany administrative review for merit salary increases. LFA Exec President asked for CREEP's interim report as soon as possible.

The minutes of the 6 December meeting were approved.

The Committee then went over the draft of the interim report and the draft of the letter to the Dean. The letter will be forwarded to LFAX after next week's meeting if it meets approval then.

The next several meetings were scheduled.

CREEP MEETING, 20 December 1988, 1:30-3:15 p.m.

Minutes

Present: GA, CC, DK, RM, SM, SR, MW

The interim report to LFAX was approved. The draft letter was also approved. The minutes of the 13 December meeting were approved.

We discussed further but postponed final decision on the question of seeking an ex-officio member from LFA Exec.

G. Anderson, secretary
 Minutes

Present: GA, GC, DK, RM, SM, MW

We discussed rotating facilitators; a new one will assume charge in three weeks. Meetings for January were scheduled. Draft 2 of procedures & criteria was discussed. The following points were raised:

- Objectives for the coming year: The annual report should include comments on annual objectives. Major changes in one's job assignment which might occur during the evaluation period could be accommodated in the section in which the librarian described how s/he had met those objectives. The supervisor should comment on the librarian's stated objectives for the coming year. It was stressed that flexibility must be maintained; to be avoided is the risk of rigidly evaluating objectives which have changed in the evaluation period.

- Service and research: The CREEP agrees that supervisors should not evaluate S&R. A separate body or person should do that. Potential conflict of interest exists because the supervisor could feel that S&R take the librarian away from the job at hand. The draft was changed to reflect this.

- Who makes up such an S&R committee, assuming one were needed? (p. 5 of draft) To evaluate S&R, perhaps LCPT members could serve an additional year on such a committee, as they have immediate experience and involvement in evaluating S&R. There was discussion on whether the non-representational nature of LCPT might be a disadvantage.

- Supposing that a librarian wants to spend significant amounts of time on S&R projects; who comments on those as an objective? Who allows for that to happen?

- Perhaps a separate section should be available for S&R objectives, in which the supervisor has no responsibility.

- Where does committee work fit in? Into service or into job performance? Either/or? One committee could be considered work-related to certain individuals, and service-related to others. For example, some service tasks may be mandated by law or regulation, thus they look like outside service but are in fact job-related. It was agreed that at some point guidelines would be very valuable.

- Service and research may not be annual objectives, but may span several years.

Next week discussion will continue at this point.

G. Anderson, secretary
Working Group on Union Cataloging Issues
Minutes of the Meeting

Date: Dec. 19, 1988
Present: Lorraine Moore, Mary Miller, Donna Koepp, Sandy Mason, Sherry Williams, Mary Roach, John Miller

The minutes of the meeting of Dec. 12, 1988 were approved as written.

At the meeting of 12-5-88 the Working Group discussed the need to resolve the issue of duplicate occurrences of a bibliographic item housed in Watson, branch libraries, and contributing cataloging libraries before other issues in the charge could be addressed. Therefore, the Working Group invited John Miller to the meeting of 12-19-88 to discuss the technical considerations in having a single OCLC record which records both descriptive and holdings information or a separate record for each occurrence of the same OCLC number. Currently, the Cataloging Online Record Management System accepts only one occurrence of the same OCLC bibliographic number. The system has no provision for allowing variant version of fields (e.g. more than one call number or holdings from different cataloging sources). In addition, the online system has no provision for displaying any kind of composite record.

John provided the Working Group with a handout which highlighted some of the issues and offered an option for dealing with multiple OCLC records with the same OCLC record number. The two situations which John outlined were:

1. A Watson (KKU) record and a contributed record (e.g. KFS) each exist for the same title; each library cataloged it separately and presumably differently.

2. The same OCLC record being edited and produced multiple times to reflect different printings. This situation occurs when there is a need to have separate bibliographic records for different printings of an item for which only one record on OCLC is allowed.

John’s suggestions for dealing with the preceding situations were to:

1. Change the Cataloging Online Record Management System to allow for multiple occurrences of an OCLC number to enter the file and exist together in the file. This would involve altering the 6 byte long key field of the OCLC record.

In allowing multiple occurrences of the same OCLC number the system would have to be changed so that a cataloging agency’s three or four letter OCLC code could be used as means of identifying those duplicate records which should or should not be allowed in the Cataloging
Department's Online Record Management System. Once a cataloging agency had its record in the local record management system, all future maintenance would be done locally, not through OCLC. Those cataloging agencies that use a given OCLC record number to catalog multiple printings would have to use a unique four letter OCLC code or some internal coding in the OCLC record to indicate that it is not a duplicate and the system would have to provide each record with a unique number.

2. Have each cataloging agency maintain its own records. The system would have to be modified to allow for retrieval of "duplicate" OCLC records input by different cataloging agencies.

3. Merge "duplicate" records into a composite record under agreed upon guidelines and display one record in the online catalog with multiple holdings.

The advantages of the plan, as listed by John, were:

1. Each library's records are maintained intact in the record management system. It would be make it more possible to produce individual or specialized catalogs at some point in the future.

2. Combining a record for display purposes would not be as difficult as combining records in the record management system.

3. Special fields in certain cataloging agencies' records could be retained in hopes of having these indexed at some future date.

The Working Group's reaction to John's proposal was very positive. It was felt that defining a composite record would be a difficult, but not an impossible task. Strong concern, however, was expressed over the need to find a satisfactory way to deal with monographic holdings, locations and different call numbers. It was felt that what was really needed was an item record. At this time, however, there is still no national standard for monographic holdings.

Lorraine asked the Working Group members to study John's proposal, consider its implications and be prepared to discuss it in more detail at the next meeting.

The next meeting of the Working Group was scheduled for Jan. 23rd at 3:00 p.m.

Submitted by: M. Roach
Memorandum

TO: Vice Chancellors, Deans, Directors and Chairpersons  
FROM: Gene A. Budig  
Chancellor  
SUBJECT: Corporate Matching Gifts  

From time to time, units of the University receive gifts directly from private donors. Occasionally, those gifts also include matching gift forms to be completed and returned to the appropriate corporate office. As a matter of policy, all such gifts are to be forwarded to the Endowment Association for deposit and handling.

In the case of matching gift forms, only the Endowment Association is authorized to authenticate such forms. Therefore, all such forms must be sent to the Endowment Association, along with the gift received. No employees of the University should authenticate such forms. This has in the past led to confusion and some difficulty, and we will appreciate your attention to this matter.

It is the long-standing policy of the Endowment Association to allow any matching corporate gift to be used in the same way as the donor's gift. So it is to the advantage of the individual department or program to see that matching gift forms are properly completed and returned. This will be done by the Endowment Association.

GAB:dw
Humor and creativity: Staff newsletters

by Norman D. Stevens
Director
The Moleworth Institute

Some unperceptive soul has alleged that “There is nothing duller than a [staff] newsletter from another library. It is full of arcane references to people we don’t know and don’t care about.” A more intelligent observer has suggested that “If anyone ever deigns to work on a comprehensive history of library humor...library [staff] newsletters will constitute a primary source of enormous value.”

Library staff newsletters, as they exist in so many contemporary American academic libraries, are unusual publications. As a substantial element of a large class of contemporary American minor library publications they constitute the most neglected element of our professional literature. They are, with good reason, not indexed or abstracted in the standard reference tools, they are not recorded in our bibliographies, they are seldom cited in articles or books, and they are too often not even made part of the permanent collections of the libraries in which they originate. They are among the most ephemeral of our creations. They are also generally less attractive than even the usual library newsletter for friends and patrons, although the emergence of desktop publishing is beginning to improve their appearance. New technologies notwithstanding, they are always likely to come in a variety of formats, to be issued with a frequency that may or may not meet the needs of their intended limited audience, and to contain an amazing assortment of information.

Fortunately these newsletters are seldom seen outside the doors of the originating library—although occasionally they escape and have been known to bring down the wrath of the college or university administration on the library. There is sometimes a limited distribution to former employees and to a few fans of the genre. Sometimes the creation of the library administration, sometimes the creation of the staff, and in some rare cases the bastard creature of the administration and the staff working together as they so seldom do, these newsletters serve to report on the important events of a particular library (such as the arrival or departure of staff), to issue official edicts, and to forewarn staff of such momentous events as the annual cleaning of the refrigerator. The only known reference to the nature of such newsletters describes as one of six purposes, “...some effort to be entertaining by including occasional reviews of movies, new restaurants, events of general interest, cartoons and some lighter features from time to time.”

It is those lighter features that are of special interest here and there is no shortage of them in the academic newsletters that I have seen to date. Apart from the frequent reviews of movies and local restaurants, which probably says something about the frustrated career ambitions of many academic librarians, and the ever-popular recipes, such lighter features may take the form of reproducing, in violation of the copyright law, cartoons that have a special poignancy in respect to a current issue or event in the local library, but there is a great deal of local creativity to be found there as well.

The generally light-hearted approach to library life found in such newsletters is reflected in their titles. Apart from the all too frequent unimaginative generic title (e.g. Library Staff Newsletter), the titles defy classification but most often reflect local themes and/or the whim of the original editor. The Ekspress (from the Ekstrom Library at the University of Louisville), The Lantern’s Core, The Innocent Byproducts, Top of the Stacks, The Library Music, Mosaic, Rockspel, Tracings, and Cum Nota Variorum are representative examples of the creativity shown in selecting titles, especially ones that lend themselves to familiarity through abbreviation as TLC, The IB, or TOTS.

The nature of these newsletters, and several such as Rockefeller: The Creative Voice of the University Libraries at Notre Dame that can lay special claim to creativity, are generally the work of an imaginative individual who may also encourage other staff to let loose their imaginations. Top of the Stacks, from the Florida International University Libraries, as edited by Ron Martin, has the most consistent commitment to humor even if some of it is only marginally funny. The most creative, at least in the “far-out” sense, of these newsletters is clearly The Library Muse, issued at the University of Missouri at Columbia Library, with the unusual work of Alan Arnold. All of the above, and I am sure many other library newsletters, are well worth the regular attention of the avid seeker of library humor.

A representative sample of some of the efforts that have struck my fancy includes tales of lounge lizards, “kick-a-dog” service, goblins, funny subject headings, and a sinking library.

Arnold Ellis has defined and described in some detail the “Common Lounge Lizard” (S omniferous osceletia) found in the Ellis Library at the University of Missouri, as well as in many other libraries, which, he has concluded, may often be found in libraries, in violation of the copyright law, is able to absorb information through some form of osmosis. This creature leaves its domain only “for the purpose of taking on food or mating, both of which can be carried out in the lounge with adequate preparation.”

In an early issue of TOTS Calvin Burkhart announced the acquisition of Omar, a Labrador retriever, to absorb the abuse previously aimed at the public service staff that, alas, was less successful than had been anticipated since Omar had already bitten, among others, two education majors and a small child.

A recent issue of The Ekspress reported on the demise of Greg’s gelbli Lucifer (April 17, 1988), an event not previously reported in C&RL News, sadly mourned by the staff of the Reference Department who were making contributions to the Rodent Antidetamination Collection Fund.

As reported in the underground Library of Congress Professional Staff Association Newsletter in March of 1970 a competition to locate the most creative subject headings produced such winners as “Sewage—Collected Works” and “Hand—Surgery—Juvenile Literature.”

TLC’s late-breaking 1988 news flush by a staff reporter described the tremendous effort that the library administration had put into resolving the potential long-term disaster of the continued setting and sinking of the main library through the purchase of new and lighter carpet with no padding to help reduce the load on the building. That was being coupled, of course, with the inevitable creation of a special task force to make further creative plans.

Sometimes, naturally, the best humor is unintentional, as was the case with the recent description of an important meeting at the University of Notre Dame Libraries in Mosaic, in which it was reported that the meeting moved expeditiously because “the agenda was busy,” leaving the imaginative reader to wonder where the agenda was, whether “busy” was just another excuse for a sick day, and if there was some way the agenda could perpetually be “busy” as a way of improving all meetings. That gag even achieved notoriety for Mosaic through mention in the infamous “Marginalia” column of The Chronicle of Higher Education (November 23, 1988) with the editorial comment: “We’ll call it back later.”

For better—as is sometimes the case—or for worse—as is more often the case—library staff newsletters allow us to demonstrate our creativity, and to publish our humor, in ways that no other aspect of our professional life, and no other element of our professional literature, permits. In that respect such newsletters play an important role both in lightening the work of the library and in demonstrating our trusty abilities.

Feeling funny?

Lighten up folks! The initial response to my request for examples of academic library humor was encouraging, if not overwhelming, but of late I have been receiving contributions only from the usual crew. There must be more of you out there. Additional examples are desperately wanted for this column, for my library humor archives (the only one of its kind in the world), and for my amusement. I am especially interested in a representative sample of library staff newsletters, to help prove my theory that such newsletters are the original source of all library humor, but please don’t put me on your permanent mailing list unless I subsequently ask you to. For future columns information about humor in library newsletters, as well as creative stories about such staples as pencil sharpeners, plants, and staff refrigerators, are high on my wish list. I am also seeking—uhh!—examples of library poetry even though I know it is bound to be bad. New business cards from academic librarians have also been few and far between. For a possible future column, and for my collection, I am most interested in examples (signed and dated on the verso) that demonstrate originality and creativity. Contributions and business cards may be sent to the address shown on my personal business card below.

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1Ibid., 52.


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[Signature]

NORMAN D. STEVENS
Director
The Moleworth Institute
11 MAINS HILL ROAD
STOWS CT 06068
203-429-7001

C&RL News January 1989

Submitted by Rhonda Neugebauer
**TIMECARD DEADLINE**

Timecards are due in the Library Office on Tuesday, February 14, 1989 for all classified, unclassified and students. Contact Judy Kasson if you have any questions.

**CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING ANNOUNCED**

This is a reminder that we will be having a meeting this Friday, February 3, from 1:00 to 2:00 in conference room A. Old and new officers and reps are welcome to attend along with current committee heads. See your memo for the agenda. We will start promptly at 1:00. Thank you.

**MORE REMINDERS FROM STAFF DEVELOPMENT**

Mark your calendar for the next Brown-Bag Lunch, featuring Virginia Quiring from Kansas State University's Library Development Services. She will be here Wednesday, February 15, from 12:00 to 1:00 in Conference Room A. More details about KSU's staff development policies will appear in next week's FYI. Also, the next meeting of the Staff Development Committee will be February 10 (William Allen White's birthday) at 9:00 a.m. in Conference Room A. Everyone on the library staff is invited to attend this meeting and discuss staff development goals and philosophy with us.

**REMINDER: BRS PRESENTATION**

As announced earlier, the BRS software for searching library databases will be described in presentations at the Computer Center Auditorium at 9am and 2pm next Wednesday, February 8. The BRS representative will be Steve Giglio (a change from the earlier announcement). All library staff are invited.

**ATTACHMENTS**

Minutes of the following meetings: Library Faculty Assembly Executive Committee, 1/19/89 and 1/26/89; Budget and Planning Committee, 12/13/88; Travel Report on ALA Mid-Winter Conference by Saralinda Rhodes; State Promotion and Transfer List.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 19, 1989

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

The minutes from the January 12th meeting were approved.

Rick will try to attend the legislative updates scheduled for Saturday mornings. If Rick is unable to attend, another member of LFA Exec will be present.

LCPT was selected by 67% of the ballots cast for the Appeals Committee. Out of 53 ballots sent, 39 were returned.

The rest of the meeting centered around the charge to the Appeals Committee. The Committee will have the right to interview anyone and request documentation, in addition to the FASAR and supervisor's evaluation, as part of the appeals process as long as confidentiality is maintained. This right will be stated directly to the librarian appealing. Previous years' FASARs will be admissible documents, but the appellant may disallow the use of these papers. The appellant may submit any documentation as long as confidentiality is maintained. The Appeals Committee will provide a written response which will be distributed to the appellant, the supervisor, the assistant dean, and the Dean. Rick will ask Sandy Gilliland if this document will be added to the appellant's permanent file. Rick will write a draft of these suggested procedures discussed thus far.

The last and most difficult part of the charge concerns the criteria by which a librarian is judged. Rob suggested that the LFA Exec should request written criteria from the assistant deans that would allow the Appeals Committee to have something to measure a rating against. Rick will draft a memo to the assistant deans and present it at the next meeting. LFA Exec will continue the discussion on criteria at the next meeting.

Rob read Article 2, Section 3, Point 1 of the LFA Code and clarified the point that the minutes from all of the LFA committees should be submitted to LFA Exec within 2 weeks of each meeting. The minutes shall be published in FYI within 2 weeks of receipt by LFA Exec.

The next meeting was scheduled for Thursday, January 26th, at 11:00.

Judith Emde, Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 26, 1989

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

The minutes from the January 19th meeting were amended and approved.

Ken attended the legislative update last Saturday. He reported that the main point of the meeting was Governor Hayden's recommendations for higher education. The Governor's proposals are outlined in the January 20th issue of the Oread and Chancellor Budig's letter to the faculty and staff dated January 17th. Hayden's budget proposal seems to be one of the best gubernatorial recommendations for higher education in a number of years. In past years, the percentage of the total budget allocated to higher education has been 16-17%. This year, the recommendation is 24-25% of the total budget. Hayden endorsed the 5% salary increase for faculty and unclassified staff and the second year Margin of Excellence enhancement of 2.6%. But the Governor's proposal recommends funding only 50% of the mission related enhancements outlined in the Margin of Excellence requests. Debate has not started on the budget proposals pertaining to higher education.

The committee next reviewed Rick's draft of the charges to the Appeals Committee. Several changes and additions were recommended. The charges will be completed at the next meeting after further review.

The next meeting was scheduled for Tuesday, January 31st, at 11:00.

Judith Emde, Secretary

Minutes from Budget and Planning Committee, 1/11/89

Present: Tronier, Simmons, Schulte, Miller, Leon, Carvalho, Barkley

Minutes from meeting 12/13/88 approved.

Dean Ranz met with the committee and discussed the procedures he follows in submitting the budget request for the Library. He explained that the budget for FY '90 for the University has already been submitted. The budget is highly structured and therefore our requests must be very detailed and leave little room for deviation or other last minute additions. The Dean explained his approach on budget requests and where he feels the money is best spent. He also submitted copies of his proposed budget for the committee's perusal. The Dean requested any input to aid his arguments for more funding for the Library. Meeting tabled until 01/12/89.

Upon resumption the committee discussed the Dean's presentation from the previous day and worked on ways we, as well as the entire Library staff, could make suggestions for increased Library funding. The committee also reviewed the results of the recent survey and viewed that as a vehicle in which to submit suggestions to the Dean. Tronier was congratulated on a job well done for all her work on the survey. The committee will study the results closely and make appropriate recommendations for a 5-year plan.

Respectfully submitted:
Barkley
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.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, February 3, 1989

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<td>Jodi Erickson (913) 367-6590 Youth Center at Atchison</td>
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<td><strong>HUTCHINSON</strong></td>
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<td>R-24</td>
<td>*Dietitian III</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<td>R-12</td>
<td>*Agricultural Laboratory Technician I (Knowledge of seed analysis - especially petty)</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
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<td>R-19</td>
<td>Chemist I</td>
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<td>R-31</td>
<td>*Chief of Field Services</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>R-24</td>
<td>ESSI Programmer</td>
<td>Jim Ingwerson (913) 296-2118 Department of Human Resources - ESSI</td>
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<td>R-11</td>
<td>Keyboard Operator I (Data Entry)</td>
<td>Freddie Thowe (913) 296-2326 Animal Health Department</td>
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<td>Office Assistant III (Bookkeeping)</td>
<td>Dianna Cobb (913) 296-4495 Department of Corrections Central Office</td>
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<td>R-21</td>
<td>Psychologist I</td>
<td>Margaret Vasquez (913) 296-7281 State Reception and Diagnostic Center</td>
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<td>R-22/25</td>
<td>*Registered Nurse II/III (3-11 and 11-7 Shifts) (Several Vacancies)</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
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<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Chris Rieger (913) 296-3195 Topeka Parole Office</td>
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<td><strong>WICHITA</strong></td>
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<td>R-24</td>
<td>*Accountant III</td>
<td>Frankie Brown (316) 689-3065 The Wichita State University</td>
</tr>
<tr>
<td>R-16</td>
<td>*Medical Technician II</td>
<td></td>
</tr>
<tr>
<td><strong>WINFIELD</strong></td>
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<tr>
<td>R-15</td>
<td>*Licensed Practical Nurse</td>
<td></td>
</tr>
<tr>
<td>R-24</td>
<td>*Pharmacist I</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>*Psychologist I</td>
<td></td>
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<tr>
<td>R-28</td>
<td>*Psychologist IV</td>
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<tr>
<td>R-22</td>
<td>*Registered Nurse II (11:00 p.m. to 7:00 a.m. and 7:00 a.m. to 3:00 p.m. Shift)</td>
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</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III (All Shifts)</td>
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<td>R-21</td>
<td>*Social Worker II</td>
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EQUAL OPPORTUNITY EMPLOYER
My energies during the recent ALA Midwinter meetings were centered primarily around GODORT (Government Documents Round Table) activities; in particular the Legislation Committee of which I am a member. The committee's diligent work was rewarded by ALA's adoption of two of three resolutions we proposed. The third was incorporated into a general resolution adopted by the Legislation Committee of ALA.

The resolutions centered on the free flow of information originating from Federal agencies, either in paper or electronic formats. There have been major reductions in the generation of government information and the Committee worked on resolutions that would alert those in power that the American public has a right to the free and legitimate access to government information. These resolutions also focused on Title 44 USC, the laws governing printing and publishing by the government as well as the Depository Library Program. The strong feeling of Document Librarians is that the Office of Management and Budget (OMB) is one of the major contributors to the restriction of the free flow of information via OMB Circulars A-3 and A-130. This feeling was reinforced through the recently released report by the Office of Technology Assessment, Informing the Nation: Federal Information Dissemination in an Electronic Age. There is also much doubt about OMB's legal authority to restrict the flow of information generated by Federal agencies. Hopefully these resolutions will generate Congressional action that will redirect OMB's energies elsewhere.

I spent a great deal of time at the Federal Documents Task Force (FDTF) Committee meetings. The Information Update presented the documents community the opportunity to hear from government officials directly about matters of concern. There were representatives from the Government Printing Office (GPO), the Joint Committee on Printing (JCP), the Census Bureau, EPA and others. The Acting Public Printer addressed the group as well as the Superintendent of Documents, both assuring the group that things are running smoothly at GPO (sic). Other topics of concern included updates on the backlog of microfiche, problems concerning the electronic dissemination of information and the distribution of CD-ROM products.

The FDTF Work Group meeting attempted to address and resolve several concerns raised in the previous Update meeting. One of the more interesting issues is the attempt by the Commerce Department to change the name of the "Statistical Abstract" to some slick name all for the sake of increasing sales. Needless to say, the marketing fellow from the Commerce Department that forwarded the suggestion was told in a number of ways what he could do with his ideas. Some of the suggestions however, seemed anatomically impossible.

The FDTF Business Meeting made several suggestions to problems that had been examined the prior two days. The group also concurred with the resolutions the Legislation Committee had proposed. Tentative proposals for an agenda for the annual meeting in Dallas were also discussed.

I also attended several non-GODORT activities. The various meetings I attended were nonetheless focused on issues concerning government documents and Government Document Librarianship.

By far one of the most interesting and informative meetings was sponsored by the Coalition on Government Information. The central theme dealt with strategies and actions in accessing government information during the Bush Administration. There were three speakers representing a variety of interests and viewpoints that addressed the 200 participants
and voiced their hopes and fears on the free flow of information generated by the government.

These speeches were followed by the participants moving into small theme groups which developed specific goals and strategies for both short and long range action. The group I participated with focused on electronic dissemination of government information. Each small group reported these strategies to the overall body. A question and answer session with representatives from various Federal agencies and Congressional Committees followed.

Legi-Slate sponsored a lunch for the participants in their database pilot project (we are one of the test sites). The good news from that meeting is that Legi-Slate has submitted a proposal to GPO to extend the pilot project for one full year. There are several potential legal problems arising from this proposal and GPO is currently reviewing them. Legi-Slate has extended the initial test period until the end of January, 1989. If there is reason to believe that GPO or the JCP will accept the proposal Legi-Slate will continue to provide us with their services.

I also met with representatives from Congressional Quarterly. I am a member of their Advisory Board and we meet during ALA to discuss ways of improving their publications as well as how they can better serve the needs of academic librarians. There were several methods of communication suggested and CQ will take them under advisement.

As this was my first experience at a midwinter meeting I found it to be very rewarding although exhausting. It seems that these meetings are much more intense, more business-like and consume greater amounts of one's time than at Annual. I look forward to greater involvement in GODORT on the national level and to these meetings where a great deal of good, useful information is exchanged between Document Librarians.

I would like to thank the Staff Development Committee for their encouragement and support. Without their efforts to secure funding for travel, attending professional meetings would be that much more difficult.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

CLASSIFIED VACANCY

Due to Brenda Owens' promotion to the Holds Supervisor in the Circulation Department, (see "Personnel" below), the Interlibrary Services Department and Regents Center Library have announced an Office Assistant III vacancy. This position is split between the two units and works out of the Reference Department in Watson Library. Responsibilities include: 1) receipt and processing of requests for materials; 2) receipt and processing of requests for Regents Center materials; 3) processing of reserve materials; 4) serving as liaison; 5) transmitting and receiving messages; 6) special projects; 7) paging of books; 8) mailing loans; 9) reports; 10) supervising student assistants; and 11) special projects for ILS. Minimum Requirements: One year of office/clerical work experience. Special Requirements: Typing ability; valid driver's license; ability to lift heavy boxes. Strongly Prefer: ability to work effectively with staff and public; good organizational and filing skills; ability to work independently; ability to work accurately with detailed work. Prefer: familiarity with library operations and policies; familiarity with the Library's automated circulation, reserve, serials, and cataloging systems; familiarity with the operation of the Zenith Z-100 microcomputer; familiarity with the operation of an OCLC terminal and with use of bibliographic records; familiarity with the use of indexes and abstracts.

The Office Assistant III classification is funded at salary range 13 of the State Civil Service salary scale at a beginning annual salary of $14,880. Library staff interested in applying for this vacancy should contact Judy Kasson, 4-3601, by 5:00 p.m. Wednesday, February 15, 1989. A copy of the position description is available from Judy Kasson 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

Brenda Owens has been hired as the Holds Supervisor (Library Assistant I) in the Circulation Department, effective February 18th. Brenda is currently an Office Assistant III in both the ILS Department and Regents Center Library. She replaces Norma Bishop.

John Richardson has been appointed as Cataloging Librarian (Librarian I) effective February 18th. John received his MLS degree and BA degree from Indiana University. He is currently employed by Indiana University.

Phil Shuckahosee has been hired as a temporary replacement for Angella Galloway in the Mail Room. Phil began employment January 20th and will work until Angella returns from maternity leave.

Marta Brow has announced her resignation effective February 17, 1989. Marta is currently a Library Assistant I in the SPLAT Department and has been employed in this position since September, 1988. Prior to this appointment, Marta was a student monthly employee in SPLAT.

An Equal Opportunity/Affirmative Action Employer
Janice Franklin has announced her resignation. Janice began employment with the Libraries as Assistant Science Librarian (Librarian I) in August, 1984. She has accepted a position with Franklin Associates, Ltd., in Kansas City. Her resignation is effective March 17, 1989. Sandy Gilliland

TIMECARD DEADLINE REMINDER

Timecards are due in the Library Office no later than Tuesday, February 14, 1989 for all classified, unclassified, and students. Contact Judy Kasson if you have any questions. Judy Kasson

REASSURANCE—MUST APPLY SOON FOR STATE TRAVEL FUNDS

The deadline to apply for out-of-state travel funds is February 15. Anyone planning to attend professional meetings in April, May, or June is encouraged to apply.

Depending on how many people apply, the amount allotted per person may very well be greater this quarter, as we plan to distribute all remaining funds and not carry them over into next fiscal year. Saralinda Rhodes

MICROCOMPUTER WORKSHOPS

They're Here!!! Finally! The Microcomputer Workshop Sign-up Sheets. In case you don't recall — we couldn't figure out a way for the Library to pay for the staff to take the 3hr/$35.00 microcomputer seminars offered by the Computer Center so I made arrangements with the Computer Center to give us free 1hr demos of various softwares. The workshops are open to all: classified, unclassified, students. Sign-up sheets were distributed for each Dept. If you can't find them, check with your Classified Conference Rep. — he/she did the posting. Thanks. Sally Nugent

CDC EXECUTIVE COMMITTEE MEETING ANNOUNCED

The CDC Executive Committee will meet on Monday, Feb. 13th at 1:30 p.m. in Watson's conference room A. Rich Ring

ROUTING BOOKS TO CATALOGING — REMINDER

All newly received books must go through an acquisitions process before they can be cataloged. This notice is to remind staff in all units that the Cataloging Department returns to the originating unit all newly received books that do not have evidence (PR, Innovacq workform, approval slip, etc.) of having come from one of the acquisitions units. Lorraine Moore & Rachel Miller

MAINTENANCE CALLS — REMINDER

If your department is having a maintenance problem of any kind, please call Ruth Miller, 4-3601, to report it. The problem will be reported immediately. This allows me to keep a log of all problems and F.O. from getting too many calls on the same problem. Thanks for your cooperation. Ruth Miller

STAFF ROOM ETIQUETTE

We have received reports that food and beverages have been removed from the Staff Lounge refrigerator in Watson Library by persons other than the rightful owners. Would all staff and student staff be sure to mark their food containers, sacks, etc. with your name, and remove only what belongs to you. Thank you. Ruth Miller

CORRECTION—TRAVEL REPORT IN LAST WEEK'S FYI

The travel report on the ALA mid-winter conference which was printed in last week's FYI was submitted by Dan Barkley, not Saralinda Rhodes as was indicated. Ruth Miller
31 January 1989
TO: LCPT
FROM: LFA Executive Committee
RE: Additional Charge

1. As a result of the recent mail ballot, LCPT is hereby given the additional charge to hear appeals as detailed below. In this context, LCPT will constitute itself as the Appeals Committee. The Appeals Committee will not include the Dean, an ex officio member of LCPT. The Committee is an advisory body to the Dean, and its recommendations are not binding.

2. The Appeals Committee may interview anyone, but must at all times maintain the confidentiality of other librarians. The appellant's FASAR and the supervisor's evaluation will be available to the Committee. The appellant's previous FASARs may be available should the appellant provide them to the Committee. The appellant may offer the Committee any other documents, provided the confidentiality of other librarians is maintained.

3. Any member of the Committee who is an appellant or a supervisor of an appellant will excuse him/herself from the deliberations of the Committee concerning that particular appellant.

4. The Committee is to be guided in its review of an evaluation and an assigned rating by the established University criteria as they apply to librarians as outlined in section G.8 of the University of Kansas Libraries Staff Handbook (revised by LCPT and approved by the membership in 1985). In addition, LFA Exec has requested each assistant dean to provide the Committee with a statement outlining his/her criteria in assigning a particular rating. Prior to the period when appeals may be made, the Committee may wish to request from department heads an outline of criteria used in evaluating librarians.

5. The Committee will make its written recommendation to the Dean available to the appellant, the appellant's supervisor, and the appropriate assistant dean.

6. Timetable.
   a. A librarian must write to or speak with the Chair of the Committee indicating an appeal is being made within 7 days of notification of the rating from the Library Administrative Office (about March 10). At this time, the Chair will inform the librarian of the procedures and what evidence is allowed.

   b. Should the librarian wish to continue, the Chair will set a date for the appeal no later than 7 days after the librarian's notification of the Chair of his/her intention to appeal.

   c. The Chair will request that the librarian provide any documentation immediately, and that the Library Administrative Office provide the FASAR and supervisor's evaluation. These will be copied for the Committee members. The Committee will determine whom it wishes to interview and make suitable arrangements.

   d. The Committee will conduct its deliberations in private and maintain strict confidentiality. It will conduct its deliberations with all due speed with reference to the overall timetable for the evaluation process.

   e. When the Committee has reached a decision, its response will take the form of a written recommendation to the Dean. It is recommended that the report to the Dean include specific reasons for the Committee's decision. This same recommendation will be sent to the appellant, the appellant's supervisor, and the appropriate assistant dean. It will become part of the appellant's permanent file.
MINUTES, Classified Conference Executive Board  
February 3, 1989

The meeting was called to order. Officers and representatives were introduced. The officers are Lars Leon, president; Sue Hewitt, vice-president; and Verna Froese, secretary. Contact any of the above or your representative if you have concerns you would like the Classified Conference to address.

Committee Reports --

Senate Library Committee: Sherry Hawkins reported that this committee is discussing library automation activities and priorities. The Senate Library Committee is also exploring ways to increase library literacy, especially among the under-graduate population. Future meetings this spring will include budget recommendations and a meeting with Dean Muyskens.

Budget and Planning: A copy of the budget which was sent to Academic Affairs is available at the Reference Desk for your information. The findings of the survey written by the Budget and Planning Committee revealed that the top priority among both classified and unclassified workers was funding for acquisitions. Based on the results of this survey, the committee will provide suggestions to Dean Ranz for a five-year plan. One goal of the Budget and Planning Committee in the next five years is for more awareness of staff development needs.

Staff Development: The next meeting will be Friday, Feb. 10, at 9:00 a.m. in Conference Room B. They will be discussing goals and philosophies of staff development. All are welcome; come add your input. The next Brown Bag Lunch will be Feb. 15 with Virginia Quiring from Kansas State University. She will be discussing the KSU libraries' staff development program. Nancy Hawkins has requested that the LFA allow more representation on this committee from classified employees. At present, there is only one classified representative. Preliminary discussion indicated a favorable response.

Personnel Committee: The focus of this committee has been the timecard issue. Sandy Gilliland has been talking with other departments across the campus to determine their timecard policies. Several are only turning in hours missed. However, the Personnel office discourages this practice. Sandy will be talking with the library department heads to find out their wishes. The Classified Conference Executive Board will meet Thursday, Feb. 9, to discuss the issue further. Regarding overtime hours worked, Sandy encouraged classified employees to go through the channels necessary to qualify for overtime. Contact her for more information.

Computer Classes -- Sally Nugent presented each representative with a description of the various programs taught by the Computer Center. If you are interested in any of these FREE training sessions, please sign the list by March 1. Dates and times will be set later. This is for anyone -- classified, unclassified, or student.

Legislative Updates -- Lars will be going to the Legislative Update sessions to learn how pending legislation will effect classified employees. Would you be willing to be an alternate should Lars be unable to attend? If so, please contact him at 4-3476. The meetings are held on Saturdays.

Verna Froese  
Secretary  
Classified Conference
OPEN MEETINGS FOREVER

The next meeting of the Staff Development Committee will be Friday, February 10, at 9:00 in Conference Room B of Watson Library, and the agenda includes discussion of a staff development philosophy for this library. Meetings of the Staff Development Committee are always open to all library staff. Please feel free to talk to any member of the SDC at any time regarding staff development ideas and projects. Committee members are Rhonda Neugebauer (chair), Nancy Hawkins (secretary), Saralinda Rhodes (travel funds coordinator), Judith Emde, and Rosemary McDonough.

OUT-OF-STATE TRAVEL FUNDS

As a reminder, both classified and unclassified staff are eligible to apply for out-of-state travel funds to attend conferences and workshops. The fourth quarter of this fiscal year runs from April 1 to June 30. The deadline to apply for travel funds from the Staff Development Committee is February 15. (Don't forget that the annual ALA Conference is at the end of June this year.) Apparently, staff members attending conferences are not applying for travel reimbursements since the allocations have been so small. With one quarter of FY89 left, more than half the travel funds remain. Therefore, all those planning travel between April 1 and June 30 are encouraged to apply for funds. Last year some travel funds were carried over, but the SDC does not plan to carry these over again this year. Please submit your travel funds request forms to Saralinda Rhodes in the Reference Department.

BROWN-BAG LUNCH DELIGHT

Next Wednesday, February 15, Virginia Quiring, from Library Development Services at Kansas State University's Farrell Library, will present a Brown-Bag Lunch talk about staff development as it happens at KSU. It should be an enlightening hour--come discover how another academic library in this region promotes personal and professional growth on a limited budget. On the verso of this page is a reprint of KSU's philosophy of staff development as it is published in the staff handbook. Please peruse it and then come join us for an hour of elucidation. All Brown-Bag Lunches are held in Conference Room A of Watson Library from 12:00 to 1:00.
The Libraries' Staff Development Program is designed to strengthen the performance of the individual staff member, and thus the KSU Libraries as a whole, by providing the necessary orientation, training, and access to developmental activities. Staff development may be defined as a process used to guide and encourage staff members to develop their skills and capabilities in relation to organizational goals. The KSU Program includes activities in the areas of orientation, on-the-job training, in-service training, and human resources development. All categories and levels of library staff may participate in staff development activities based on appropriateness. Production of necessary training materials will be included as part of the Program. A portion of the annual budget will be allocated for the Program. Staff are encouraged to take advantage of courses, workshops, seminars that update knowledge or add new skills. These may include local offerings by Personnel Services, lectures and seminars offered by Classified Caucus and Faculty Committee on Professional Services, or regional seminars, all with approval of the immediate supervisor and appropriate Associate Dean. Normally, release time is provided Faculty and Classified staff for activities that fall within the working day and that contribute to the professional development of the individual and hence the betterment of the organization.

Financial assistance may be given to the staff member upon consideration of: availability of funds, frequency of the individual's requests, participation of the individual in the program to be attended, and applicability of the program to the professional growth of the individual and that person's responsibilities in the Library. Limited discretionary funds are available for Library faculty who wish to attend professional conferences.

Library faculty are eligible for sabbatical and creative leaves of absences that contribute to professional growth. Examples of such leaves are research, graduate study, consulting, teaching, exchange of positions. For information on sabbatical leaves, see section G. 19 of Staff Handbook. Other leaves of absence must be negotiated with the Associate Dean and Dean.

KSU Libraries allow full-time employees three hours per week release time for enrollment in an academic course. The content must be related to the library position or in pursuance of a degree.

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UNCLASSIFIED VACANCIES

Assistant Curator, full-time tenure-track 12-month position available June 18. Primarily responsible for overseeing organization, processing, and cataloging of materials in the Kansas Collection, a research collection relating to Kansas, the Great Plains, and the Trans-Mississippi West. Included are manuscripts, photographs, books, serials, state documents, maps, and oral history. Also included is the Wilcox Collection of Contemporary Political Movements, which consists of American left- and right-wing political materials. Arrange, describe and catalog manuscript collections. Provide reference assistance to faculty, students, and public. May assist in planning for the integration of department's machine readable catalog records into the Library's on-line catalog. Supervises 2-3 staff. Works closely with the Curator in administering and promotion in the department. Required Qualifications: ALA/MLS or related degree in archival management or historical administration; previous archival training or experience relevant to the duties listed above; recent training in or experience with AACR2 and LCSH; demonstrated initiative; ability to work effectively with library users; strong interpersonal, communication and organizational skills. Strongly preferred qualifications: Experience in processing and cataloging a variety of historical materials; knowledge and experience with US MARC formats, including the AMC format; successful supervisory experience. Preferred Qualifications: Knowledge of and experience with archival processing and descriptive standards; experience with OCLC: familiarity with Kansas and Trans-Mississippi western history, ALA-accredited MLS; experience with manuscript and photographic conservation. Salary: $22,000-$26,000. 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 by March 31, 1989.

Science Reference Librarian (2 positions), full-time, tenure-track, 12-month, available on or before June 18. Responsible for general reference in the Science Library, a collection of 230,000 volumes; collection development in mathematics, computer science, the physical, biomedical, biological, or earth sciences; conducts online literature searches on the NLM, DIALOG and STN International systems; presents bibliographic instruction sessions; assists in implementing a major move to a new $13.9 million science library, scheduled to be completed Fall 1989; helps develop and implement programs for new reference equipment and services, such as CD ROM and end user searching. The first position will supervise access services including circulation, stack maintenance, reserve and photocopying. The second position will be the automation coordinator for the public and staff equipment in the building. Required Qualifications: ALA/MLS; strong interpersonal and communication skills; strong subject competence (coursework or experience) relevant to the scope of the Science Libraries. Preferred Qualifications: Successful reference, collection development, and supervisory experience in a special library or a large academic library; strong subject competence in organic chemistry, mathematics, physics, computer science or geology; training or experience with online literature searching, especially NLM, STN International and DIALOG; experience with microcomputer hardware and software and their applications to library services and operations; demonstrated initiative and good organizational skills. Salary: $21,000-$26,000. To apply, submit letter of application describing candidate's ability to meet
qualifications, three confidential letters of recommendation, copies of undergraduate and graduate transcripts, to Sandra Gilliland, 502 Watson. Applications postmarked by March 31, 1989 will receive first consideration. Applications will be considered monthly thereafter until the positions are filled or until May 31, 1989.

**CLASSIFIED VACANCY**

The Engineering Library has announced the availability of a half-time Office Assistant III position with the following responsibilities: 1) materials preparation; 2) bindery record keeping; 3) repair/remarking of materials; 4) clerical support operations; 5) reference/circulation assistance. Minimum qualifications: One year of experience in clerical work. Strongly Prefer: Demonstrated ability to interact effectively with library staff and patrons; demonstrated ability to maintain accuracy and attention to detail while working with a large scale flow of materials; successful library experience with serials and serial binding record keeping, and binding decision making. Prefer: Work experience with a CRT (micro, mini, or mainframe based system); accurate keyboard skills; demonstrated ability to prioritize work, function independently, and organize materials efficiently; working knowledge of reference sources; knowledge of library resources and organization; experience with KU Libraries UKASE [LSER] system and/or KU Libraries Circulation [LIBC] system.

The Office Assistant III classification is funded at salary range 13 of the State civil service salary scale, at a beginning annual salary of $7,440 (half-time rate). Library staff interested in applying for this vacancy should contact Judy Kasson in the Library Office, 4-3601. A copy of the position description is on file for review.

**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**

Shelley Miller has been appointed as Head, Department for Spain, Portugal and Latin America, effective February 18th. Shelley has been employed by the University Libraries as a Cataloging Librarian since February, 1987. She has a BA in Spanish and Social Welfare from KU (1977), and received the MLS degree from UCLA (1982) with a specialization in Latin American librarianship. Shelley replaces Rachel Miller.

**MEDIA SERVICES**

Last Friday a memo was distributed to all faculty concerning new guidelines that have been established by Media Services for requests of films, videotapes and equipment. Library staff are encouraged to review the procedures outlined in this memorandum prior to requesting materials and/or equipment from Media Services. Please contact Ruth Miller in the Library Office if you need a copy of this memo.

**BROWN-BAG LUNCH RESCHEDULED**

The Brown-Bag Lunch with Virginia Quiring, Kansas State University's Library Personnel Services, originally scheduled for February 15th, has been rescheduled for Wednesday, February 22, at 12:00 in Conference Room A of Watson Library. Unless, of course, another ice/snow storm occurs, in which case it will be postponed another week...

**NEW WOMEN'S STUDIES BIBLIOGRAPHER**

I have resigned from my duties as Women's Studies Bibliographer effective January 3, 1989 because of an increasing work load in Interlibrary Services. Mary Rosenbloom is now the new Women's Studies Bibliographer.
RECEPTION FOR EXHIBIT ANNNOUNCED

The Kansas Collection will host a reception for a new exhibit in their department on Tuesday, February 21, 1989 from 5:00 p.m. - 6:00 p.m. Entitled "Beyond the Exodusters: Growth and Achievement in Kansas", the exhibit will feature historical materials collected for the library throughout the past three years with funding provided to survey and acquire materials relevant to the Black experience in Kansas.

The exhibit was prepared by Deborah Dandridge and Kathie Otto, of the Kansas Collection staff. Everyone is invited to attend.  

Sherry Williams

RECOGNITION CEREMONY FOR UNIVERSITY STAFF

The Fifteenth annual Recognition Ceremony honoring University faculty and staff for their years of service will be held on Tuesday, April 25th at 1:30 in the Kansas Union Ballroom. Several library staff will be among those honored. Watch future issues of FYI for a listing of staff to be recognized.  

Sandy Gilliland

ATTACHMENTS

Library Faculty Assembly Executive Committee minutes of 1/31/89 meeting and Working Group Union Cataloging Issues minutes of 1/23/89 meeting.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: January 31, 1989

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

The minutes from the January 26th meeting were approved.

The committee reviewed the second draft of the charge to the Appeals Committee and several changes were recommended. A copy of the final draft will be published in FYI.

A draft of the letter to the Assistant Deans requesting criteria by which a librarian is to be rated was reviewed.

The next meeting was scheduled for Monday, February 13th, at 1:30.

Judith Emde, Secretary
WORKING GROUP UNION CATALOGING ISSUES

MINUTES

Date: January 23, 1989

Present: Lorraine Moore, Mary Miller, Sandy Mason, Donna Koepp, Mary Roach, and Sherry Williams

The minutes of the previous meeting were approved as written.

The Working Group spent the majority of the meeting time discussing the draft of the OCLC report that Lorraine had distributed prior to the meeting. Lorraine outlined that the report was discussed by the Automation Committee the previous week, and that the report was submitted to the Dean as a result of that discussion. However, she emphasized that it was still possible to submit comments concerning the report.

After much discussion concerning the specifics of the report, the Working Group decided to forward written comments to the Dean that included the following points: 1. Further define a P-level record, as a lot of confusion exists, over what this is. 2. Clarify that P-level records for the current cataloging of the new Kansas Collection titles, will be included in the categories for display in the on-line catalog, as discussed on pg. 12 of the report, under the section "UKASE NON-SEASONAL DEPARTMENT RECORDS." 3. The need for a reference sheet that provides further explanation of the encoding levels. 4. An appreciative statement for the carefully prepared report.

It was agreed that Lorraine would prepare these comments, and submit them for the Working Group.

The remainder of the meeting time was spent examining examples of cataloging performed by two units, for the same title. Specifically, Special Collection and Watson cataloging records were examined for five titles that were common to both units. Discussion centered around the difference between the two records in each case, including differences in subject headings, notes, collation, and statement of responsibility.

Further examination of additional records will continue at the next meeting, which was scheduled for January 30 at 3:00.

Submitted by S. Williams
STATE SERVICE RECOGNIZED

Several classified library staff were among other University staff honored recently for their years of service to the State of Kansas. The reception was held in the Adams Alumni Center on Monday, Feb. 20th and was hosted by the Office of Academic Affairs. Library staff honored were:

10 years: Kerry Bower, Nancy Hawkins, Krista Schmidt and Geri Slater, Cataloging Department; Joyce Elliott, Bindery; Carol Jeffries, Acquisitions; Kathy Lathrom, Serials. 20 years: Mary Lou Warren, Documents. 30 years: Ruth Fauhl, Math/Computer Science Library.

Congratulations to all of you. Sandy Gilliland

UNCLASSIFIED PROFESSIONAL STAFF FORUM

The first professional development event sponsored by the Unclassified Professional Staff Association (a new group at KU) is set for Thursday, Feb. 23 from 2:30 to 5:00 p.m. in the Walnut Room of the Kansas Union. Carol Nalbandian, president of UPSA and associate director for management programs in the School of Business, will lead a discussion after the film "Working with Difficult People". This topic is relevant for all library staff, so please feel free to come and learn about it. A dollar contribution will be requested at the door to cover the cost of refreshments. Rhonda Neugebauer

ATTACHMENTS

Minutes of the following meetings: Working Group on Union Cataloging Issues, 2/6/89; Staff Committee—New Science Library, 2/9/89; Classified Conference Executive Board, 2/16/89; Staff Development Committee, 2/17/89 (below); and State Promotion and Transfer list.

UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MEETING
February 17, 1989

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

The committee met to review travel fund requests and to decide on the amount of each share to be given. Several questions were raised concerning procedures, so further clarification from the administrative office will be sought by the committee.

Tentative plans were discussed for another tour of Allen Press, a tour of the Truman Library in Independence, and a video presentation during the week of Spring Break.

The next meeting for the committee will be Friday, February 24 at 9:00 in Conference Room B of Watson Library.

Submitted by Nancy Hawkins
Working Group on Union Cataloging Issues  
Meeting Minutes

Date: February 6, 1989

Present: L. Moore, M. Roach, S. Mason, M. Miller, D. Koepp, S. Williams

Minutes of the previous meeting were amended and Sherry will submit them for inclusion in the next FYI.

Lorraine provided copies of the memo which she wrote to Dean Ranz on behalf of the group regarding the OATS Task Force recommendation.

Lorraine also reported that she had asked for a list explaining the various levels of records on UKASE. Currently, however, this type of list would be difficult to prepare, as the definitions have changed many times in the past. Perhaps this could be done when review and upgrades to current p-level records is complete.

The remainder of the meeting was spent examining examples of cataloging performed by two units for the same item, some of which also used the same OCLC record. Some issues discussed during this examination included: online implications of differing analysis practice, 590 local notes which are inappropriate in an online catalog, serial name changes which are not caught when the only other existing record is in the card catalog, lack of justification in one agency's record for another agency's secondary entry, differences in descriptive note information, and differences in subject and name headings.

After examining several examples, Lorraine asked for a general feeling about the necessity of differing descriptive note information appearing in the online catalog display since, at some point, an across-the-board decision must be made one way or the other. Some members of the committee felt that in some cases they were a necessity, but no consensus was reached. Discussion of this issue will continue as more of the affected records are examined by the committee.

The meeting adjourned at 5:00. The next meeting is scheduled for February 13, 1989 at 3:00.

Submitted by Mary Miller
Staff Committee -- New Science Library
Minutes of the February 9, 1989, Meeting
Present: D. Borton, J. Franklin, C. Kirby, M. Lodwick, R. Melton, A. Williams
Absent: N. Burich, S. Couch, S. Hawkins, S. Williams, J. Ranz

Williams distributed information on the progress being made by the Retrocon Unit: they are working on 612s and, making a second pass through the LC materials, they are in QL.

As Dean Ranz was out of town, Williams reported that most of the windows have been installed in the new building, and that they are now working on the special flooring for the third and fourth floors and on interior walls.

Williams circulated the December, 1988, issue of Library Journal, the annual architecture issue, which includes KU's new library in a list of academic projects on p. 67.

There was limited discussion of staffing of the new building, possible reconfigurations of collections with a phase two of the new building, the actual move, and related topics.

Since Franklin has resigned as of March 17, 1989, Williams will talk with Dean Ranz about the future of the committee and with LFA Exec about filling the vacancy created by Franklin's resignation.

The next meeting will be at 1:30pm on Thursday, May 18th.

--Submitted by Annie Williams

MINUTES, Classified Conference Executive Board
February 16, 1989

During this meeting, we discussed the most recent information available to us about timecards. Sandy Gilliland will be meeting with the Deans about the timecard issue. Lars Leon, president of the Classified Conference, and Nancy Rake, chairperson of the personnel committee, have requested a meeting with Sandy to discuss the desires of the Classified Conference. Future meetings will be set for the Executive Board after Sandy has had an opportunity to meet with the Deans.

Verna Froese
Secretary
Classified Conference
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.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, February 24, 1989.

### TOPEKA

- **R-25** *Industrial Hygienist II* (70% Travel)
- **R-11** Office Assistant II (Part-Time Intermittent)
- **R-22** *Official Reporter*
- **R-28** *Public Health Nurse VI* (RN License Required)
- **R-22/25** *Registered Nurse II/III* (3-11 and 11-7 Shifts) (Several Vacancies)

### ELDSWORTH

- **R-21** *Librarian I* Robert Hudson (913) 472-5501
- **R-26** Health Facility Surveyor Supervisor Jo Ann Moran (913) 296-1290

### HAYS

- **R-21** Corrections Counselor I
- **R-17** Food Service Supervisor I

### LAWRENCE

- **R-21/25** Assistant Director of Student Housing for Facilities Maintenance
  - ($30,000 Minimum - Unclassified - Closes March 1, 1989)

### LANSING

- **R-15** *Licensed Practical Nurse*
- **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)

### NORTON

- **R-17** Food Service Supervisor II

### TOPEKA

- **R-25** *Director of Finance* (Unclassified)
  - *Job description is in the Administrative Office*
PERSONAL

Gary Kampfer has been appointed as Copying Services Supervisor (Office Assistant IV) effective March 14th. Gary has a BGS degree in Accounting and is currently employed by the Student Housing Department on campus. He replaces Wes Buckner.

Sandy Gilliland

TIMECARD DEADLINE

Timecards are due in the Library Office on Tuesday, March 14, 1989 at 9:00 a.m. for all classified, unclassified and students. Contact Judy Kasson if you have any questions.

Judy Kasson

OCLC TELEPHONE CABLE REPAIR

The K.U. Telecommunications Office has notified the Library of a scheduled repair of the OCLC dedicated lines on Friday, March 3. According to Jan Weller, Director of the Telecommunications Office, the OCLC lines are to be bridged during the service period, so that this service will be uninterrupted. Some data may be garbled while the bridge work is being performed.

Nancy Jaeger

AIR EXPRESS DELIVERY SERVICE

A new state wide contract has been established for overnight or express mail deliveries. All express mail deliveries must now be sent through Airborne Express. Library staff who need to use this air express delivery service should contact Janet Mears in the Library Office for complete details.

Nancy Jaeger

PRE-SORT MAILING SERVICE

A few months ago the Library began using a pre-sort mailing service provided through a state contract with American Pre-Sort, Inc. All first class mail (excluding international) processed through the Mail Room in Watson is being metered at the pre-sort rate of 21¢ per piece, rather than 25¢. American Pre-Sort picks up the Library's first class mail at Strong Hall about 2:55 p.m. each week day, pre-sorts all mail by zip code, and delivers the mail to the main U.S. Post Office in Kansas City the same evening. Library departments no longer need to pre-sort first class mail, since this is being provided by American Pre-Sort, Inc.

Nancy Jaeger

NEW LIBRARY DIRECTORY ATTACHED

Included with the attachments is an updated library directory for your use. If there are corrections, please call Ruth Miller, 4-3601.

Ruth Miller

NOTICE TO LIBRARY FACULTY

This week all library faculty members should have received a memorandum from the University Council regarding the University Senate Committee on Planning and Resources report on the allocations of faculty merit increases. We will be voting on the recommendations in this report at the University Council meeting on March 9. We each have a copy of the report, and we have deposited copies in the Library Administration office and at the Watson Reference desk. We would appreciate hearing from library faculty concerning these recommendations before that meeting.

LeAnn Weller & Lorraine Moore

An Equal Opportunity/Affirmative Action Employer
Facilities Operations has scheduled the annual steam shut down for March 13-14, in order to service and repair equipment in the power plant and steam tunnels. Heat will be off during the steam shut down, however, air circulation will be operable. Should the weather be unfavorable, this work will be postponed until May 23-24. Nancy Jaeger

NEW EXHIBITION

THE DISCOVERY OF ANGLO-SAXON ENGLAND, the new exhibition in Special Collections in the Kenneth Spencer Research Library, is made up of a group of books dating from the 16th to the 18th century. They reflect the work of historians and antiquaries who, after five centuries of neglect of the subject, began an intensive scholarly investigation of their Anglo-Saxon past. A different alphabet incorporating Runic letters was used for Anglo-Saxon, and KU's Clubb collection of books using type which reproduces those characters is probably the finest in existence. The exhibition is the work of Richard W. Clement.

L. E. James Helyar

ART & ARCHITECTURE LIBRARY DISPLAY

A new display featuring the Art & Architecture Library's collection of books and other resources on quilts is currently on view. The library has over 100 books on quilts including books on their history, quilting techniques and patterns, collection and exhibition catalogs, and periodicals. The Hall/Szabronski collection of quilt patterns, although owned by the Spencer Museum, is housed in the library so that patrons have easy access to the material. The timing of the display is appropriate since Dover Publishing has recently reprinted from our copy Carrie Hall's Romance of the Patchwork Quilt and since the Spencer Museum of Art will be exhibiting "Quilt National '87" this summer. Ann Snow, of the library staff, designed and installed the library display.

Susan Craig

FIFTH ANNUAL MEMORIAL BOOK SALE/SCHOOL OF LAW LIBRARY

The School of Law Library has announced its fifth annual Hazel Anderson Memorial Book Sale on Wednesday, March 8th from 8:30 a.m. - 1:00 p.m. in the Law School Commons, First Floor, Green Hall. Proceeds will be used to buy books for the Law Library.

Mary Burchill

ATTACHMENTS

Library Faculty-Assembly Executive Committee minutes of 2/13/89 meeting and Library Directory.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: February 13, 1989

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

The minutes from the February 13th meeting were approved.

Barbara reported on the legislative update meeting on February 11th. The Senate subcommittee to the Ways and Means had voted to support 100 per cent funding of the Margin of Excellence proposal. The Washburn entrance into the Reans system has not been voted on yet in subcommittee. KU may receive 1.7 million dollars in adjustment funding.

Rob reported on the Senate Libraries Committee meeting where the new Dean of the Liberal Arts College, Dr. James Myskiens, was introduced. Automation of library services and funding to allow more faculty members to have the hardware and software necessary to access the databases were discussed. Steve Kambur, the committee chair, also raised the issue of bibliographic instruction and explained how audio tapes are presently used in the science library to introduce students to the library. He inquired if other libraries on campus could utilize this method of instruction.

The next meeting will be scheduled at a later date.

Judith Ende, Secretary
PERSONNEL
Wendy Roberts has been appointed as an Office Assistant III in a split position with Interlibrary Services and the Regents Center Library effective March 20th. She will be housed in the Reference Department. Prior to her appointment with the Libraries, Wendy worked previously for the Kansas Union Bookstores. She replaces Brenda Owens.

Sandy Gilliland

TEMPORARY ELECTRICITY SHUT OFF
Facilities Operations has announced that the electricity will be shut off in several buildings for about 4 hours on March 14 (from 12:01 a.m. to 4:01 a.m.) to replace a high voltage electrical cable. Watson Library and the Art and Architecture Library in the Spencer Museum are on the list of buildings to be temporarily without electricity. Questions or concerns about this electrical shut down may be addressed to Nancy Jaeger or Janet Mears in the Library office, 4-3601).

Nancy Jaeger

NO SIGNMAKING ASSISTANT
The Libraries will not have a signmaking assistant during May, June, July, and part of August. Please try to plan ahead and submit requests NOW!! Requests will be handled on a first come, first serve basis. If you have questions, please contact Janet Mears. Thanks.

Janet Mears

SMALL CAMPUS MAILERS DESPERATELY NEEDED
Once again we're out of the small size campus mailers in the Administrative Office. If you have extras, please send them to Ruth Miller. Thanks.

Ruth Miller

TWO EXHIBITS IN MAIN LOBBY OF WATSON
Two small exhibits in the main lobby of Watson Library focus on themes of current interest. One presents several documents relating to the publication of Salman Rushdie's Satanic Verses. The other celebrates March as Women's History Month by displaying dust-jackets, blurbs, and photographs from fourteen recent works of fiction by (mostly) young (mostly) American women writers.

Rob Melton

FAREWELL RECEPTION FOR JANICE FRANKLIN
All library staff members are invited to a farewell reception for Janice Franklin on Friday, March 17th, from 3:00-4:30 in Conference Rooms A & B, Watson Library. Janice is engaged to be married on May 20th and will be moving to London later this summer where her fiancé will be studying for a doctorate in medical history at the Wellcome Institute.

Judith Emde

UNIVERSITY EMPLOYEE RECOGNITION CEREMONY
The University's annual Employee Recognition Ceremony will be held at 1:30 p.m. on Tuesday, April 25th in the Kansas Union Ballroom. Several library staff will be among other University staff honored for their years of service. Those scheduled to receive service pins include:

30 years: Sara Tubby, Bindery.

An Equal Opportunity/Affirmative Action Employer
20 years: Sadie Bramble, Cataloging; Linda Copp, Serials; Hope Cundiff, Acquisitions; Earl Gates, Cataloging; Susan Hamilton, Exchange and Gifts; Channette Kirby, Science Library.

15 years: Barb Gaeddert, Marilyn Landon, and Annie Williams, Cataloging; Bayliss Harsh, Reserve; Tina Spray, ILS.

10 years: Jan Altenbernd, Art/Architecture Library; Rich Crank, Science Library; Jeanette Denton, Serials; Mary Miller, Cataloging; Richard Ring, Collection Development; Chris Scott, Regents Center Library; Steve Shartran, ILS; Marianne Siegmund, Cataloging; Kendall Simmons, Circulation; Sherry Williams, Kansas Collection.

5 years: Sandra Brandt, ILS; Nikki Bromberg, Kansas Collection; Diana Dyal, Cataloging; Verna Froese, Acquisitions; Ken Lohrentz, Cataloging; LeAnn Weller, Engineering.

Congratulations to you all! Sandy Gilliland

LIBRARY STAFF/VOLUNTEER RECEPTION

Immediately following the University's Employee Recognition Ceremony, all Library staff are invited to attend the 3rd annual Library Staff/Volunteer Reception, Conference Room A, Watson Library.

Volunteers will be honored for their service to the Libraries, and Library staff will be recognized for their years of service to the University. Refreshments will be served. Sandy Gilliland

ATTACHMENTS

Online Catalog Update; Travel Report on the 1988 American Library Association Annual Conference; Minutes of the following meetings: Library Faculty Assembly Executive Committee, 2/27/89; Libraries Committee on Promotion and Tenure, 2/9/89 and 2/22/89.
I. Overall Use Statistics.

The following are statistics for use of library online systems during February, 1989.

<table>
<thead>
<tr>
<th>Day</th>
<th>Online Catalog Transactions</th>
<th>Network Online Catalog Transactions</th>
<th>Total Library Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. 2-1</td>
<td>36,699</td>
<td>1,548</td>
<td>79,623</td>
</tr>
<tr>
<td>Thu. 2-2</td>
<td>31,119</td>
<td>1,213</td>
<td>73,892</td>
</tr>
<tr>
<td>Fri. 2-3</td>
<td>26,692</td>
<td>842</td>
<td>63,192</td>
</tr>
<tr>
<td>Sat. 2-4</td>
<td>14,728</td>
<td>144</td>
<td>21,972</td>
</tr>
<tr>
<td>Sun. 2-5</td>
<td>17,684</td>
<td>805</td>
<td>23,750</td>
</tr>
<tr>
<td>Mon. 2-6</td>
<td>33,997</td>
<td>1,987</td>
<td>78,366</td>
</tr>
<tr>
<td>Tue. 2-7</td>
<td>37,206</td>
<td>1,760</td>
<td>79,795</td>
</tr>
<tr>
<td>Wed. 2-8</td>
<td>34,221</td>
<td>452</td>
<td>79,485</td>
</tr>
<tr>
<td>Thu. 2-9</td>
<td>32,986</td>
<td>1,261</td>
<td>76,116</td>
</tr>
<tr>
<td>Fri. 2-10</td>
<td>29,786</td>
<td>982</td>
<td>72,335</td>
</tr>
<tr>
<td>Sat. 2-11</td>
<td>22,933</td>
<td>410</td>
<td>29,972</td>
</tr>
<tr>
<td>Sun. 2-12</td>
<td>20,180</td>
<td>462</td>
<td>25,956</td>
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<tr>
<td>Mon. 2-13</td>
<td>43,392</td>
<td>957</td>
<td>95,350</td>
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<tr>
<td>Tue. 2-14</td>
<td>34,225</td>
<td>2,828</td>
<td>79,435</td>
</tr>
<tr>
<td>Wed. 2-15</td>
<td>35,475</td>
<td>898</td>
<td>82,234</td>
</tr>
<tr>
<td>Thu. 2-16</td>
<td>34,198</td>
<td>1,096</td>
<td>79,687</td>
</tr>
<tr>
<td>Fri. 2-17</td>
<td>33,787</td>
<td>842</td>
<td>74,840</td>
</tr>
<tr>
<td>Sat. 2-18</td>
<td>14,605</td>
<td>494</td>
<td>21,879</td>
</tr>
<tr>
<td>Sun. 2-19</td>
<td>22,964</td>
<td>727</td>
<td>29,308</td>
</tr>
<tr>
<td>Mon. 2-20</td>
<td>43,573</td>
<td>1,207</td>
<td>90,360</td>
</tr>
<tr>
<td>Tue. 2-21</td>
<td>41,192</td>
<td>1,313</td>
<td>93,964</td>
</tr>
<tr>
<td>Wed. 2-22</td>
<td>42,369</td>
<td>1,558</td>
<td>92,419</td>
</tr>
<tr>
<td>Thu. 2-23</td>
<td>40,800</td>
<td>1,034</td>
<td>86,814</td>
</tr>
<tr>
<td>Fri. 2-24</td>
<td>31,237</td>
<td>716</td>
<td>75,373</td>
</tr>
<tr>
<td>Sat. 2-25</td>
<td>18,669</td>
<td>213</td>
<td>26,026</td>
</tr>
<tr>
<td>Sun. 2-26</td>
<td>22,851</td>
<td>795</td>
<td>29,169</td>
</tr>
<tr>
<td>Mon. 2-27</td>
<td>45,385</td>
<td>2,018</td>
<td>93,405</td>
</tr>
<tr>
<td>Tue. 2-28</td>
<td>40,387</td>
<td>1,329</td>
<td>86,017</td>
</tr>
</tbody>
</table>

**TOTALS** 883,340                          29,891 (3.4%) 1,839,744

We do not have complete statistics for February 1988, but the following two-week comparison does show some a growth of about 13.9% in the use of the online catalog from the same period last year:

Sunday, Feb. 7 -- Saturday, Feb. 20, 1988: 372,920 transactions

Sunday, Feb. 5 -- Saturday, Feb. 18, 1989: 424,675 transactions
II. Terminal Use Statistics.

The following shows the number of public online catalog transactions by location for the last two days of February (Monday the 27th and Tuesday the 28th). There were 45,385 total transactions on the 27th and 40,387 on the 28th. Please note that these figures do not include online catalog transactions done on staff terminals.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of public terminals</th>
<th>Total transactions 27th</th>
<th>Total transactions 28th</th>
<th>Transactions per terminal 27th</th>
<th>Transactions per terminal 28th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watson 2nd</td>
<td>1</td>
<td>787</td>
<td>1,342</td>
<td>787</td>
<td>1,342</td>
</tr>
<tr>
<td>Watson 3rd</td>
<td>16</td>
<td>27,745</td>
<td>22,292</td>
<td>1,734</td>
<td>1,393</td>
</tr>
<tr>
<td>Watson 4th</td>
<td>3</td>
<td>2,031</td>
<td>1,758</td>
<td>677</td>
<td>586</td>
</tr>
<tr>
<td>Art</td>
<td>4</td>
<td>2,181</td>
<td>2,681</td>
<td>545</td>
<td>670</td>
</tr>
<tr>
<td>Engineering</td>
<td>4</td>
<td>2,646</td>
<td>1,206</td>
<td>662</td>
<td>302</td>
</tr>
<tr>
<td>Documents</td>
<td>1</td>
<td>259</td>
<td>191</td>
<td>259</td>
<td>191</td>
</tr>
<tr>
<td>Kansas Coll.</td>
<td>1</td>
<td>175</td>
<td>89</td>
<td>175</td>
<td>89</td>
</tr>
<tr>
<td>Maps</td>
<td>1</td>
<td>65</td>
<td>24</td>
<td>65</td>
<td>24</td>
</tr>
<tr>
<td>Math</td>
<td>1</td>
<td>290</td>
<td>790</td>
<td>290</td>
<td>790</td>
</tr>
<tr>
<td>Music</td>
<td>3</td>
<td>857</td>
<td>1,008</td>
<td>286</td>
<td>336</td>
</tr>
<tr>
<td>Regents Center</td>
<td>3</td>
<td>224</td>
<td>610</td>
<td>75</td>
<td>203</td>
</tr>
<tr>
<td>Science</td>
<td>7</td>
<td>1,956</td>
<td>3,428</td>
<td>279</td>
<td>490</td>
</tr>
<tr>
<td>Special Coll.</td>
<td>1</td>
<td>149</td>
<td>132</td>
<td>149</td>
<td>132</td>
</tr>
</tbody>
</table>

III. The Library vs. the World.

The pie charts on the next two pages show the libraries' portions of the January and February online pies. The transaction charts show the relative amount of user activity. The CPU utilization charts show how much work the computer actually had to do to accomplish the work generated by the user transactions. It is interesting to note that for both months the libraries' CPU utilization percentage is considerably higher than its transaction percentage. Many library transactions, especially some in the cataloging and serials systems, do a lot of work in a single transaction.

The charts are courtesy of Dave Gardner, Director of OIS.

-- John Miller
Online Catalog Update
March 9, 1989

CICS Transaction Statistics for January

- Library Sys.
- Student Rec.
- OIS Key Entry
- Alumni/Endow
- HRMS
- CICS Overhead
- BRS
- Financial Aid
- Fac. Oper.
- Housing
- Telecom
- Other

23.27%

14.54%

6.04%

3.53%

4.95%

1.86%

1.78% 0.94% 2.50%

1.15% 0.37%

CICS CPU Utilization Statistics for January

- Library Sys.
- Student Rec.
- OIS Key Entry
- Alumni/Endow
- HRMS
- CICS Overhead
- BRS
- Financial Aid
- Fac. Oper.
- Housing
- Telecom
- Other

58.02%

20.69%

12.7%

5.28%

4.31%

0.93%

2.30% 1.03% 0.39%

1.91% 1.22% 2.64%
Online Catalog Update
March 9, 1989

CICS Transaction Statistics for February

- Libr. Systems 24.07%
- Stu. Records 6.58%
- OIS Key Entry 4.32%
- Alumni/Endow 3.45%
- HRMS 2.34%
- CICS Overhead 2.34%
- BRS 1.15%
- Financial Aid 1.00%
- Fac. Oper. 1.00%
- Housing 1.00%
- Telecom 1.00%
- Other 1.00%
- Budget 1.00%
- Parking 1.00%
- BACIS 0.00%

CICS CPU Utilization Statistics for February

- Libr. Systems 63.67%
- Stu. Records 1.57%
- OIS Key Entry 1.50%
- Alumni/Endow 3.72%
- HRMS 3.51%
- CICS Overhead 1.15%
- BRS 0.00%
- Financial Aid 0.00%
- Fac. Oper. 0.00%
- Housing 0.00%
- Telecom 0.00%
- Other 0.00%
- Budget 0.00%
- Parking 0.00%
- BACIS 0.00%
TO: Staff Development Committee
FROM: Kathleen Neeley
Date: March 2, 1989

I attended the ALA Annual Conference from July 8 through July 12, 1988. Friday night I enjoyed the hospitality of Coutts for a boat ride on the Mississippi River. Most of the KU attendees were on board and also some old KU library alumni.

Saturday morning I attended the RTSD Chief Collection Development Officers of Large Research Libraries Discussion Group where discussions centered on serials pricing predictions and materials budgets. On Saturday afternoon I attending a small discussion group on legal issues of the ACRL/Science and Technology Section (STS). One suggestion about the shelving arrangement of Beilstein was especially interesting. Each librarian also shared interesting information about their libraries and where they were with respect to CD-ROMs, end-user searching and magnetic tapes and the legal problems of these services. I was pleased to find out that we appeared to be thinking along similar lines in terms of NSL planning on automation. I spent all of Sunday morning at the exhibits, which were most interesting and very useful. I picked tons of information on CD-ROM products and especially how they could be networked together with the very new Meridian system. On Sunday afternoon I attended the STS Publisher Relations meeting. Herbert White was the speaker at the CIS Government Documents Breakfast on Monday morning. He was a very entertaining speaker. I also got to talk to several people at my table who were installing database tapes on their online catalogs. Later that morning I took a last look at the exhibits. Also in the exhibit hall were several poster sessions that had interesting suggestions on online searching, CD-ROMs and bibliographic instruction.

Monday afternoon I attended the STS Science Databases Discussion Group which had representatives from Pergamon and ISI to talk about changes and reorganizations of vendors. There was a very pleasant STS reception held at the Historic New Orleans Collection that evening. I had a chance to talk to a number of librarians from libraries that had installed database tapes and others from large academic science libraries about their staffing patterns and organization. Tuesday morning I attended the main program sponsored by the Science and Technology Section of ACRL, Libraries without Walls: Emerging Technologies and Practical Information Access. Robert Hayes gave a very thought-provoking talk entitled, "The More Things Change ...", which was so well attended that many people had to sit on the floor and stand in the aisles. Some of the questions he raised about academic libraries included: storage and access to visual images (weather maps, dance, engineering designs, designs, etc.); integration of electronic mail into information services; database consultation; projection management; should there be an information czar or should libraries and computer centers be independent but cooperate; and
referencing and maintenance of electronic information -- who will keep records of dynamic databases? This was followed by eight breakout sessions of which it was possible to attend only two. These sessions were also mobbed. It was too bad that the space and time allocated for this program was not greater.

In addition to the many conference related-activities I attended, I spent some time enjoying the sights, sounds and flavors of New Orleans, one of my favorite cities. Thanks to the Staff Development Committee for providing assistance with the expenses.

MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: February 27, 1989

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

The minutes from the February 13th meeting were amended and approved.

Rick recommended that an LFA representative be present at the University Council meeting on March 9th where salary allocation will be discussed. The Salary Committee will be contacted to send an LFA member to the meeting.

Several library issues were briefly discussed.

The next meeting was scheduled for March 6th at 1:30.

Judith Emde, Secretary
PRESENT:
S. Miller (presiding), G. Carvalho, R. Melton, K. Miller, L. Moore, M. Wilson

ABSENT:
A. Mason

LCPT met briefly on February 9th to discuss our election as the Appeals Committee for this year's annual evaluation process. Shelley Miller outlined the probable time frame for appeals. She also announced that LFA Exec had written each Assistant Dean on our behalf asking for a written statement of the criteria they would be using in assigning ratings, but we have not yet received a response from either one.

The Committee also reviewed various issues that had come up over the year and discussed the feasibility of working on some of them between now and the time of appeals. It was decided to hold one or more meetings in the next month or so to work on revising the promotion & tenure forms and the sabbatical forms and/or prepare accompanying documents for candidates and supervisors clarifying issues regarding the forms which may have caused confusion and irregularities in the past. It was decided to meet next on February 22nd at 9:00 a.m. to begin work on this project.

Respectfully submitted,

[Signature]
Rob Melton, Secretary
(approved at meeting of March 1, 1989)

LIBRARIES COMMITTEE ON PROMOTION & TENURE

MINUTES OF MEETING, FEBRUARY 22, 1989

PRESENT:
S. Miller (presiding), A. Mason, G. Carvalho, R. Melton, K. Miller, M. Wilson

ABSENT:
L. Moore

LCPT met for 2½ hours on Wednesday morning, February 22nd to begin work on possible revisions to or supplementary documents for the promotion and tenure forms. Various inconsistencies in the forms were noted and particular problems of interpretation were reviewed. Ways to bring the special "green" form for librarians more in line with the University-wide "blue" forms were discussed. Suggestions for librarians who do any formal teaching, and where best to list, evaluate, and/or rate teaching by librarians, was discussed, as was the provision of a section for librarians to comment on their particular interests in and/or philosophy of librarianship. (Teaching faculty are required to complete a similar section.) Ways for supervisor, candidate, and/or LCPT to stress the emphasis on job performance vis-a-vis research and service were also discussed.

The next meeting was scheduled for Wednesday, March 1st from 10:00 until 12:00, at which time further discussion of P&T and sabbatical leave forms will continue.

Respectfully submitted,

[Signature]
Rob Melton, Secretary
(approved at March 1st meeting)
**FYI**

University of Kansas Libraries

Number 1008  March 16, 1989

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

COLLECTION DEVELOPMENT COUNCIL MEETING ANNOUNCED

The Collection Development Council will meet on Thursday, 23 March at 10:30 a.m. in Room A, Watson Library. The main agenda item will be the FY90 budget.

Rich Ring

NO SIGNMAKING ASSISTANT — SECOND WARNING

The Libraries will not have a signmaking assistant during May, June, July, and part of August. Please try to plan ahead and submit requests NOW!! Requests will be handled on a first come, first serve basis. If you have questions, please contact Janet Mears, 4-3601. Thanks.

Janet Mears

CORRECTION IN SERVICE AWARD ANNOUNCEMENT

Sara Tubby's number of years of service was incorrectly listed in last week's FYI — Sara has 35 years of service to the University, exclusively within the Libraries!

Sandy Gilliland

CIVIL SERVICE TESTING CALENDAR FOR MARCH

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of March. 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, 4-3601, for additional information.

Sandy Gilliland

STAFF DEVELOPMENT COMMITTEE ANNOUNCES FIELD TRIP

The Staff Development Committee is pleased to announce there will be a field trip to the Truman Library, Archives and Museum and the Truman family home in Independence, MO on Wednesday, May 3rd. The field trip will feature customized tours of the Library, Archives and the Truman Home with plenty of opportunity to ask questions. Tour of the Museum will be self-guided ($2.00 charge). Participants will also enjoy lunch and a walk around Historic Independence Square (see attached sheet). Vans will leave from in front of Watson Library at 8 a.m. and return around 5 p.m. To sign up, or for more information, please contact Saralinda Rhodes in Reference at 4-3366 or send me a note.

Saralinda Rhodes

DATABASE DEVELOPMENT COMMITTEE

Below is the charge to the Database Development Committee as agreed by the members of that Committee, and approved by Dean Ranz.

Clint Howard

With installation of the on-line catalog, it is now possible to provide users with access to the contents of the Library's cataloging database, to other bibliographic files not part of the cataloging database, to records other than cataloging records, and to machine-readable records from sources other than the KU Libraries. For some time, however, the Library will continue to maintain or develop other record systems, both manual and automated, for public use. The Database Development Committee is asked to take planning responsibility for development of the Library's public records systems. This responsibility is understood to include:

An Equal Opportunity/Affirmative Action Employer
1. Identification of the categories of material for which machine-readable or other records need to be created, and of sources of records, other than the Cataloging Department, which might be included in the public records systems.

2. Making recommendations as to whether and how records for particular categories of material should be included in the public records systems.

3. Making recommendations as to use of resources in the Cataloging Department, and in other Library departments, for creation and maintenance of records.

Any recommendations the Database Development Committee may make involving programming will be forwarded to the Library Automation Committee for review and approval, and for scheduling in relation to other automation needs.

In carrying out this charge, the Committee is asked to proceed immediately with two specific tasks. These are:

1. To consider the issues involved in using the database management system as the basis for an on-line union catalog, and to make recommendations as soon as possible concerning inclusion of records for Special Collections, the Kansas Collection, and Government Documents.

2. To undertake a discussion of the Library's needs for retrospective conversion, and to make a recommendation as to which records should be converted next. This recommendation should be made by May 1, 1989.

REMINDER—FAREWELL RECEPTION FOR JANICE FRANKLIN

Just a reminder that all library staff members are invited to a farewell reception for Janice Franklin on Friday, March 17th at 3:00 p.m. in the Watson conference rooms.

Judith Emde

ATTACHMENTS

Minutes of the following Committee to Review the Entire Evaluation Process meetings, 2/7/89, 2/14/89, and 2/21/89; March Civil Service Testing Calendar, State Promotion and Transfer List, and Notice (& map) of Historic Independence Square.
CREEP MEETING, 7 February 1989, 1:30-3:30

Minutes

Present: GA, GC, DK, RM, SW, SR, MW

The Committee met with Dean Ranz to discuss merit review documentation.

Gordon Anderson, secretary

CREEP MEETING, 14 February 1989, 1:30-3:15

Minutes

Present: GA, DK, RM, SW, SR, MW

The Committee briefly talked about the report from the Committee on Planning & Resources concerning the procedures for the allocation of salary increases to faculty (7 February 1989). This will be discussed again next week.

Draft 3 of procedures (1/4/89) was further reviewed and worked on, as was Draft 1 of survey questions (1/23/89). A few additional questions were suggested and considered.

Gordon Anderson, secretary

MINUTES: COMMITTEE TO REVIEW THE ENTIRE EVALUATION PROCESS
DATE: February 21, 1989

Present: Saralinda Rhodes, Margaret Wilson, Donna Koepp, Shelley Miller, Rachel Miller

Absent: Gene Carvalho, Gordon Anderson

The minutes of the February 7 and February 14 meetings were revised and approved.

The Committee devoted the meeting to:

-- Discussing thoroughly the February 7 meeting with Dean Ranz;
-- Briefly going over the Report from the Committee on Planning and Resources Concerning the Procedures for the Allocation of Salary Increases to Faculty, distributed to University Council members by Bob Jerry, Chair of the Senate Executive Committee;
-- Continuing last week's discussion of potential survey questions.

Reported by Rachel Miller
**PROMOTION AND TRANSFER LIST**

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

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

Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, March 17, 1989.

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<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>EMPORIA</td>
<td>*Director of Personnel, Payroll and Employee Relations (Job Description is in Admin. Office)</td>
<td>See Page 3 - Emporia State University</td>
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<tr>
<td>R-15/16</td>
<td>Corrections Officer I/II (2 Positions) (Applications accepted until Thursday, March 16, 1989)</td>
<td>Mary Stanton (913) 877-3380 - Norton Correctional Facility</td>
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<td>R-15</td>
<td>Food Service Supervisor I (Applications accepted until Thursday, March 16, 1989)</td>
<td>Mary Stanton (913) 877-3380 - Norton Correctional Facility</td>
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<td>TOPEKA</td>
<td>*Accountant II (Part-Time Intermittent)</td>
<td>Katherine Funk (913) 296-3981 - Department of Social and Rehabilitation Services, Division of Medical Programs</td>
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<tr>
<td>R-17</td>
<td>*Administrative Intern (4 year degree, major course work in Business or Public Administration)</td>
<td>Ginny McCord (913) 296-4171 - Board of Agriculture</td>
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<tr>
<td>R-16</td>
<td>Chemist III (Knowledge of the principals and practice of analytical chemistry by bench and analytical techniques)</td>
<td>Ginny McCord (913) 296-4171 - Board of Agriculture</td>
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<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Jo Ann Moran (913) 296-1290 - Department of Health and Environment</td>
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<tr>
<td>R-11</td>
<td>*Ombudsman for Corrections (Unclassified - $35,592 Annual)</td>
<td>Suzette Smith (913) 296-5295 - Corrections Ombudsman Office</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Rachel Lyle (913) 296-2433 - Department of Social and Rehabilitation Services, Administrative Hearings</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I (Experience in and knowledge of Lotus, D-Base and Volkswriter desired)</td>
<td>Mokhtee Ahmad (913) 296-3228 - Department of Transportation, Bureau of Transportation Planning</td>
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<tr>
<td>R-15</td>
<td>Secretary II (Located at Forbes Field)</td>
<td>Jo Ann Moran (913) 296-1290 - Department of Health and Environment</td>
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<tr>
<td>WINFIELD</td>
<td>*Dietitian II</td>
<td>Farrel Oard (316) 221-1200 - Winfield State Hospital and Training Center</td>
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<td>R-15</td>
<td>Licensed Practical Nurse</td>
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<td>*Pharmacist I</td>
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<td>R-23</td>
<td>*Qualified Mental Retardation Professional</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-23</td>
<td>Registered Nurse III (All Shifts)</td>
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<td>R-21</td>
<td>Social Worker II</td>
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<td>R-26</td>
<td>Speech Pathologist/Audiologist I</td>
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**EQUAL OPPORTUNITY EMPLOYER**
A walk around the Independence Square is truly like a walk into history ... for it was here that so much of our nation's heritage began.

**Historic Independence ... don't miss it!**
LOCAL
POINTS
OF
INTEREST

HISTORIC SITES
1. TRUMAN HOME TICKET AND INFORMATION CENTER
2. Harry S Truman National Historic Site
3. Harry S. Truman Library and Museum
4. Harry S. Truman Boyhood Home (not open to the public)
5. Missouri Pacific Railroad Station
6. Bess W. Truman Birthplace (not open to the public)
7. Jackson County Courthouse
8. Bingham-Waggoner Estate
9. Vaile Mansion
### Testing Calendar

**Department of Personnel Services**

**March 1989**

For Information Call 864-4942

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**Written Exams Offered:** Accountant I, Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II, Office Assistant II & III, Secretary I & II.

**Unassembled Exams Offered:** (Ratings of Training & Experience) Carpenter I, Dietitian I & II, Electrician I, Medical Technologist I, University Police Officer.
**DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS**

**PERSONNEL**

Clint Howard has accepted a position with the University of California at Davis as Assistant University Librarian for Collections and will resign from the Libraries effective April 14th. Clint began employment with the University Libraries in August, 1972 as a Reference Librarian. In 1978 he became Acquisitions Librarian and has been in his present position as Assistant Dean for Technical Services since August, 1982. A farewell party has been scheduled for Friday, April 7, 3:30 - 5:30 in the Summerfield Room, Adams Alumni Center. Invitations will be mailed in the near future to all Library staff.

Sandy Gilliland

**GOING ON THE FIELD TRIP TO INDEPENDENCE, MO??**

If you are interested in going on the field trip to the Truman Library in Independence, MO on May 3rd, please let me know as soon as possible. (For details, please see last week's FYI.) Due to tremendous response, space is limited unless some people volunteer to drive their own cars. The two vans reserved hold 27 people, and as of March 21st, 22 people have signed up. Also, at least two volunteer drivers -- preferably four -- are needed for the vans. Please contact Saralinda Rhodes in Reference, by note or by phone (4-3366) if you can drive one of the vans. Thank you.

Saralinda Rhodes

**EXHIBIT COMMEMORATES WOMEN'S HISTORY MONTH**

An exhibit of women's autobiographies, letters, and diaries is on display in the Watson Library lobby. The exhibit which commemorates Women's History Month will be on display through March. Writings by women from all walks of life are included: mill workers, poets, journalists, maids, artists, former slaves, preachers, and actresses. The 26 books on display are just a small sample of the hundreds of books KU owns in which women tell their own history. Plenty of photographs and illustrations make the exhibit fun to browse. Saralinda Rhodes, American History Bibliographer, and Mary Rosenbloom, Women's Studies Bibliographer, installed the exhibit.

Mary Rosenbloom

**JOHN NUGENT ON LEAVE**

Following recent surgery, John Nugent is on leave from the University Archives. He has been released from the hospital and will be recuperating at home for an estimated period of three weeks.

Mary Hawkins

**PARTY, PARTY, PARTY...**

Everyone is invited to the Free State Brewery, 636 Massachusetts at 4:30 Friday, March 31st to celebrate pay day, spring, day light savings time, and Alex Slater's Ph.D. Come as you are and Dutch treat!

Annie Williams

**ATTACHMENTS**

Minutes of the following meetings: Library Faculty Assembly Executive Committee, 3/6/89 and Working Group on Union Cataloging Issues, 3/6/89; State Promotion and Transfer List.

An Equal Opportunity/Affirmative Action Employer
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: March 6, 1989

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

The minutes from the February 27th meeting were amended and approved.

Rick asked Ken as a member of the Salary Committee to confirm that an LFA member be present at the University Council meeting on salary allocation and requested that the Salary Committee be informed of the proceedings.

The committee discussed the Assistant Deans' response to LFA Exec's letter requesting criteria by which librarians are rated. The Assistant Deans were uncertain as to what sort of outline of criteria could provide an adequate substitute for comparison of one librarian with another. They suggested that the Appeals Committee have access to all of the performance files, since procedures could be established without threatening confidentiality. LFA Exec decided that the established procedures will remain in place.

Shelley Miller, chair of LCPT, sent a letter to LFA Exec clarifying dates and procedures for the appeals process. Hopefully, the process will begin the week of March 20th and will end ten working days later, or ten working days from receipt of all paperwork from each appellant, whichever is later. Rick will send a letter to Shelley stating that LFA Exec agrees to the revised schedule for the Appeals Committee.

Judith will ask Sandy Gilliland for an updated list of the unclassified staff to be published in FYI.

Rob requested that the election for membership of the LFA committees for FY90 be held early to allow the new committees to begin work at the beginning of the fiscal year. The election should be held in May to comply with section 3.1.3 of the Bylaws.

The next meeting was scheduled for Tuesday, March 21st, at 11:00. The committee will discuss items for the spring LFA general meeting. An assignment for the next meeting is to read through the Code and identify any passages that may need to be changed.

Judith Emde, Secretary
Present: L. Moore, M. Roach, H. Miller, D. Koepp, A. Mason, S. Williams

The minutes of the meeting of 20 February 1989 were approved.

After discussion of the procedure for recording holdings described in Cataloging Department memoranda 23 and 36, it was agreed that the procedure could be adopted by the Kansas Collection, Government Documents/Maps Department, and Special Collections when they began to participate in the union catalog. There appears to be no difficulty with the adoption of those practices as system-wide procedure. It was also agreed that adoption of this change in procedure and any others which may be decided upon will occur at a single set date in the future, allowing staff to make a single major change rather than a series of small ones and providing a benchmark date for use of programmers working with back tapes in the future.

The Group then moved to inspection and discussion of some recent Kansas Collection records to discover their current practices in comparison with the central Cataloging records for the same work. The records previously discussed were from a significantly earlier period. The differences noted between the cataloging practices of the two agencies (central cataloging and Kansas Collection) were minor.

The next topic of discussion was alternative proposals 1 and 2 for handling of records for duplicate copies of the same work held by and cataloged by more than one cataloging agency. Both methods pose programming difficulties, #2 slightly more. Both proposals include separate bibliographic records displaying in OCAT and stored in LCAT; #1 combines holdings and copy specific notes from both records into a common display which shows in full when either bibliographic record is displayed in the online catalog while #2 has holdings and notes attached to their own original records. Plan #2 would afford access to different versions of the records for duplicated holdings by a menu pointing the user to the separate records created by each cataloging agency. Plan #1 (combination of the location-callmark-copy specific information) has the problem of needing to indicate to the user which bibliographic record is being shown and also may make it necessary for the user to re-enter search keys in order to move from one bibliographic record to another. After much discussion, the general preference seemed to be for plan #2, applying it to records originating in the Kansas Collection and Special Collections. GovDocs-Maps does not appear to require differing bibliographic descriptions or access points and therefore can be handled through the holdings field only. Discussion appears to have reached the point where a proposal may be made to display separate duplicate records for the Kansas Collection and Special Collections and a single common record for all other locations/sources once agreement has been reached on the terminology to be used on the menu.

The Group will meet next on 13 March 1989 at 3 p.m. Discussion may include consideration of the East Asian Collection's transliterated records in relation to the online catalog.

A. Mason, Sec'y pro-tem.
### PROMOTION AND TRANSFER LIST

**State of Kansas – Department of Administration**

**DIVISION OF PERSONNEL SERVICES**

Landon State Office Building, 900 S.W. Jackson Street

Topeka, Kansas 66612-1251

913-296-4278

March 20, 1989

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.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, March 24, 1989

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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<td>R-16</td>
<td>Corrections Officer II</td>
<td>Robert Hudson (913) 472-5501 Elsworth Correctional Facility</td>
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<td>Corrections Officer II 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.</td>
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<td>EMPIRIA</td>
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<td></td>
<td>*Director of Personnel, Payroll and Employee Relations</td>
<td>Emporia State University</td>
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<td>*Agricultural Marketing Specialist I</td>
<td>Kansas Wheat Commission</td>
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<td>*Director of Personnel</td>
<td>Pittsburg State University</td>
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<td>Human Resource Specialist III</td>
<td>Eileen R. Houltberg (913) 827-0385 Department of Human Resources Salina Employment and Training Services</td>
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<td>*Accountant II (Part-Time Intermittent)</td>
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<td>Computer Systems Analyst III</td>
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Corrections Officer III 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-15       |
| Data Control Technician II | Dorothy Eaton (913) 296-4993 Department of Administration Division of Accounts and Reports |
| R-17       |
| Human Resource Specialist II | Rita Watowa (913) 296-1715 Department of Human Resources |
| R-26       |
| *Nutrition Dietetic Consultant (Registered Dietitian) | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-11       |
| Office Assistant II (Typing) | Loretta Vande Velda (913) 296-2459 Department of Social and Rehabilitation Services Adult Services |
| R-23       |
| *Personnel Management Specialist II | Department of Administration Division of Personnel Services |

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<thead>
<tr>
<th>WINFIELD</th>
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<tr>
<td>R-21</td>
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<tr>
<td>*Dietitian II</td>
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<td>R-15</td>
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<tr>
<td>*Licensed Practical Nurse</td>
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<td>R-24</td>
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<tr>
<td>*Pharmacist I</td>
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<td>R-21</td>
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<td>*Psychologist I</td>
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<td>R-28</td>
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<tr>
<td>*Psychologist IV</td>
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<td>R-22</td>
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<tr>
<td>*Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift)</td>
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<td>R-25</td>
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<td>*Registered Nurse III (All Shifts)</td>
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<td>R-21</td>
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<td>*Social Worker II</td>
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<td>R-26</td>
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<td>*Speech Pathologist/Audiologist I</td>
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**EQUAL OPPORTUNITY EMPLOYER**

**Job Descriptions are in the Administrative Office.**
UNCLASSIFIED VACANCY

Russian/Soviet Studies Bibliographer, a tenure-track, 12-month, full-time position available June 18, 1989. Duties: Develops Russian-language and Soviet-studies collections, selects monographs from Western vendors, manages an extensive program of exchanges with Soviet libraries, and monitors serial receipts and North American and British approval-plan books in the Soviet area. Duties occasionally may include travel to Eastern Europe and the Soviet Union. Works closely with the Slavic Department staff, acquisitions and serials personnel and members of the Library Collection Development Council. Consults regularly with faculty and students to provide research assistance and bibliographic instruction. The Russian bibliographer develops and maintains professional contacts with Slavic librarians nationally. Required Qualifications: ALA/MLS; strong language skills in Russian and English; good knowledge of the bibliographic resources for the Slavic area; ability to work effectively with a large faculty representing a broad range of academic interests and specializations. Preferred Qualifications: One or more years of professional experience in a research library; advanced graduate work in Russian or Soviet studies; and knowledge of a second Slavic language and a Western European language. Salary competitive based on level of appointment. Applications received by April 21, 1989 will be given first consideration. Applications will be considered monthly thereafter until the position is filled, or until May 31, 1989. To apply, submit letter of application, resume, copies of 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

PERSONNEL

Donna Kipp has been appointed as a half-time Office Assistant III in the Engineering Library effective March 31st. Donna has studied biology and early childhood education at the University of Southern Colorado and Colorado State University, and is currently employed at a day care center in Lawrence. She replaces Lauretta Backus.

SEARCH COMMITTEE APPOINTMENTS

The following individuals have been appointed to the Bibliographer for Russian and Soviet Studies search committee: Gordon Anderson, Chair; Professor Steven Parker and Professor Maria Carlson, Soviet and East European Studies; Maria Alexander; Mike Biggins; Richard Ring; Sandy Gilliland.

TIMECARD DEADLINE ANNOUNCED

Timecards are due in the Library Office for pay period ending April 17, 1989 on Thursday, April 13, 1989 at 9:00 a.m. for all classified, unclassified and students. Contact Judy Kasson if you have any questions.

REGARDING THE INDEPENDENCE, MO FIELD TRIP

A third van has been reserved so there is room for a few more people to go on
the field trip to the Truman Library in Independence, MO on May 3rd. Three drivers have also volunteered but a few more would be appreciated in case back ups are needed or so that no one has to drive more than one way. If you would like to go or can volunteer to drive, please contact Saralinda Rhodes in Reference, 4-3366. An information packet will be sent soon to all those planning to attend. Saralinda Rhodes

TRANSPORTATION TO ALA IN DALLAS

For all library staff interested in attending the annual American Library Association conference in Dallas (June 24-29), transportation will be provided by the library in a state van. Approval has been given by Dean Ranz to reserve the state van to take interested library staff to ALA in Dallas. Dates of departure and return have not been scheduled. Since this effort involves coordinating quite a few details, I am asking for volunteers to help organize this trip. If you are interested either in attending the conference or in organizing this trip, please call me in Serials Cataloging (4-3535). Rhonda Neugebauer

TUITION ASSISTANCE APPLICATION DEADLINE ANNOUNCED

Full-time staff who have been employed for at least one year in a full-time position with the University are eligible to apply for funding from the University's Tuition Assistance Program. If awarded, the Tuition Assistance Program will pay for some or all of the cost of tuition and supplies for a course. The application deadline for tuition assistance for the Summer, 1989 semester is 5:00 p.m. Friday, April 28th. Application forms and additional information regarding the Tuition Assistance Program are available from Sandy Gilliland, Ruth Miller, or Judy Kasson, 4-3601, or from the Executive Vice Chancellor's Office, 4-4904. Sandy Gilliland

RETROCON INTERFILED

We are pleased to announce that the Retrocon holding area is clear! All Q's, R's, S's and Folio Q's have been interfiled to their proper places. Please check a current stacks map for their locations. Janet Anderson-Story

K.U. PERSONNEL SERVICES TRAINING CALENDAR

Attached is the Spring Calendar of training programs offered by the Department of Personnel Services. A brief description of each program is also included on the reverse side of the Calendar. These programs are designed for K.U. classified and unclassified staff. Because the sessions fill rapidly, staff are encouraged to register as soon as possible. Contact Sandy Gilliland, 4-3601, or the Dept. of Personnel Services, 4-4942, if you have any questions. Sandy Gilliland

REMINDER — PARTY!

Everyone is invited to the Free State Brewery, 636 Massachusetts at 4:30 Friday, March 31st to celebrate pay day, spring, day light savings time, and Alex Slater's Ph.D. Come as you are and Dutch treat! Annie William

ATTACHMENTS

Staff Training & Development Seminars calendar; List of Librarians and Unclassified Professional Staff Members.
## Training Calendar

**April**

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<tr>
<th>Date</th>
<th>Training Event</th>
<th>Time</th>
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<tr>
<td>7</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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<tr>
<td>12</td>
<td>Writing Position Descriptions</td>
<td>9 AM - 12 Noon</td>
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<tr>
<td>21</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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**May**

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<tr>
<th>Date</th>
<th>Training Event</th>
<th>Time</th>
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<tr>
<td>3 &amp; 4</td>
<td>Interviewing</td>
<td>9 AM - 12 Noon</td>
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<tr>
<td>5</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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<tr>
<td>8</td>
<td>Promotions &amp; Staff Development</td>
<td>10 AM - 12 Noon</td>
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<tr>
<td>10</td>
<td>Writing Position Descriptions</td>
<td>9 AM - 12 Noon</td>
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<tr>
<td>15</td>
<td>Policies &amp; Procedures</td>
<td>10 AM - 12 Noon</td>
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<tr>
<td>17</td>
<td>Performance Evaluation</td>
<td>9 AM - 12 Noon</td>
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<tr>
<td>19</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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**June**

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<tr>
<th>Date</th>
<th>Training Event</th>
<th>Time</th>
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<td>2</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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<tr>
<td>5 &amp; 7</td>
<td>Conflict Management</td>
<td>8 AM - 12 Noon (Both Days)</td>
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<tr>
<td>8 &amp; 15</td>
<td>Communication</td>
<td>8 AM - 12 Noon (Both Days)</td>
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<tr>
<td>14</td>
<td>Writing Position Descriptions</td>
<td>9 AM - 12 Noon</td>
</tr>
<tr>
<td>16</td>
<td>New Employee Orientation</td>
<td>10 AM - 12 Noon</td>
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</table>

For Reservations, call 864-4946. Please notify your supervisor that you would like to attend.

An Equal Opportunity Affirmative Action Employer

Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.
THE DEPARTMENT OF PERSONNEL SERVICES
STAFF TRAINING AND DEVELOPMENT
PROGRAM OVERVIEW

The following list indicates the title of programs offered by the Department of Personnel Services Staff Training and Development Unit. These programs will be announced on a regular and recurring basis during the course of the year, or, as in the case of Principles of Supervision, will be provided to select audiences.

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

PERSONNEL INFORMATION SERIES - offered in three segments, each two hours long: 1) Promotion and Staff Development, 2) Policies and Procedures, and 3) Employee Benefits. The series is particularly worthwhile for all permanent employees.

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

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

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

ADVANCED SUPERVISION - a review course and opportunity for working supervisors to refresh their thinking and skill development as well as have an opportunity for dialog with their peers and to conduct specific problem-solving.

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

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

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

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

KEY PEOPLE - the half-day program acknowledges the vital role which office staff have in the accomplishment of the University mission and presents information and skills which facilitate their role as Key People.
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<thead>
<tr>
<th>Librarian I</th>
<th>Librarian III</th>
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<tbody>
<tr>
<td>Barkley, Dan</td>
<td>Burich, Nancy</td>
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<td>Biggins, Mike</td>
<td>Carvalho, Gene</td>
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<td>Clement, Rick</td>
<td>Clark, Marilyn</td>
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<td>Emde, Judith</td>
<td>Craig, Susan</td>
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<tr>
<td>*Herraghty, Maureen</td>
<td>Gates, Earl</td>
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<td>Husic, Geoff</td>
<td>Helyar, Jim</td>
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<tr>
<td>*Loebel, Janet</td>
<td>Hyde, Ann</td>
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<td>Miller, Rachel</td>
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<td>Miller, Shelley</td>
<td>Kehde, Ned</td>
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<td>Powell, Connie</td>
<td>Mason, Sandy</td>
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<td>Rhodes, Saralinda</td>
<td>Mitchell, Bill</td>
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<td>Richardson, John</td>
<td>Moore, Lorraine</td>
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<td>Rosenbloom, Mary</td>
<td>Neeley, Jim</td>
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<td>Nugent, John</td>
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<td>Symons, Eleanor</td>
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<td>Tronier, Suzanne</td>
<td>Williams, Sherry</td>
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<td>Wilson, Margaret</td>
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<tr>
<th>Librarian II</th>
<th>Unclassified Professional Staff</th>
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<td>Anderson, Gordon</td>
<td>Alexander, Maria</td>
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<td>Anderson, Roger</td>
<td>Bromberg, Nikki</td>
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<td>Brandt, Sandra</td>
<td>*Clement, Susanne</td>
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<td>DiFilippo, Paulette</td>
<td>Dandridge, Deborah</td>
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<td>Gaeddert, Barbara</td>
<td>Doll, Vickie</td>
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<td>Gillespie, Gaele</td>
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<td>Haines, Sally</td>
<td>Jaeger, Nancy</td>
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<td>Hitchens, Susan</td>
<td>Long, Vickie</td>
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<td>Koepp, Donna</td>
<td>*Mellenbruch, Jennifer</td>
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<td>Lohrentz, Ken</td>
<td>Miller, John</td>
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<td>McDonough, Rosemary</td>
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<td>Neeley, Kathleen</td>
<td>Perry, Suzanne</td>
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<td>Ring, Richard</td>
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<td>Roach, Mary</td>
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<td>Howard, Clint</td>
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<td>Weller, LeAnn</td>
<td>Ranz, Jim</td>
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<td>Williams, Annie</td>
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<td>*Winchell, Meg</td>
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*grant or non-library funded

rev. 3/29/89
**DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS**

**TIMECARD REMINDER**

Timecards are due in the Library Office on Thursday, April 13, 1989 at 9:00 a.m. for all classified, unclassified and students. Contact Judy Kasson if you have any questions.

**DEADLINE ON PURCHASES AGAINST FY 89 FUNDS**

Attached to this issue of FYI is a copy of a memo from Keith Nitcher on purchase requisition deadlines chargeable against FY 89 funds. All orders that must be submitted for competitive bids ($500 or above) must be processed by the deadline indicated. To provide adequate time for the Library to process all orders, please submit your requests for items to be ordered against this year's funds to Janet Mears by April 25. Your cooperation in meeting this deadline is appreciated.

**HEALTH INSURANCE BENEFITS**

A number of significant issues concerning health insurance benefits have come to the attention of the Salary (and Benefits) committee, about which we plan to draft a letter to the State Health Care Commission (as solicited at last week's health insurance benefits meeting for KU employees). Before doing so, however, we would like to hear of any further concerns that LFA members have about current health plans. Please contact any Salary Committee member by Friday, April 21, with any concerns about our current health insurance benefits package. Committee members are: Shelley Miller (SPLAT, 4-3351), Ken Lohrentz (Cataloging, 4-3038), and Susan Craig (Art Library, 4-3020).

**CIVIL SERVICE EXAMINATION CALENDAR FOR APRIL**

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of April. 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.

**FROM THE C.R.E.E.P.**

A reminder to all faculty to get your surveys in to Gordon Anderson, Library Slavic Dept., by Monday, 10 April. Your opinions are extremely important to this project.

**CORRECTED/UPDATED LIBRARY DIRECTORY ATTACHED**

Attached is another updated Library Calendar. Please note that the phone number for the "Information Desk" has been corrected and 3 new people added.

**ATTACHMENTS**

Dept. of Personnel Services April testing calendar; State Promotion and Transfer List; Travel Report, Dan Barkley; minutes of the Working Group on Union Cataloging Issues 3/13/89 meeting; minutes of Committee to Review Entire Evaluation Process (C.R.E.E.P.) 2/28/89 meeting; purchase requisitions "deadline" memo; corrected/updated Library directory.
### April 1989

**Department of Personnel Services**

**TESTING CALENDAR**

For Information Call 864-4942

#### SUN  MON  TUE  WED  THU  FRI  SAT

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

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<td>Keyboard Operator I&amp;II</td>
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<td>Keyboard Operator I&amp;II</td>
<td>Secretary I&amp;II</td>
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<td>Written Exams:</td>
<td>Secretary I&amp;II</td>
<td>Keyboard Operator I&amp;II</td>
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<td>Unassembled Exams Offered: (Ratings of training &amp; experience) Carpenter I, Dietitian I &amp; II, Medical Technologist I, Electrician I, Office Supervisor</td>
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I recently attended my first Depository Library Council (DLC) meeting which took place in Pittsburgh, PA from March 8-10. It was certainly quite an interesting and educational experience.

A highlight of the trip took place shortly after my arrival to Pittsburgh. "Mr. Neighborhood" himself Mr. Rogers (Can you say neighbor? Sure. I knew you could) was on the same flight as I. I had the opportunity to chat with him while waiting for our baggage. Mr. R possesses the same traits live as he does on TV. He offered me a ride from the airport to the hotel. Not being able to decline (can you say free?) I spent the time explaining the differences between depository, academic and public libraries. Perhaps a visit to the neighborhood will be in store (Can you say government publication?).

DLC began on Wednesday, March 8th and was well attended by both officials of the Government Printing Office (GPO) and government document librarians despite the inclement weather that had hit the day before (the weather we were suppose to have received). The Council, an advisory board to the Public Printer, is a group of 15 appointed members (appointed by the Superintendent of Documents) of the documents and map community. The purpose of this group is to seek input about matters of concern to the documents community and make recommendations to the Public Printer towards their resolution.

For the most part the three days were spent listening to presentations from various individuals, some associated with GPO, from other government agencies and also from the private sector. The presentations from GPO consisted of mostly updates on different programs currently or soon to be implemented by GPO. The more interesting presentations included CD-ROM products to be released (several by the Bureau of the Census, one by the EPA), a new acquisition, classification and shipment information system (ACSIS) being developed (early stages), a new promotional videotape, cataloging and the acquisitions and printing processes conducted by GPO.

OCLC gave a presentation on their new MARC formatted GPO tapes that will soon be available for purchase. The Joint Committee on Printing (JCP) informed the group about their efforts in bringing about changes in dissemination practices. JCP also announced the House and Senate members who have been selected to serve on the committee. There are still three appointments to be made. Regional library activities were discussed. Two surveys currently being conducted by Regional Librarians were highlighted.

Cynthia Bower, University of Arizona, presented her findings from a year-long study she conducted while on sabbatical that concerned fugitive federal documents and documents sold but never placed in the depository system. Her findings presented a rather gloomy picture of just how much information is being diverted from the depository program. A full list and report is forthcoming.
Ms. Toni Carbo-Beaman, Dean of the School of Library and Information Science, University of Pittsburgh addressed the session on the final day. She gave an enlightened talk presenting her perspective on the future of libraries, the role of government information and how the University of Pittsburgh is preparing their graduates for the roles they will play in information dissemination. The school also hosted a wine/cheese reception for Council on Wednesday evening.

The open forum segment provided the audience with an opportunity to present questions to GPO and the JCP. These included questions raised by the presentations or updates, problems that have occurred since the Fall DLC and new issues or problems that need to be addressed. The forum was lively, informative, and a few issues such as electronic dissemination and access to federal databases were debated. At times, these debates were acrimonious and it was obvious from the comments aimed at GPO and JCP that librarians in the field are becoming exasperated with GPO's current emphasis on sales while discounting the effectiveness of the depository system.

The Council presented a list of 10 recommendations for the guidance of the Public Printer. Most centered on technical matters such as improved distribution of materials, item selection choices, urging GPO to be more aggressive in its enforcement of 44 U.S.C. 1902, CD-ROM products, software and distribution and other related matters.

Personally, I was disappointed that Council failed to address the issue on electronic dissemination or access to federal agency databases. It was apparent that due to the political volatility of the issue there was hesitancy from the Council. It seemed as if all the parties involved skirted around the issue rather than confronting it. Perhaps it will be addressed at Annual or the Fall DLC.

Overall, I think that DLC accomplished some of their goals while circumventing others. I personally benefitted from the experience because it gave me an opportunity to interact with my colleagues in a somewhat more relaxed atmosphere. I was able to renew old contacts as well as make new ones. It was an educational experience and enhanced my commitment to furthering the use of government publications and the need for accessibility to government information.

I wish to thank the Staff Development Committee for their generous support.

Respectfully submitted:

Dan Barkley
Working Group on Union Cataloging Issues
Minutes of the Meeting

Date: March 13, 1989
Present: L. Moore, M. Miller, D. Koepp, S. Williams, S. Mason, M. Roach

The minutes of the meeting of March 6, 1989 were approved without changes.

S. Mason reported that she would be available for a meeting on March 27, 1989 so that meeting date has now been reinstated.

L. Moore asked M. Roach to write up a statement for John Miller regarding WUCI's recommendations for dealing with duplicate occurrences of the same OCLC record by the different cataloging agencies. The Working Group also briefly discussed the labels that might be used on a menu screen to distinguish the cataloging done by the various agencies and agreed to recommend "Watson and Most Other Locations" for those items not processed by Special Collections or the Kansas Collection.

L. Moore reported that WUCI would continue to meet and work on the various issues facing it even though the status of the larger Database Development Committee appears uncertain due to Clint Howard's resignation.

L. Moore also reported that the East Asian Library, which recently acquired the OCLC CJK system, was about to start its cataloging through OCLC. The records that the East Asian Library produces will include both romanized and vernacular fields. Card production will be done in-house through the CJK software and a new catalog will be started in the East Asian Library. The East Asian Library's records will soon start appearing on KU's OCLC archival tapes in romanized form and will include the vernacular fields coded in hexadecimal at the end of each record. Gene Carvalho has expressed a desire to follow the Cataloging Department's policies and procedures and have his romanized records included in the online catalog. At this point it is not clear how much programming time and effort would actually be required to get the East Asian records into the online catalog. Since we would not be dealing with past practices or OCLC back tapes it would presumably be easier to add the East Asian Library records to the Online Catalog before other cataloging agencies' records. No matter what is done with respect to adding East Asian records to the Online Catalog, the Cataloging Department will be investing a significant amount of time and training in assisting the East Asian Library with automating its cataloging process. Lorraine asked S. Mason, S. Williams and D. Koepp how they felt about the possibility of the East Asian records being added to the Online Catalog before their units' records. The general response was that the decision had to be based on what would work best for the Cataloging Department.

The Working Group next discussed brief shelflist cards as they are generated by the Computer Center for records added to the Online Catalog. A handout will be sent to members of the Working Group discussing what is included on the shelflist card and under what circumstances new shelflist cards are generated. Working Group members were asked to review the handout and be prepared to discuss the issue of shelflist cards in more detail at a later meeting.

The next meeting of the group is scheduled for March 20, 1989.

Submitted by:

M. Roach
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

April 3, 1989

Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact their respective 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.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, April 7, 1989.

SALARY RANGE VACANT POSITIONS CONTACT PERSON

MANHATTAN

R-23 ✓ Agricultural Marketing Specialist I (2 Positions) Kansas Wheat Commission

TOPEKA

R-27 ✓ Architect III (Space Manager) Department of Administration Division of Facilities Management

R-28 ✓ Civil Engineer III Ginny McCord (913) 296-4171 Board of Agriculture

Graduation from an accredited four year college or university with major coursework in Civil Engineering. Must have professional engineer's license.

R-23 Corrections Counselor II Sandy Mills (913) 296-6646 Kansas Correctional Vocational Training Center

R-19 ✓ Electrician II Helen Ramsay (913) 296-3116 Department of Administration Division of Facilities Management

R-12 General Maintenance and Repair Technician II Susan Harvey (913) 296-7900 Kansas Highway Patrol (Motor Carrier Inspection)

R-27 ✓ Health Promotion Administrator Jo Ann Moran (913) 296-1290 Department of Health and Environment

R-27 ✓ Hydrologist III Ginny McCord (913) 296-4171 Board of Agriculture

Graduation from an accredited four year college or university with major coursework in an engineering field. Strong background in hydrology and hydraulics.

R-26 ✓ Management Analyst III (Special Qualifications: One year of experience in fiscal management, including the development, operation, and use of automated and manual budgetary and accounting techniques.) Vicki Harding (913) 296-3140 Department of Administration Division of Facilities Management

TOPEKA (cont.)

R-27 ✓ Mechanical Engineer III (Capitol Complex Engineer) Department of Administration Division of Facilities Management

R-26 ✓ Nutrition Dietetic Consultant (Registered Dietitian) Jo Ann Moran (913) 296-1290 Department of Health and Environment

R-11 ✓ Office Assistant II (Part-Time Intermittent) B. J. Williams (913) 296-4276 Department of Social and Rehabilitation Services

R-13 ✓ Office Assistant III (Special Project - Unclassified) Jo Ann Moran (913) 296-1290 Department of Health and Environment

R-13 ✓ Office Assistant III Linda Kraus (913) 296-3936 Youth Center at Topeka

R-22 Programmer II (Interested in COBOL experience) Gail Smith (913) 296-5724 The Kansas Lottery

R-25 ✓ Public Health Nurse IV (Special Project - Unclassified) Jo Ann Moran (913) 296-1290 Department of Health and Environment

R-19 Refrigeraion and Air Conditioning Service Technician II Linda Kraus (913) 296-3936 Youth Center at Topeka

R-9 ✓ Seamstress II Marvin Niece (913) 296-5356 Kansas Neurological Institute

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

R-24 ✓ Telecommunications Specialist I Pete Gonzales (913) 296-3222 Department of Administration Division of Information Systems & Communications

Candidates for this position must pass a level 2 security clearance to avoid immediate disqualification or termination from an appointment. Standards include: having never been convicted of a felony; consistent demonstration of personal integrity, good character, and respect for the rights of others; consistent demonstration of fiscal responsibility, abstinence from the use of illegal non-prescription drugs and participation in gambling; moderation in the use of alcoholic beverages and prescription drugs. Any material omission or falsification on the employment application or personal history statement shall be grounds for disqualification.

WINFIELD

R-21 ✓ Dietitian II Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center

R-15 ✓ Licensed Practical Nurse

R-24 ✓ Pharmacist I

R-21 ✓ Psychologist I

R-28 ✓ Psychologist IV

R-22 ✓ Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift)

R-25 ✓ Registered Nurse III (All Shifts)

R-21 ✓ Social Worker II

R-26 ✓ Speech Pathologist/Audiologist I

✓ JOB DESCRIPTIONS ARE IN ADMINISTRATIVE OFFICE.

EQUAL OPPORTUNITY JOYER
CREEP MEETING, 28 February 1989, 1:30-3:15 p.m.

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The Committee discussed the survey questions and approved the minutes of the 21 February meeting.

CREEP MEETING, 7 March 1989, 1:30-3:00 p.m.

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The Committee continued work on the survey questions and approved the minutes of the 28 February meeting.

Gordon Anderson
secretary

The University of Kansas
March 31, 1989

Office of the University Director of Business and Fiscal Affairs

MEMO TO: All Faculty and Staff

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

RE: Purchases to be Charged Against 1989 and 1990 Fiscal Year Funds

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

All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1989, must be received in the University’s Purchasing Office by:
1) Friday, April 28, 1989, if the amount is estimated to be $10,000.00 or more;
2) Friday, May 5, 1989, if the amount is estimated to be less than $10,000.00;
3) Friday, May 12, 1989, if the amount is estimated to be less than $5,000.00.

Purchase Requisitions chargeable against 1990 funds may be submitted after Wednesday, May 31, 1989. They will receive immediate processing so that orders can be placed soon after July 1, 1989. However, fiscal year 1989 transactions will necessarily be given priority.

Additional instructions for completing fiscal year 1989 financial transactions by June 30, 1989, will be sent to your department from the Office of Business and Fiscal Affairs in}

225 Strong Hall - Lawrence, Kansas 66045-1502 • (913) 864-3138
Main Campus, Lawrence • Medical Center, Kansas City and Wichita
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UNCLASSIFIED VACANCY

Cataloger, a tenure-track, full-time, 12-month appointment available June 18th. Duties: will perform original and copy cataloging and Library of Congress classification of monographic materials primarily in Spanish and Portuguese. 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 to produce an online catalog. Required Qualifications: ALA/MLS; strong reading knowledge of Spanish; cataloging experience with AACR2 or recent library school training in cataloging; ability to work effectively with a large staff. Preferred Qualifications: Strongly prefer coursework in the social sciences or history; prefer background in Spanish or Portuguese language and literature. Also prefer strong reading knowledge of Portuguese; successful cataloging experience in a research library, including use of Library of Congress Subject Headings and Library of Congress classification; understanding of cataloging applications of library automation. Annual Salary: $20,500 - $24,500 dependent upon qualifications. To apply, submit letter of application, résumé, undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson. Applications must be postmarked by June 9, 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

PERSONNEL
Karen Butler, Library Assistant I in the Cataloging Department, has announced her resignation. Karen began working with the Libraries in April, 1984, and has accepted a position with the K.U. Medical Center. Her resignation is effective April 17th.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED
The following staff have been appointed to the Cataloging Librarian search committee (position described above): Lorraine Moore, Chair; Mary Roach; Shelley Miller; Ken Lohrentz; Kathy Clodfelter; Sandy Gilliland.

Sandy Gilliland

DEADLINE ON PURCHASES AGAINST FY 89 FUNDS—REMEMBER
Attached to last week's FYI was a memo from Keith Nitcher regarding purchase requisition deadlines chargeable against FY89 funds. All orders that must be submitted for competitive bids ($500 or above) must be processed by the deadline as indicated in the memo. To provide adequate time for the Library Office to process all orders, please submit your requests for items to be ordered against this year's funds to Janet Mears by April 25th. Your cooperation in meeting this deadline is appreciated.

Nancy Jaeger

THIRD WARNING! — NO SIGNMAKING ASSISTANT
The Libraries will not have a signmaking assistant during May, June, July, and part of August. Please try to plan ahead and submit requests NOW!!! Requests will be handled on a first come, first serve basis. If you have questions, please contact Janet Mears, 4-3601. Thanks.

Janet Mears

An Equal Opportunity/Affirmative Action Employer
HEALTH INSURANCE BENEFITS—2ND NOTICE

A number of significant issues concerning health insurance benefits have come to the attention of the Salary (and Benefits) committee, about which we plan to draft a letter to the State Health Care Commission (as solicited earlier at the health insurance benefits meeting for KU employees). Before doing so, however, we would like to hear of any further concerns that LFA members have about current health plans. Please contact any Salary Committee member by Friday, April 21, with any concerns about our current health insurance benefits package. Committee members are: Shelley Miller (SPLAT, 4-3351), Ken Lohrentz (Cataloging, 4-3038), and Susan Craig (Art Library, 4-3020).

2ND NOTICE—TRANSPORTATION TO ALA IN DALLAS

For all library staff interested in attending the annual American Library Association conference in Dallas (June 24-29), transportation will be provided by the library in a state van. Approval has been given by Dean Ranz to reserve the state van to take interested library staff to ALA in Dallas. Dates of departure and return have not been scheduled. Since this effort involves coordinating quite a few details, I am asking for volunteers to help organize this trip. If you are interested either in attending the conference or in organizing this trip, please call Rhonda Neugebauer, 4-3535, in Serials Cataloging.

THANKS — FROM C.R.E.E.P. COMMITTEE

To those librarians who turned in their completed surveys on merit review questions, thank you very much! We will gladly accept surveys from librarians who missed the deadline.

STAFF DEVELOPMENT COMMITTEE ANNOUNCES ANOTHER FIELD TRIP

The Staff Development Committee is pleased to announce another field trip! There will be a tour of the Nelson-Atkins Museum of Art Library and guided tour of the Thomas Hart Benton Centennial Exhibition on Wednesday, June 7th. The Nelson-Atkins Museum in Kansas City, MO houses "the largest art library between Chicago and the West Coast", according to librarian Stanley Hess. It is a significant research center with over 55,000 volumes, and volumes are being added at the rate of 4,000 a year. The library holds about 1,000 serial titles, 354 of which are active. There is a staff of seven and the main emphasis is on acquisitions and cataloging. Tour of the art library will take place in the morning and will be limited to approximately 25 people. Lunch will be in the museum's Rozzelle Court restaurant, or a sack lunch may be brought to eat in the park across the street, if you prefer. A guided tour of the Benton show will take place from 1-2 p.m. There will be time afterwards to view the show more closely, or to explore other areas of the museum, including the brand new Henry Moore Sculpture Garden.

The museum charges a $3.00 entrance fee per person. Lunch at the Rozzelle Court will cost about $4 - $5. Some people may prefer to bring their own lunch to eat in the park across the street from the museum.

For those who would prefer to tour the Linda Hall Library rather than the Art Library at the Museum, please let me know as soon as possible. Based upon interest, perhaps a tour of Linda Hall Library could be arranged on the morning of June 7th as well.

For the Nelson-Atkins Museum of Art field trip, vans will leave from in front of Watson Library at approximately 8:45 a.m. and return around 4:30-5 p.m. To sign up, or for more information, please contact Saralinda Rhodes in Reference at 4-3366.

Saralinda Rhodes
MICROCOMPUTER WORKSHOP UPDATE

Just so you know I haven't been twiddling my thumbs -- I have compiled the results of the sign-up sheets and contacted the Computer Center to get the sessions scheduled. I spoke with Herb Harris last week and he is checking the Auditorium's schedule. We will be talking more either Thursday or Friday of this week. Below are the results of the sign-up sheets and the session time I requested. I determined the session time by the majority of AM or PM's requested.

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More news as it arrives... Sally Nugent

BIRTH ANNOUNCED

Vickie Doll, Program Assistant in the East Asian Library, gave birth to an eight pound, one-half ounce girl on Monday morning, April 10th. Vickie and her husband have named the baby Aileen Marie Doll. All are doing well. Congratulations! Sandy Gilliland

ATTACHMENTS

State Promotion and Transfer List; Travel Report, Susan Craig; Minutes of the Libraries Committee on Promotion and Tenure 3/20/89 meeting; Minutes of the Library Faculty Assembly Executive Committee 3/21/89 meeting; Minutes of the Budget and Planning Committee 3/21/89 meeting; Travel Report, Barb Gaeedt; Online Catalog Update.
PROMOTION AND TRANSFER LIST

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

April 10, 1989

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.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, April 14, 1989.

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<td>R-26</td>
<td>* Institutional Business Administrator II</td>
<td>Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing</td>
</tr>
<tr>
<td>R-24</td>
<td>*Accountant III (Some Travel Required)</td>
<td>Ric Sliber (913) 296-4986 Department on Aging</td>
</tr>
<tr>
<td>R-21</td>
<td>Administrative Officer I</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-27</td>
<td>*Architect III (Space Manager)</td>
<td>Carla Nolan (913) 296-5741 The Kansas Lottery</td>
</tr>
<tr>
<td>R-27</td>
<td>Computer Systems Analyst III (Must be able to pass background investigation before appointment to position)</td>
<td>Carla Nolan (913) 296-5741 The Kansas Lottery</td>
</tr>
<tr>
<td>R-19</td>
<td>Environmental Technician III (2 Positions - Limited Term)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-27</td>
<td>*Health Promotion Administrator</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-27</td>
<td>*Mechanical Engineer III (Capitol Complex Engineer)</td>
<td>See Page 3 Department of Administration Division of Facilities Management</td>
</tr>
</tbody>
</table>

TOPEKA (cont.)

| R-11         | Office Assistant II | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-13         | Office Assistant III (Typing - Limited Term) (Forbes Field) | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-23         | *Personnel Management Specialist II (Human Resource Development Unit) | Ms. Jackie Borucki (913) 296-7211 State Reception and Diagnostic Center |
| R-27         | *Personnel Management Specialist III | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-24         | *Telecommunications Specialist I | Pete E. Gonzales (913) 296-3222 Department of Administration Division of Information Systems & Communications |

WICHITA

| R-13         | Office Assistant III | Donna Krier (913) 296-3077 Department of Revenue |

WINFIELD

| R-21         | * Dietitian II | Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center |
| R-15         | * Licensed Practical Nurse | |
| R-24         | * Pharmacist I | |
| R-21         | * Psychologist I | |
| R-28         | * Psychologist IV | |
| R-22         | * Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift) | |
| R-25         | * Registered Nurse III (All Shifts) | |
| R-21         | * Social Worker II | |
| R-26         | * Speech Pathologist/Audiologist I | |

EQUAL OPPORTUNITY EMPLOYER
April 10, 1989

ART LIBRARIES SOCIETY OF NORTH AMERICA

The 17th annual conference of ARLIS/NA was held at the Hyatt Regency Hotel in Phoenix March 24-29, 1989. About 420 librarians and visual resource curators attended this meeting which overlapped Easter weekend.

My conference began with the Professional Development Committee business meeting. This group used to be primarily concerned with linkages to library schools and overseeing the training of new art librarians. Now the issues for the group include continuing education, continuing education credits (CEUs), mentoring, guidelines for ARLIS/NA sponsored workshops, symposia and seminars. This shift of emphasis reflects the closing of some library school programs that were important training ground for art librarianship and the assumption of a larger role in education by ARLIS/NA.

One of the most informative sessions I attended was scheduled at the last minute and sponsored by the Art and Architecture Program Committee of the Research Libraries Group. Many art museum libraries as well as academic art libraries participate in RLG and contribute to RLIN. As a result, the AAPC/RLG is a major game player in communicating art librarianship issues to Library of Congress, to publishers and to vendors. This is the first time they have sponsored an open program and the topic was "Using RLIN for Reference". Marcia Reed of the Getty Center Library presented a short paper after which the audience divided into discussion groups that then reformed as an audience to hear conclusions. What was surprising was how revolutionary this concept of RLIN as a reference tool seemed to some of the members and how poor the RLIN documentation is for this purpose. Up-to-now all RLIN training has concentrated on technical support and thus no workshops, training or documentation has ever been prepared with public service staff specifically in mind. Since KU has only search-only access to the system, I have used RLIN as a ready reference tool as well as support for collection development activities for several years and had assumed that this was common. Due to the interest expressed at the meeting the AAPC/RLG hopes to sponsor a pre-conference workshop next year at the New York conference on the topic. I have a copy of Marcia's talk if anyone would like a borrow it.

Some of the other sessions that I attended included "New Serials in Review"—an annual event that features subject specialists reviewing some of the new serial titles that have begun publication in the last 2-3 years in their subject areas. The printed bibliographies provided by the speakers are very useful when considering new serial orders. "Architecture of the American Southwest" typified the emphasis on the art, architecture and culture of the Phoenix area which permeated much of the conference. One advantage for ARLIS/NA is that we are small enough to meet in a variety of towns and each conference planning team tries to introduce the group to some of the local art through sessions, tours and receptions. In Phoenix we had several sessions on Native American art and art resources as well as other aspects of art and architecture of the southwest. "The Reference Interview: Performance Art or Measurement of Performance" had a better title than talks while "Biographical Information on Artists: Direction to Regional Resources" was a bit too specialized.

As always the receptions at ARLIS/NA were extraordinary. The convocation was at the Phoenix Art Museum and the party sponsored by
April 10, 1989

Ars Libri, a Boston bookdealer, was at the Heard Museum. That gathering featured margaritas as we arrived, food tables set up in three areas of the museum, and a Brazilian Bossa Nova band in the courtyard. We had a very good time.

In spite of the distance to Phoenix and the Easter weekend schedule, we had a good representation of publishers and vendors in the exhibits area. Many European dealers were there including Harrasowitz, Casalini, Erasmus, Librairie Leonce Laget, Ecole des Beaux-Arts, and Librarie Lecointre D.-Ozanne D.

Next year the national conference will be in New York and the 1991 meeting will be in Kansas City. We intend to include a tour day to Lawrence after the 1991 conference and will no doubt be speaking with many of you about the program as planning progresses.

As a footnote I will add that I had lunch with Jeanne Richardson while in Phoenix. She sends her best to all her friends in Lawrence. She and Joe are expecting their fourth child in June.

Submitted by Susan Craig

Libraries Committee on Promotion and Tenure

Minutes of Meeting, March 20th, 1989

Present: Carvalho, Mason, Melton, Moore, Wilson, K. Miller
Absent: S. Miller

LCPT met on Monday, March 20th at 10:00 to act as the Appeals Committee and hear appeals of 1988 performance evaluation ratings. However, since no librarians had yet received ratings, there were no appeals for us to hear. There was brief discussion of whether anyone knew when the ratings would be handed down, but no one knew, and attempts to get in touch with the two Assistant Deans were not successful. Since our chairperson was out of town, we did not take up any additional old or new business.

Respectfully submitted,

Rob Melton, Secretary
MINUTES:  LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE:  March 21, 1989

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

The minutes from the March 6th meeting were amended and approved.

Rob requested that minutes from the LFA committees be read and
discussed by members of LFA Exec in order to become cognizant of
the committees' transactions before publication in FYI. Rick
suggested that the minutes be circulated to members of LFA Exec by
the secretary before a scheduled meeting to allow members time to
read the minutes. It will be noted in LFA Exec's minutes that
minutes were received from an LFA committee.

Rick has asked Gordon Anderson, the spokesperson for CREEP, if the
committee would like to work out a timetable for meeting with the
Library Faculty Assembly.

Rick also asked Annie Williams if the position vacated by Janice
Franklin on the NSL committee needs to be filled as noted in the
minutes of the committee. Annie will consult the Dean as to the
continuing status of the committee.

The major topic of discussion for the meeting was revision of the
Code. Several typographical errors were pointed out and will be
changed before sending new copies to LFA members. Rick will ask
the chairs of the LFA committees to study the charges in the Code
for their committees and send any suggestions for revision to LFA
Exec by April 14th.

The committee examined the charges in the Code for LFA Exec and
agreed that no changes were necessary.

Rob will attend the legislative update this Saturday. The next
meeting was scheduled for Tuesday, March 28th, at 10:45 A.M.

Judith Emde, Secretary
MINUTES: BUDGET AND PLANNING COMMITTEE
DATE: March 21, 1989

Present: Suzanne Tronier (chair), Lars Leon, Kendall Simmons, Dan Barkley, Rachel Miller, Becky Schulte

Suzanne Tronier reported on a meeting to discuss long-range planning that was held by University and library administration officials on February 22. Suzanne attended, along with Dean Jim Ranz and Assistant Deans Clint Howard and Mary Hawkins. Suzanne also distributed a written summary of the points covered at that meeting, and this was read and discussed.

The committee reviewed a draft of a letter to Dean Ranz to acknowledge the invitation to participate in the long-range planning session but explain why we chose not to prepare a document for that meeting.

In other discussion, the group agreed to draft a statement to the LFA Executive Committee recommending alternatives to the present charge of the Budget & Planning Committee. A draft will be discussed at the next meeting, which is scheduled for April 3 at 10:00.

Reported by Rachel Miller

To: LFA Professional Development Committee
From: Barb Gaeddert
Date: 10 Apr 89
Subject: ACRL Fifth National Conference

I was able to register only for the day when I presented my paper (April 6th) because of a shortage of personal funds. I head an excellent panel presentation on using technical services librarians in bibliographic instruction and felt proud that KU has made steps in that direction already.

My own paper was well received by a standing-room-only crowd of 160-170. I spent an informative hour at the exhibits and got to visit with several former colleagues from around the country.

Thanks so much for the financial help the Committee was able to provide.
Online Catalog Update
April 13, 1989

I. Use Statistics.

The following are statistics for use of library online systems during March, 1989. Spring break was March 11-19.

<table>
<thead>
<tr>
<th>Day</th>
<th>online catalog transactions</th>
<th>network online catalog transactions</th>
<th>total library transactions</th>
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</thead>
<tbody>
<tr>
<td>Wed. 3-1</td>
<td>35,591</td>
<td>1,207</td>
<td>78,025</td>
</tr>
<tr>
<td>Thu. 3-2</td>
<td>34,428</td>
<td>1,401</td>
<td>82,095</td>
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<td>Fri. 3-3</td>
<td>29,444</td>
<td>410</td>
<td>67,052</td>
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<td>Sat. 3-4</td>
<td>15,975</td>
<td>724</td>
<td>24,330</td>
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<td>Sun. 3-5</td>
<td>25,476</td>
<td>784</td>
<td>32,420</td>
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<tr>
<td>Mon. 3-6</td>
<td>36,870</td>
<td>843</td>
<td>85,783</td>
</tr>
<tr>
<td>Tue. 3-7</td>
<td>38,825</td>
<td>676</td>
<td>83,919</td>
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<tr>
<td>Wed. 3-8</td>
<td>35,542</td>
<td>1,516</td>
<td>86,839</td>
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<td>Thu. 3-9</td>
<td>35,922</td>
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<td>86,061</td>
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<td>Fri. 3-10</td>
<td>24,454</td>
<td>966</td>
<td>65,918</td>
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<tr>
<td>Sat. 3-11</td>
<td>7,262</td>
<td>90</td>
<td>10,458</td>
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<tr>
<td>Sun. 3-12</td>
<td>6,613</td>
<td>373</td>
<td>8,965</td>
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<tr>
<td>Mon. 3-13</td>
<td>17,148</td>
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<td>58,355</td>
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<tr>
<td>Tue. 3-14</td>
<td>15,968</td>
<td>885</td>
<td>56,215</td>
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<tr>
<td>Wed. 3-15</td>
<td>15,963</td>
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<td>Thu. 3-16</td>
<td>16,757</td>
<td>446</td>
<td>54,684</td>
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<td>Fri. 3-17</td>
<td>12,798</td>
<td>162</td>
<td>43,806</td>
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<tr>
<td>Sat. 3-18</td>
<td>12,367</td>
<td>508</td>
<td>16,310</td>
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<tr>
<td>Sun. 3-19</td>
<td>15,922</td>
<td>789</td>
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<td>Mon. 3-20</td>
<td>38,980</td>
<td>1,716</td>
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<td>Tue. 3-21</td>
<td>39,180</td>
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<td>Fri. 3-24</td>
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<td>Sat. 3-25</td>
<td>14,302</td>
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<td>Sun. 3-26</td>
<td>19,825</td>
<td>552</td>
<td>28,321</td>
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<tr>
<td>Mon. 3-27</td>
<td>47,508</td>
<td>1,159</td>
<td>96,890</td>
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<td>Tue. 3-28</td>
<td>41,644</td>
<td>1,238</td>
<td>92,391</td>
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<tr>
<td>Wed. 3-29</td>
<td>41,232</td>
<td>1,025</td>
<td>91,653</td>
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<tr>
<td>Thu. 3-30</td>
<td>31,944</td>
<td>728</td>
<td>80,825</td>
</tr>
<tr>
<td>Fri. 3-31</td>
<td>33,307</td>
<td>689</td>
<td>81,583</td>
</tr>
</tbody>
</table>

| TOTALS   | 856,655                      | 27,002 (3.15%)                  | 1,942,351                  |

Statistics for March of last year show 691,527 total online catalog transactions. The catalog was down for two days (a Sunday and a Monday), so a better comparative figure would be about 740,000 transactions. This March therefore shows about a 15.8% increase over the same period last year.
II. Comparative statistics

The following charts show the library's share of all CICS online activity in March.

CICS Transaction Statistics for March

- Libr. Systems
- Stu. Records
- OIS Key Entry
- Alumni/Endow
- HRMS
- CICS Overhead
- BRS
- Financial Aid
- Fac. Oper.
- Housing
- Telecom
- Other
- Budget
- Parking
- BACIS

CICS CPU Utilization Statistics for March

- Libr. Systems
- Stu. Records
- OIS Key Entry
- Alumni/Endow
- HRMS
- CICS Overhead
- BRS
- Financial Aid
- Fac. Oper.
- Housing
- Telecom
- Other
- Budget
- Parking
- BACIS

- 2 -
UNCLASSIFIED VACANCY

Cataloging Librarian, a tenure-track, 12-month, full-time appointment available June 18, 1989. 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 to produce an on-line catalog. Required Qualifications: ALA-accredited MLS; strong reading knowledge of French; cataloging experience with AACR2 or recent library school training in cataloging; ability to work effectively with a large staff. Preferred Qualifications: degree or strong coursework in the social sciences, history, or language and literature; reading knowledge of one other Western European classical or modern language (other than Spanish or Portuguese); successful cataloging experience in a research library, including use of Library of Congress Subject Headings and Library of Congress classification; understanding of cataloging applications of library automation. Annual Salary: $20,500 - $24,500 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, résumé, undergraduate and graduate transcripts and names of three references to Sandy Gilliland, 502 Watson Library. Applications must be postmarked by June 9, 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

CORRECTION IN LIBRARY HOURS ON MAY 6

Contrary to the circular which shows the spring schedule of library hours, the Kansas Collection and the Department of Special Collections will be open on Saturday, May 6, from 9am - 1pm.

Mary Hawkins

MEETING TO PLAN ALA TRIP

All library staff interested in going to ALA or in hearing about library staff travel plans to Dallas for the annual ALA conference to be held June 24 - 29, are invited to attend our first planning meeting. This informal meeting will be held at the Free State Brewery (7th and Mass. Sts., next to Liberty Hall) on Friday, April 21, starting at 4 p.m. Please consider attending this meeting, or call Rhonda (4-3535) to join the KU library group travelling to Dallas in a library-sponsored van.

Rhonda Neugebauer

STAFF DEVELOPMENT COMMITTEE MEETING ANNOUNCED

The next meeting of the Staff Development Committee will be Monday, April 24, at 11:00 in the Cataloging Dept. conference room. The agenda will include discussion of a staff development policy for the libraries. Meetings of the Staff Development Committee are always open to all library staff, so feel free to attend and add to the fun.

An Equal Opportunity/Affirmative Action Employer
LIBRARY FACULTY ASSEMBLY MEETING ANNOUNCED

An LFA general meeting has been scheduled for Wednesday, May 24th, at 9:30 a.m. in the Watson Library conference rooms A & B. The major item on the agenda will be code revisions. Copies of the code revisions will be mailed to LFA members one week prior to the meeting.

Judith Emde

COLLECTION DEVELOPMENT COUNCIL MEETING

The Collection Development Council will meet on Wednesday 26 April at 10:30 a.m. in conference room A. Sandra Brandt will discuss Interlibrary Services issues, including trends in borrowing and lending, resource sharing and the impact of serials cancellations and other past/future budget decisions on interlibrary borrowing. Please come with questions for Sandra.

Rich Ring

STAFF DEVELOPMENT NEEDS ASSESSMENT SURVEY

The Staff Development Committee has designed a survey that will be sent to all library staff members within the next week. Our goal is to gain an understanding of what staff development means to the staff and to systematize our knowledge of staff needs. We realize that we are asking the staff to complete another survey but participation will help the Staff Development Committee to plan future activities and to provide recommendations on how to improve staff development opportunities.

Rhonda Neugebauer

PRESENTATIONS ON LIBRARIES IN CUBA

In March, Rhonda Neugebauer and Shelley Miller toured Cuban libraries, publishing houses and universities in Havana, Santiago de Cuba and Camaguey. They will summarize their impressions of contemporary Cuban life and will discuss the role of libraries and librarians in Cuban society in two presentations. Library staff are encouraged to attend the program(s) of their choice.

- Thurs. April 27 3:30 p.m., Walnut Room, Kansas Union
  Sponsored by the Center for Latin American Studies

- Wed. May 10 Noon-1 p.m. Watson Library, Conference Room A
  Brown-bag lunch, sponsored by the KU Staff Development Committee
  Rhonda Neugebauer

ROB MELTON ELECTED

Rob Melton has been elected to a two-year term of the Steering Committee of the English and American Literature Section of ACRL. His term will begin immediately after the ALA conference in Dallas this summer.

Alexandra Mason

K.U. EMPLOYEE RECOGNITION CEREMONY AND LIBRARY RECEPTION REMINDER

As a reminder, the annual Employee Recognition ceremony will be held at 1:30 p.m. on Tuesday, April 25th in the Kansas Union Ballroom to recognize University staff for their years of service. Several library staff will be among those honored. In addition, as announced in the OREAD, Jim Neeley is a finalist for Unclassified (non-teaching) Employee of the Year. Congratulations to Jim and all library staff who will receive service pins.

Immediately following the University's program, an informal reception will be held in Conference Rooms A & B, level 5 Watson for all staff. Refreshments will be served.

TUITION ASSISTANCE PROGRAM APPLICATION DEADLINE

Applications for Tuition Assistance for the Summer 1989 semester are due to 5:00 p.m. Friday, April 28th in the Executive Vice Chancellor's Office, 231 Strong Hall. All full-time staff who have been employed for at least one year in a full-time position are eligible to apply. If awarded, the Tuition Assistance Program will pay the tuition and supplies expenses for a course. For additional
information, contact Sandy Gilliland, 4-3601, or the Executive Vice Chancellor's Office, 4-4904. Applications are available from Sandy or the EVC's office.

UNIVERSITY GOVERNANCE ELECTIONS

Eleanor Symons has been elected to a three-year term on the University Council beginning May, 1989. She joins with other library faculty members who are currently serving three-year terms on the Council: Lorraine Moore and LeAnn Weller. Lorraine has also been elected to a one-year term on the Senate Executive Committee, beginning next month.

SUBSTANCE ABUSE POLICY

Executive Vice Chancellor Judith Ramaley has distributed a copy of the University's policy on substance abuse to all staff. This policy supersedes the Policy on Alcohol-Related Problems, approved in 1987, and is to apply to both classified and unclassified staff. All staff are encouraged to become familiar with the policy. Contact Sandy Gilliland if you have any questions regarding the policy, or if you would like additional copies.

SMOKING POLICY

Executive Vice Chancellor Ramaley recently issued the University's new Smoking Policy. All staff are asked to abide by the statements in the Policy. The Library's Smoking Policy prohibits smoking in all areas with the exception of Watson Public Lounge, and Spencer Research Library Lobbies 201 and 301. A person who occupies a private office with floor to ceiling walls and closeable doors are also permitted to smoke within that office. Contact Sandy Gilliland if you have questions regarding these policies.

NEW POLICIES FOR CONTROLLED SUBSTANCES AND FOR EMPLOYEE ASSISTANCE

The University has adopted a Drug-Free Workplace Policy pursuant to the requirements of the Drug-Free Workplace Act of 1988 which has been sent to all University staff. In conjunction with this policy, the University has also adopted a new Policy on Employee Assistance Programs (copies also sent to all University staff). The Drug-Free Workplace Policy states that the "unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the University". The Policy on Employee Assistance Programs provides the means to "assist faculty and staff members identify problems and develop lifestyles that are physically and emotionally healthy". It lists three on-campus resources for personal problems and describes the State's 24-hour toll free "State Lifeline" assistance line. All staff are requested to familiarize themselves with these policies. For additional copies of the policies, contact Sandy Gilliland, 4-3601.

ATTACHMENTS

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.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, **April 21, 1989**

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-26</td>
<td>Institutional Business Administrator II</td>
<td>Judy Randolph (913) 727-3553</td>
</tr>
<tr>
<td>R-24</td>
<td>Accountant III (Some Travel Required)</td>
<td>Ric Silber (913) 296-4986</td>
</tr>
<tr>
<td>R-27</td>
<td>Architect III (Space Manager)</td>
<td>See Page 3</td>
</tr>
<tr>
<td>R-26</td>
<td>Civil Engineer II</td>
<td>Mike Ramirez (913) 296-3530</td>
</tr>
<tr>
<td>R-15</td>
<td>Computer Operator II (Hours for this position are Tuesday - Friday 11:30 a.m. to 8:00 a.m. Saturday 9:00 p.m. to 5:30 a.m. Sunday)</td>
<td>Kathie Harris (913) 296-7041</td>
</tr>
<tr>
<td>R-15/16</td>
<td>Corrections Officer III/II (Some Travel Required)</td>
<td>Margaret Vasquez (913) 296-7281</td>
</tr>
<tr>
<td>R-12</td>
<td>Data Control Technician I (50% Position)</td>
<td>Mary Winans (913) 296-2214</td>
</tr>
<tr>
<td>R-23</td>
<td>Equal Employment Opportunity Officer</td>
<td>Doris Lovejoy (913) 296-4766</td>
</tr>
<tr>
<td>R-19</td>
<td>Executive Secretary</td>
<td>Lyell Ochoa (913) 296-3372</td>
</tr>
<tr>
<td>R-27</td>
<td>Mechanical Engineer III (Capitol Complex Engineer)</td>
<td>See Page 3</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Linda Kraus (913) 296-3936</td>
</tr>
</tbody>
</table>

**TOPEKA (cont.)**

| R-13 | Office Assistant III (Proficiency in operations of a microcomputer and use of spread sheets) | Ginny McCord (913) 296-4171 |
| R-13 | Office Assistant III (Typing) | Sandy Mills (913) 296-6646 |
| R-27 | Personnel Management Specialist III | Jo Ann Moran (913) 296-1290 |
| R-27 | Personnel Management Specialist III (Administrator - Employment Services Section) | Linda Kimsey (913) 296-3777 |
| R-27 | Personnel Management Specialist III | Vicki Harding (913) 296-3140 |
| R-22 | Programmer II | Tim Long (913) 296-3118 |
| R-15 | Program Technician (49% Position) | Rosalie Sacks (913) 296-2459 |
| R-13 | Secretary I | Karen Parker (913) 296-3968 |
| R-29 | Senior Public Health Laboratory Scientist | Gail Smith (913) 296-5724 |
| R-9  | Storekeeper I | Dennis Hoffman (913) 296-3237 |
| R-25 | Social Service Administrator II | Farrel Oard (316) 221-1200 |

**WINFIELD**

| R-21 | Dietitian II | Winfield State Hospital and Training Center |
| R-15 | Licensed Practical Nurse | |
| R-24 | Pharmacist | |
| R-21 | Psychologist I | |
| R-23 | Psychologist IV | |
| R-22 | Registered Nurse II (11:00 a.m. to 7:00 a.m. Shifts) | |
| R-25 | Registered Nurse III (All Shifts) | |
| R-21 | Social Worker I | |
| R-26 | Speech Pathologist/Audiologist I | |

**EQUAL OPPORTUNITY EMPLOYER**
MINUTES: LFA SALARIES COMMITTEE
DATE: February 24, 1989


The committee reviewed the methods used for merit salary distribution in recent years and prepared the ballot to be used this year. Nancy Jaeger presented the analysis of increases for each merit distribution formula and for each rank based on an estimated 5 per cent increase for FY90.

MINUTES: LFA SALARIES COMMITTEE
DATE: March 8, 1989

Present: Shelley Miller, Susan Craig, Ken Lohrentz, Sandy Gilliland.

The salary offer for the French/German cataloger was discussed.

The committee discussed the advisability of sending a representative to the University Council meeting at which merit salary distribution will be discussed. The committee decided that, inasmuch as we are adequately represented by two librarians on University Council, we would not send a committee representative.

A memo from Jim Neeley concerning the formula options for merit salary distributions was discussed. It will be referred to next year's salary committee.

MINUTES: LFA SALARIES COMMITTEE
DATE: April 3, 1989

Present: Shelley Miller, Susan Craig, Ken Lohrentz. Absent: Sandy Gilliland.

The salary range and qualifications for the Spanish and Portuguese cataloger were discussed.

LFA Exec. has asked for suggestions for possible code revisions re. the charge to the committee. The proposed code change for adding benefits to the charge, which was considered in FY87 (and defeated for lack of a 2/3 majority), will be reviewed at the next meeting.

The committee discussed the issue of disability benefits in the light of Bob Terry's memorandum of March 13. Jerry's memo specifies that PacEx is recommending that disability insurance be made available on a direct billing basis while faculty are in a leave-without-pay status. The committee agreed that this recommendation does not address all of our concerns on disability benefits. We will contact Jerry to see whether the benefits sub-committee is extending its charge to other issues. If not, we will contact the University Benefits office with a view toward pursuing the issue further through our own efforts.

The committee also discussed a number of problems with the current health insurance benefits package which have come to our attention. We will ask for further staff input and will draft a letter to the State Health Care Commission to express our concerns about these problems.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: April 11, 1989

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

The minutes from the March 21st meeting were amended and approved.

Ken reported on the legislative update meeting on April 18th. The full budget has been accepted by the legislature and is now on the Governor's desk.

The March 20th minutes of LCPT were received. Rob pointed out that no appeals requests have been received by LCPT.

Gordon Anderson informed Rick that CREEP intends to have concrete proposals by the end of the month. Upon receipt of the proposals, LFA Exec will decide whether or not to call a separate LFA general meeting to discuss them.

Proposals for code revisions from the various LFA committees will be distributed to LFA Exec members as they come in. Code revisions and the agenda for the spring general meeting will be discussed at the next LFA Exec meeting on Tuesday, April 18th, at 10:45.

Submitted by Vickie Bozarth Long

CREEP MEETING, 28 March 1989, 1:30-2:15 pm

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The Committee finished work on the survey questions.

The minutes of the 21 March meeting were approved. The facilitatorship was rotated.

Next week's assignment is to study Paragraph G.8.2. of the Staff Handbook and consider any possible better wording for that paragraph.

Gordon Anderson, secretary

CREEP MEETING, 4 April 1989, 1:30-3:15 pm

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The Committee studied paragraph G.8.2. of the Staff Handbook and considered alternative wording.

Deadlines were set for the next few meetings:
11 & 18 April: put together recommendations for the ballot proposal to LFA Exec based on the completed faculty survey.
25 April: complete ballot proposal and turn in to LFA Executive.

Gordon Anderson, secretary
UNIVERSITY OF KANSAS LIBRARIES
Staff Development Committee Minutes
April 11, 1989

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

Several upcoming activities were discussed by the committee and firm
dates were set for the tour to the Nelson-Atkins Art Museum (June 7),
a brown-bag lunch presentation by Shelley Miller and Rhonda Neugebauer
regarding their recent trip to Cuba (May 10), and organizing a state
van for library staff attending ALA in Dallas (June 24-29).

Two requests for travel funds were received by the committee after the
deadline and this brought up the need to establish procedures for the
committee to follow in these situations.

The staff discussed its letter to LFA Executive regarding its charges
for this year, and items included the new staff orientation sub-
committee and the membership of the Staff Development Committee.

Judith asked for comments and feedback on the staff development needs
assessment survey that she designed. Additions and deletions were
made and the committee will try to present the survey to the library
staff sometime in May.

The next meeting for the SDC will be Tuesday, April 18, at 9:00 in
the Cataloging Department's conference room.

Submitted by Nancy Hawkins, secretary

UNIVERSITY OF KANSAS LIBRARIES
Staff Development Committee Minutes
April 3, 1989

Present:  Rhonda Neugebauer, Nancy Hawkins, Saralinda Rhodes, Linda Evans (visitor)

Saralinda updated the committee on the tour to the Truman Library
in Independence, and the members discussed alternatives for lunch
in Independence.

Rhonda presented the requirements for a letter to be written to the
executive committee of LFA regarding the committee's charge for this
year. The letter's contents were outlined by the committee and Rhonda
will type a rough draft for the next meeting.

Items to be included in the next Staff Development News were discussed.

The next meeting of the SDC will be April 11, at 9:00 in the conference
room of the Cataloging Department.

Submitted by Nancy Hawkins, secretary
On April 2-4 I attended a conference, *ad Litteram: Authoritative Texts and Their Medieval Readers*, at Notre Dame University. I was quite lucky to receive a modest stipend from the conference to help with expenses (I was one of 20 who received stipends out of 80 applicants), and together with the support from the Staff Development Committee I was able nearly to cover my expenses. The conference consisted of single sessions attended by all the participants, and it was small enough (ca. 50) for the participants to get to know each other. The papers were as follows: "The Elements of the Glossa Ordinaria" by Margaret Gibson of Liverpool University, "Sonus and Verba: Varieties of Meaning in the Liturgical Proclamation of the Gospel" by Daniel Sheerin of Notre Dame University, "Peter Lombard as an Exegete of St. Paul" by Marcia Colish of Oberlin College, "(Ps.?-) Bernard Silvestris and the Revival of Neoplatonic Virgilian Exegesis" by Stephen Gersh, University of Notre Dame, "Ordinatio and Compilatio Revisited" by Mary and Richard Rouse of UCLA, "The Summae of Peraldus and Their Reception" by Siegfried Wenzel of the University of Pennsylvania, "Early Mendicant and Scholastic Preaching as Exegesis" by L.-J. Bataillon of the Commissio Leonina, "The Reception of Plato on Creation" by Stephen Brown of Boston College, "Some Aspects of the Reception of Aristotelian Physics and Metaphysics in the Thirteenth Century" by Albert Zimmermann of the University of Cologne, "Thomas Aquinas' Reading of Aristotle's 'Ethics'" by Mark Jordan of the University of Notre Dame, "Henry of Ghent and Augustine" by Raymond Macken of the Catholic University of Leuven, "The Accessus Extended: Henry of Ghent on the Transmission and Reception of Theology" by A.J. Minnis of York University, and "Denys the Carthusian and the Doxography of Scholastic Theology" by Kent Emery of the University of Notre Dame. Though the emphasis of the conference tended more towards authoritative texts rather than medieval readers (my own interest and that aspect most applicable to my teaching), it was nonetheless highly stimulating. One evening, the Director of the Library and the Head of Rare Books hosted a reception for us in the Rare Books Room, complete with food [], strong drink [!!], and a string quartet. Many thanks to the Staff Development Committee for providing partial funding.

Richard W. Clement
CLASSIFIED VACANCY REMINDER

As announced earlier this week in a special flier to all classified staff, the SPLAT department has announced a full-time Library Assistant I vacancy, available immediately. Contact Judy Kasson, 4-3601, for additional information, or if you wish to apply for the position. Applications are due Friday, May 5th.

Sandy Gilliland

PROMOTION AND TENURE DECISIONS ANNOUNCED

Congratulations to K.U. Librarians who have been awarded promotion and/or tenure: Rachel Miller, Acquisitions Librarian, promotion to L II and tenured; Mary Roach, Assistant Cataloging Department Head, promotion to L III; and Donna Koepp, Government Documents and Map Librarian, tenured. These actions were approved by the Board of Regents recently and announced in last week's OREAD.

Sandy Gilliland

SUMMER LIBRARY HOURS

Attached is the schedule of summer library hours, beginning with the first day of classes and ending the day before fall semester classes begin. Operative dates are the following:

- 1st day of summer classes: Tuesday, June 6
- Independence Day holiday: Tuesday, July 4
- Last day of summer classes: Friday, July 28
- 1st day of fall semester enrollment: Monday, August 21
- 1st day of fall classes: Monday, August 28

If you have questions or changes to report, please contact Mary Hawkins, 4-3601.

Sandy Gilliland

LFA AND LCPT BALLOT INVALID

Due to an oversight, the LFA and LCPT ballot mailed out on April 26th is invalid because in several cases there were not two nominees for each position as required by the Bylaws to the Code. A revised and corrected ballot will be issued in due course.

LFA Executive Committee

SAFETY TRAINING SESSIONS ANNOUNCED

Phil Rankin, Assistant Director of Personnel Services, has announced several identical Safety Training sessions, sponsored by the Classified Employee Safety Committee. A schedule of the training sessions is attached to this week's FYI.

Sandy Gilliland

DON'T FORGET!

Don't forget! The field trip to the Truman Library, Museum and Home will be Wednesday, May 3rd. If you'd like to go but haven't signed up yet, please let me know as soon as possible. There are a few spaces left due to some cancellations. If you've signed up but haven't informed me of your lunch time plans for the day, please do so immediately so that our reservations can be confirmed.

There are also a few spaces left for the field trip to the Nelson Atkins Museum of Art Galleries and Library on Wednesday, June 7th. Please contact Saralinda Rhodes (4-3366) if interested in either of these trips or if you need to cancel. Please note: The proposed tour of Linda Hall Library the day of the Art Museum visit will be postponed until another time.

Saralinda Rhodes

An Equal Opportunity/Affirmative Action Employer
Salary proposals before the Legislature -- Legislation regarding classified employees' salaries has passed the House in the form of HB2553. It would provide for a 3% cost-of-living increase, plus a longevity bonus for those employed by the state for ten years or more. The longevity bonus would amount to $40.00 for ten years of service, and $40.00 for each year thereafter, to a maximum bonus of $1,000.00 (35 years). Another change would be that those in the D step would receive raises annually instead of every third year. There would be two additional steps added to the pay matrix. An employee would reach the top of the scale in 13 years. This bill is now in the Senate Ways and Means Committee. On behalf of the Classified Conference, a letter was sent to area legislators supporting the longevity bonus and requesting that, if possible, the COLA be increased to 4%. If you would like to see a copy of the letter, contact me or your group representative.

Health insurance -- Requests for bids will go out in May or June. The State is looking at the possibility of self-insurance, depending on the bids received. Letters of concern may be directed to Insurance Commissioner Bell or Robert Molloy, Benefits Manager for the Health Care Commission.

Microcomputing workshops -- See April 13 FYI for the latest information.

LFA/Classified Conference joint committees -- At the request of LFA, the committees have been reviewing their charges and making recommendations. The Budget and Planning and Staff Development committees presented the following proposals:
Budget and Planning -- They recommend continued long-range planning activities.
Staff Development -- They are requesting a minimum of two classified staff members on this committee.

Staff Development tours -- A tour is being planned for the Truman Library and Museum for May 3. A tour sometime in June is being scheduled for the Nelson Art Library. For those who choose not to tour the Art Library, Saralinda is trying to set up a tour for the Linda Hall Library for the same day. Call Saralinda if you have any questions.

"What do you think staff development is?" -- The Staff Development committee is preparing a questionnaire to help them focus their efforts in the direction the library staff desires. Please take the time to fill out the questionnaire when it arrives. Your opinions are valued!

Verna Froese
Secretary
Classified Conference
THE UNIVERSITY OF KANSAS

April 17, 1989

MEMORANDUM

TO: Vice Chancellors, University Directors, Deans, Directors and Chairpersons

FROM: Phil Ranki

SUBJECT: Spring, 1989 Safety Training

On May 1, 3 and 4, 1989, the Classified Employee Safety Committee plans to conduct eight (8) repeat safety training sessions. The topic will be fire safety, including, components on fire behavior, characteristics of flammable liquids and the proper use of fire extinguishers. There will be a question and answer period at the end of each session.

Sessions are planned as follows:

- **Monday, May 1**
  - 8:30-9:30 a.m. Big 8 Room, Kansas Union
  - 10:15-11:15 a.m. Big 8 Room, Kansas Union
  - 1:00-2:00 p.m. Templin Hall

- **Wednesday, May 3**
  - Same times and corresponding locations as above

- **Thursday, May 4**
  - 10:15-11:15 a.m. Big 8 Room, Kansas Union
  - 5:45-6:45 p.m. Big 8 Room, Kansas Union

All classified and unclassified staff members are invited to attend one of these safety training sessions. In some situations, maintenance and service employees may be scheduled by their respective supervisors to attend a particular session. Otherwise, no advance registration is required.

You may use this memorandum as the official training announcement for circulation to all staff members in your area of responsibility. If you have any questions or desire additional information, please feel free to contact me.

PNR: bw
cc: David Lewin

Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.
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
913-296-4787

April 24, 1989

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.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, April 28, 1989

SALARY RANGE VACANT POSITIONS CONTACT PERSON

HOLTON
R-18 *Social Worker I (50% Position) Carolyn Duffy (913) 364-3153 Department of Social and Rehabilitation Services Holton SRS Office

LANSING
R-15 *Storekeeper II Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing

LAWRENCE
R-21 *Architect I (Construction Administration) Lynn George (913) 864-4942 University of Kansas

NORTON
R-18 Office Specialist (Typing) Mary Stanton (913) 877-3380 Norton Correctional Facility (Applications accepted until April 27, 1989)

PRATT
R-24 *Accountant III Lola Trigg (316) 672-5911 Department of Wildlife and Parks

STOCKTON
R-20 Corrections Officer IV Mary Stanton (913) 877-3380 Stockton Correctional Facility

TOPEKA
R-27 *Architect III (Space Manager) See Page 3 Department of Administration Division of Facilities Management
R-22 Central Accountant I Ruth Rowe (913) 296-2493 Department of Administration Division of Accounts and Reports

- TOPEKA (cont.)
R-23 *Compensation and Classification Analyst (Personnel Management Specialist II) (See Page 4) Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services
R-22 Computer Systems Analyst I (50% Position) Susan Grant (913) 296-4999 Department of Administration Division of Information Systems & Communications
R-11 Keyboard Operator I Donna Krier (913) 296-3077 Department of Revenue
R-21 *Librarian I Kay Jones (913) 296-2974 Kansas State Historical Society

Requires Master's degree in Library Science, course work in American History and course work or experience in original cataloging and state and/or federal documents preferred.

R-27 *Mechanical Engineer III (Capitol Complex Engineer) See Page 4 Department of Administration Division of Facilities Management
R-13 Office Assistant III (Typing Required) (Located at Forbes Field) Jo Ann Moran (913) 296-1290 Department of Health and Environment
R-18 Office Specialist Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services
R-27 *Personnel Management Specialist III Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services
R-29 *Senior Public Health Laboratory Scientist Jo Ann Moran (913) 296-1290 Department of Health and Environment

WINFOEL
R-21 *Dietitian II Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center
R-15 Licensed Practical Nurse
R-24 *Pharmacist I
R-21 *Psychologist I
R-28 *Psychologist IV
R-22 *Registered Nurse II (11:00 p.m. to 7:00 a.m. Shift)
R-25 *Registered Nurse III (All Shifts)
R-21 *Social Worker II
R-26 *Speech Pathologist/Audiologist I

Special Qualifications Required: Proficiency (at least 6 months experience) involving the use of most WordPerfect and Lotus 1-2-3 functions. Please include a description of your WordPerfect and Lotus 1-2-3 skills with your application.

EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTIONS ARE AVAILABLE IN THE ADMINISTRATIVE OFFICE.
OPEN MEETINGS STILL GOING ON AND ON

Yes, it's true—the Staff Development Committee is having so much fun getting together and talking about staff development philosophy in the KU Libraries that we want you to join us at our next two meetings: Monday, May 1 and May 8, both at 10:30 in the conference room of the Cataloging Department. Meetings of the SDC are always open to all library staff, and you should also feel free to talk to any committee member about staff development ideas or projects. Committee members are Rhonda Neugebauer (chair), Judith Emde, Nancy Hawkins, Rosemary McDonough, and Saralinda Rhodes.

BROWN-BAG LUNCH, HAVANA STYLE

Our very own Rhonda Neugebauer and her co-traveler, Shelley Miller, will be offering a brown-bag lunch presentation, Wednesday, May 10, in Conference Room A of Watson Library from 12:00 to 1:00. The vivacious duo will be talking about their recent trip to Cuba and their impressions of libraries and culture in this near, yet faraway, island. With any luck, slides will be shown even if we have to resort to artificial methods of darkness...

HAVE VANS, WILL TOUR

If you haven't already signed up for the Truman Library-Independence Home tour, you might be able to do so before the vans depart from Watson next Wednesday morning. Saralinda Rhodes has done a Herculean task of organizing all the past few years' tours that have been sponsored by the SDC. The final tour being offered for this fiscal year will be to the Nelson-Atkins Museum of Art in Kansas City on June 7 to view the Thomas Hart Benton exhibition and to visit the art library of this fine museum. Please give Saralinda a call if you'd like to join the tour—and compliment her, too, if you are so inclined.

ASK NOT WHAT YOUR LIBRARY CAN DO FOR YOU...

In a recent issue of Library Journal, the following paragraph appeared: "Professional Development: What Does Your Library Do? A recent "How Do You Manage?" (LJ, February 15, p. 142-144) looked at the difficulty some librarians experience in getting institutional support for career development. For a feature examining professional development issues scheduled for July, LJ would like to hear responses to the following: What does your library system do for professional development? Are there in-house programs? Sponsored continuing education courses? What is your library's policy on continuing ed? Is it paid for? Do you get released time or comp time for it? How does the library finance professional development? Please send your responses by May 10 to Library Journal Professional Development, 249 W. 17th St., New York, NY 10011."

And isn't it a strange coincidence that your very own Staff Development Committee has sent out its own staff development survey just this week to all library staff? Judith Emde, with the assistance of the other members of the SDC, has prepared a thorough, well designed questionnaire that should pique your interest in staff development. And it also is due May 10! (Maybe you should think of sending a copy of this survey to the LJ at the same time you send it back to Judy)
RARE BOOK SCHOOL 1989

In July 1989, the Columbia University School of Library Service will again offer various five-day non-credit courses on topics concerning rare books, special collections, and book preservation. These courses will meet from three to five hours per day; in addition to regularly scheduled morning, afternoon, or all-day classes, there may be field trips or homework sessions. Some of the sample courses include: Problems in Preservation; Historical Children's Literature, 1744-1900; Rare Slavic Books and Manuscripts; and History of European and American Papermaking. For further details and application, write to Rare Book School, School of Library Service, 516 Butler Library, Columbia University, NY, NY 10027 (Phone 212/854-4734), or contact Rhonda Neugebauer for brochure in Serials Cataloging.

OMS LIBRARY MANAGEMENT SKILLS INSTITUTE

The Office of Management Services (OMS) of the Association of Research Libraries announces a Basic Library Management Skills Institute to be held in Minneapolis, May 16-19, 1989. This three-and-a-half day institute focuses on the individual's relationship to the library organization, and to others within the organization: subordinates, peers, and upper management. It is geared for librarians and paraprofessionals who have some managerial, administrative, or supervisory responsibilities. Participants will develop skills in such areas as problem-solving, motivation of staff, decision-making, effective use of groups, and communication. For further information call or write the OMS, 1527 New Hampshire Ave., NW, Washington, DC 20036 (202/232-8656), or contact Rhonda Neugebauer in Serials Cataloging for brochure and application.
NOTE: To enroll in any BCR class no matter where it is being held, call 1-800-777-7674. Both call and mail registration must be two weeks in advance. Please register early!

DATE, LOCATION

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<th>DATE</th>
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<tr>
<td>April 5, April 24, May 19, June 9, June 16, July 7, July 21, July 28</td>
<td>Locations to be announced.</td>
<td>&quot;Dean's Seminar,&quot; sponsored by ESU and presented by Dean Martha Hale. The goal of the seminar is to stretch our thinking and provide a forum for the discussion of ideas based on readings. For academic credit, you must attend six of the eight sessions. Each session will focus on a specific topic. The seminar is geared for working librarians. For more information or to enroll contact Allison Level at (316) 3433-1200 or write to School of Library &amp; Information Management, 1200 Commercial Emporia, KS 66801-5087.</td>
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<td>April 13 Ramada Hotel at Broadview Place, Wichita</td>
<td>April 28 Allis Plaza Hotel, 200 W.Twelfth K.C., MO.</td>
<td>&quot;How to Write, Design and Edit Newsletters,&quot; sponsored by Business &amp; Professional Research Institute and presented by Mary Pretzer, a publications consultant specializing in newsletter design and content and Sandra Blum, a communications consultant specializing in newsletters and direct marketing. This one day seminar is intended for anyone involved in producing a newsletter or similar publication. Learn many new ideas and approaches to help produce a consistently top quality publication. $275.00 per person; 9:00 to 5:00; 7 hrs. C.E. To register call (802)757-3261 or write to Business &amp; Professional Reseqrch Insitutie, 1700 Post Road, Fairfield, CT 06430.</td>
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<td>April 19 BCR Offices, Denver</td>
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<td>&quot;Getting Started in Database Searching,&quot; is a half-day workshop designed to familiarize participants with 1) Definition of a database search, 2) applications for a database search, 3) database vendors and producers, and much more. $50.00; 9:00 to 12 Noon; 3 hrs. C.E.</td>
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<td>April 24 Beach Lecture Hall, 10:00 ESU, Emporia</td>
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<td>&quot;Managing an Online Searching Service,&quot; a half-day workshop which addresses the issues regarding the administration of a cost-effective automated reference service. The agenda includes 1) organizational patterns for online search services, 2) characteristics of an online searcher, 3) policies and procedures and much more. $50.00; 1:00 to 4:00; 3 hrs. C.E.</td>
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<td>April 24 Beach Lecture Hall, 10:00 ESU, Emporia</td>
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<td>&quot;Karl Weick Distinguished Guest Professor,&quot; sponsored by ESU. Dr. Weick is well-known for his contributions in management and organization theory. The lecture is free and open to the public. 1 hr. C.E.</td>
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L.E.E.P. CALENDAR
(LIBRARY EMPLOYEE EDUCATION PLAN)

May 3
  BCR Offices, Denver

May 4
  Holiday Inn, KCI Airport

May 4
  BCR Offices, Denver

July 28
  BCR Offices, Denver

September 8
  BCR Offices, Denver

May 5
  BCR Offices, Denver

May 11
  Holiday Inn City Center, Topeka

May 12
  Allis Plaza Hotel

K.C., MO

May 26
  Airport Hilton, Wichita

June 15
  Holiday Inn, Lenexa

May 12
  BCR Offices, Denver

July 11
  BCR Offices, Denver

September 26
  BCR Offices, Denver

"Interlibrary Loan on OCLC-Advanced," a one day, hands-on workshop which will
1) review constant data, 2) search the ILL transaction file, 3) process 'unusual' ILL
requests, 4) search and interpret union list displays, and much more. $75.00; 9:00
to 4:00; 6 Hrs. C.E.

"The Art and Skill of Delegation: Practical Strategies for Getting Results from your
Subordinates." A High Yield Management Seminar presentation. Learn practical
strategies for getting out of the 'Do It Yourself' time trap; the nature of delegation,
the nuts and bolts of the delegation process, how to handle subordinates who avoid
responsibility and much more. $195.00 fee; 9:00 to 4:30; 6 hrs. C.E. To register
call 1-800-323-2835 or fax enrollment information to (303) 442-2803. High Yield
Management, Inc., 3333 Iris Ave., Boulder, CO 80301.

"BRS Intro/2 for Experienced Searchers," an overview of the basic BRS/SEARCH
System techniques in an accelerated, condensed format. Topics include 1) creation
of the inverted file, 2) use of BRS logical operators, 3) free-text searching, 4)
searching with a controlled vocabulary, 5) searching within a specific field of a
record, 6) limiting the retrieval, 7) displaying the output, 8) unique system
features. Registration must be directly with BRS; call 1-800-345-4277. $65.00;
8:30 to 12:30; 4 hrs. C.E.

"Using Wordperfect 5.0 for Desktop Publishing," sponsored by BCR. This hands-on
course will focus on features of WordPerfect 5.0 that can be used to perform
desktop publishing. Features such as graphics, fonts, and using styles to create
consistency of formats will be presented. $75.00; 9:00 to 4:00; 6 hrs. C.E.

"Image and Communication: Skills for Women," sponsored by National
Businesswomen's Leadership Association. Seminar covers 1) projecting you
personal presence and power, 2) your professional impact, 3) communication skills
that count, 4) overcoming unconscious fears and beliefs that can hold you back, 5)
stress management and other survival skills and more. $48.00; 9:00 to 4:00 with
registration beginning at 8:15; 6 hrs. C.E. To register call 1-800-258-7246 or
write to National Businesswomen's Leadership Association, 6901 W. 63rd, P.O. Box
2949, Shawnee Mission, 66201.

"Dialog Refresher," sponsored by BCR. This workshop provides a review of the
basic searching techniques available on DIALOG and incorporates more advanced
commands and strategy techniques which enable the searcher to more fully utilize
the power and sophistication of the DIALOG searching system. Designed for
experienced DIALOG searchers. 9:00 to 4:00; $75.00; 6 hrs. C.E.
**TIMECARD DEADLINE**

Time cards are due in the Library Office on Monday, May 15, 1989 at 9:00 a.m. for all classified, unclassified and student staff. As a reminder, please submit your student hourly payroll projectins as requested along with the time cards. Contact Judy Kasson if you have any questions.    

**JUNE 1st PAY CHECKS MAILED**

Any student who will not be here to pick up his/her June 1st pay check may leave a self-addressed, stamped envelope with Judy Kasson in the Library Administrative Office. The paycheck will be mailed as soon as it is received from the Payroll Office.    

**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. Please include student monthlies also. Thanks. Judy Kasson    

**SUPPLY ORDER DEADLINE FOR FY89**

As announced earlier in FYI, the deadline for submission of supply orders requiring the competitive bid process (above $500) was April 25th. In anticipation of the upcoming fiscal year close, all orders not requiring the bid process (under $500) should be submitted to Janet Mears in the Library Office by May 24. Supplies or printed items that will be needed prior to the close of this fiscal year should be ordered now so that funds can be identified for these purposes.    

**MARY ROACH TO BE ON LEAVE**

Beginning shortly Mary Roach will be on leave from her duties in the Cataloging Department. The following are some of the assignments that have been made in the Cataloging Department for the period of her leave.    

- **OCLC and BCR liaison** — Sadie Bramble  
- **OCLC terminal problems** — Sadie Bramble and Al Mauler  
- **Liaison with programmers** — Mary Miller  
- **Coordination and supervision of OCLC units, Retrospective Conversion Unit and Series Unit (along with all other department units)** — L. Moore  
- **Local system authorization (sign on)** — Kent Miller  
- **Resource for cataloging questions** — L. Moore, S. Bramble, and catalogers  
- **East Asian cataloging resource person** — L. Moore

If there are any other concerns that need to be provided for or if questions come up please call L. Moore.    

**BROWN BAG LUNCH ON CUBAN LIBRARIES**

Rhonda Neugebauer and Shelley Miller will speak at a Brown-Bag Lunch presentation on Wednesday, May 10 at 12:00 noon in Conference Room A, Watson. Rhonda and Shelley also will show slides from their recent trip to Cuba, and give their impressions of Cuban culture and libraries. The Staff Development Committee invites all library staff to attend this event.    

(Continued)
CIVIL SERVICE EXAMINATION CALENDAR FOR MAY

Attached to this issue of FYI is a list of civil service examinations offered by the Department of Personnel Services during the month of May. All student employees who are interested in permanent civil service employment must take one or more examinations to become eligible for vacant positions: Office Assistant III, Library Assistant I, Library Assistant II, Library Associate, Secretary I. Contact Judy Kasson or Sandy Gilliland, 4-3601, for additional information. Sandy Gilliland

ATTACHMENTS

Attached to this issue of FYI are committee meeting minutes of LCPT, LFA Salary Committee, LFA Budget and Planning Committee, and CREEP Committee. Also attached is a copy of the State's internal promotion and transfer list and Database Development Committee minutes. Sandy Gilliland

MINUTES: LFA COMMITTEE ON SALARIES

DATE: April 12, 1989

Present: Shelley Miller, Susan Craig, Ken Lohrentz, Sandy Gilliland.

The wording of the FY87 proposal to add benefits to the Salary Committee charge in section 2.2.6 of the Code of Governance was accepted and will be forwarded to LFA Exec.

We will continue to receive concerns re. the health insurance benefits package until April 21. The notice in FYI will be run again this week.

Sandy stated that the position description for the French/German cataloger has closed and has been slightly rewritten so that it now is for a French cataloger only. The salary range was also adjusted to conform to FY90 starting salary. The position is being reopened and will be listed until June 9.

Shelley reported on her discussion with Bob Jerry re. disability insurance. He said that any change in the current contract would require statutory changes. Once the issue is reopened, the legislature might take a "heavier look" at the matter than we might want. A supplementary policy is available on the private market. He also stated that if we choose to address a letter to FacEx, it will be passed on to next year's FacEx committee. Susan will investigate the matter further with particular regard to just what is covered by our current disability insurance package.

A number of librarians have indicated their concern about the inadequacy of retirement benefit options because the social responsibility fund offered by Lincoln National only takes South African apartheid into consideration in its investment decisions. Some librarians would like to see this funding philosophy extended to military armaments.
Libraries Committee on Promotion and Tenure

Minutes of Meeting, April 19, 1989

Present: Carvalho, Mason, Melton, K. Miller, S. Miller, Moore, Ranz
Absent: Wilson

LCPT met on Wednesday, April 19th, 1989 at 10:30 a.m. in Room B. The minutes of the April 12th meeting were amended and approved.

Dean Ranz came to the meeting to express his opposition to our proposal that the LFA Code be amended to exclude the ex-officio membership of the Dean of Libraries from LCPT. He outlined his reasons for needing to be on the committee when promotion, tenure, and sabbatical deliberations are being conducted. Members of the committee presented various reasons for why our proposal to put the issue on a ballot as a Code revision has been made. Discussion lasted approximately 45 minutes. After Dean Ranz's departure, the committee discussed the pro and con arguments further but confirmed its decision to send the issue to LFA membership for discussion and vote. Because it has been an issue for several years, LCPT feels it needs to be decided upon by the entire LFA membership.

Because of the length of the discussion on this issue, the committee did not discuss revision of promotion and tenure forms as originally scheduled, but will have another meeting next week to take up that issue.

Respectfully submitted,

Rob Melton, Secretary

Libraries Committee on Promotion and Tenure

Minutes of Meeting, April 24, 1989

Present: Carvalho, Mason, Melton, K. Miller, Moore, Wilson
Absent: K. Miller

LCPT met on Monday, April 24th at 9:30 a.m. in Room A. The sole subject of this meeting was revisions to the promotion and tenure forms, which should be forwarded to UCPT before May 1st. Although the meeting lasted over 3 hours, not all sections of the form were discussed. There was considerable discussion of the role the teaching of official university courses by librarians has vis-a-vis their job and our proposed method of handling this on the promotion and tenure forms. We also began looking at our proposal to incorporate the so-called green sheets (special forms for librarians) into the blue forms so that procedures for librarians are uniform with those of other faculty. The difficulties are in interpreting the parallels of our jobs with those of the teaching faculty, so the work progressed slowly. We will schedule one more meeting before May 1st to complete work on proposed changes to the forms themselves and additional meetings as needed to work on our instructions for librarians on applying the forms to our circumstances.

Respectfully submitted,

Rob Melton, Secretary
Libraries Committee on Promotion and Tenure

Minutes of Meeting, April 12, 1989

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

LCPT met on Wednesday, April 12th, 1989 at 10:00 a.m. in Room B. The minutes of March 31st and April 7th were amended and approved.

S. Miller announced that there had been no appeals of 1988 performance evaluations. There might still be appeals, however, if the Dean of Libraries changes any ratings.

Turning to a final examination of the LFA Code for any additional changes we might propose, there was some discussion of LCPT's role in notifying candidates for sabbatical leave of our recommendation or non-recommendation of their candidacy; the Code is silent on this issue. In the past, some candidates seem to have been notified of LCPT's recommendation by the Dean; in others, candidates were never informed of LCPT's recommendations and have not known the outcome of their request for sabbatical leave until after the decision by the University Committee on Sabbatical Leaves has been made. We discussed the issue with both Mary Hawkins and Sandy Gilliland and decided not to propose a Code change on this issue at this time. Rob will call Carolyn Kelly to learn what the procedure is in other schools and departments.

There was further discussion of the proposal to delete the Dean of Libraries from ex-officio membership on the committee, partly because one member had been absent at our last meeting. After reviewing the history of administrative ex-officio membership on the committee, the University requirement for parallel recommendation by administrators and peer committees, and the pro's and con's of having an administrator on the committee, the committee took a vote and once again decided to submit the proposal for LFA discussion and vote.

We began looking at Mason's draft of changes to, and helpful suggestions for filling out, promotion and tenure forms. This process will be continued at our next meeting, which is scheduled for April 19th at 10:30 in Room B.

Respectfully submitted,

[Signature]

Rob Melton, Secretary
Libraries Committee on Promotion and Tenure

Minutes of Meeting, March 31, 1989

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

LCPT met on Friday, March 31st, 1989 at 1:30 p.m. The minutes of the March 20th meeting were approved. S. Miller announced that librarians' ratings from the Assistant Deans on 1988 performance evaluation would be distributed on Monday (April 3rd). She noted that librarians may first discuss their ratings with the appropriate Assistant Dean before filing for an appeal. The deadline for filing for an appeal is Tuesday, April 11th.

S. Miller then reported on her meeting with Vice-Chancellor for Academic Affairs Del Brinkman regarding the revision of promotion and tenure forms. He was very receptive to our suggestions for changes. He agreed with our position that school or departmental p & t committees should not re-shape the files to help a candidate's case. UCPT's subcommittee on form revisions will be meeting on May 1st, so any additional suggestions should be given to Shelley considerably before that date.

Shelley then read a new charge from LFA Exec asking that each LFA committee review the appropriate section of the LFA Code with the view of proposing changes in wording or substance to the Code. The committee turned its attention to this matter and came up with numerous rewordings and restructuring of the section dealing with LCPT. Two substantive changes will be proposed: a) new wording to expand the circumstances under which an LCPT member may be disqualified from deliberations on a particular candidate's application, and b) deleting the ex-officio membership of the Dean of Libraries from the Code. S. Mason will prepare a new draft of the Code section showing present and proposed wording and will distribute copies before our next meeting, which is scheduled for Friday, April 7th, at 1:30 p.m. in Room B.

Respectfully submitted,

Rob Melton, Secretary
Libraries Committee on Promotion and Tenure

Minutes of Meeting, April 7, 1989

Present: Carvalho, Mason, Melton, S. Miller, Moore, Wilson
Absent: K. Miller

S. Miller announced that so far there have been no notices of performance evaluation appeals. The deadline is Tuesday the 11th.

The main item of discussion was examination of the draft of our proposed Code changes which S. Mason had prepared and distributed. There was some further discussion of the advantages and disadvantages of the ex-officio membership of the Dean of Libraries on the committee, but the decision to forward the committee's draft based on the discussions of the 31 March meeting with no changes was re-affirmed. Mason will now re-print the proposed Code section with changes and deletions indicated and explanations added in the margin for each change. She will deliver to LFA Exec and distribute copies to each member.

The next meeting is scheduled for April 12th at 10:00 a.m. in Room B.

Respectfully submitted,

Rob Melton, Secretary

Minutes: Budget and Planning Committee

Date: April 3, 1989

Present: Suzanne Tronier (Chair), Dan Barkley, Rachel Miller, Gene Carvalho, Becky Schulte
Absent: Lars Leon, Kendall Simmons

The minutes of the last meeting were approved as written.

Rachel distributed the first draft of a statement presenting a short review of the accomplishments of the current committee and recommendations for the future of the committee. The LFA Executive Committee has requested all LFA committees to review their charges with the intent of updating the LFA Code if desirable or necessary. These updated charges will be presented to the general membership at the next meeting.

Discussion of the draft followed with suggestions for improvement. Rachel will revise the document before our next meeting. The group agreed to meet next Monday, April 10, at 10:00 since LFA Exec wants a response from all committees by April 14.

Reported by Becky Schulte
CREEP MEETING, 11 April 1989, 1:30-3:30 p.m.

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

30 responses to the faculty survey were received by Tuesday morning (out of 53 possible responses). The Committee agreed to announce in FYI that responses will still be accepted, although we are going ahead with our analysis of the results.

We will issue a written analysis of the survey and make it available at the Reference desk and from any committee member.

We noted that the survey shows a wide range of faculty opinion.

The Committee spent much of the rest of the meeting discussing the possible options for the ballot. The final recommendations will include a choice between two systems of evaluation and rating; a set of guidelines for carrying out the evaluations/ratings; and a list of criteria and definitions of terms.

Each member is to prepare personally a draft of the final proposal.

Gordon Anderson, secretary

CREEP MEETING, 18 April 1989, 1:30-3:15 p.m.

Minutes

Present: GA, GC, DK, RM, SM, SR, MW

The Committee discussed two options for the final ballot on merit review. LCPT is provisionally recommended as the appeals committee.

In formulating the two options, the Committee decided to recommend that 5 members comprise the merit review committee in the one option (elected one from each rank, two at large) and 3 members comprise the service & research committee in the other option (appointed by LFA Exec).

The Committee also discussed definitions for the five ratings.

Next week: consider further the definitions of ratings; look again at paragraph G.8.2. and consider the list of criteria given in the survey as examples in Appendix B.

Gordon Anderson, secretary
May 1989

Department of Personnel Services
TESTING CALENDAR
For Information Call 864-4942

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Written Examinations Offered: Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II, Office Assistant II & III.

NOTE: Office Assistant II & III Exams will be given on separate days.

Unassembled Examinations Offered: (Ratings of Training & Experience) Dietitian I & II, Medical Technologist I, Painter, Plumber I, Radiologic Technologist II(Diagnostic X-Ray).
Minutes: Database Development Committee, April 17, 1989

Present: M. Hawkins, R. Melton, J. Miller, R. Miller, L. Moore, J. Neeley (chair), L. Weller, G. Carvalho (guest), S. Tronier (guest)

It was agreed that the most urgent items of business were developing recommendations on the next retrocon project (by June 1) and on East Asian Library cataloging support (as soon as possible). Everything else could wait until after these were completed.

Gene related the events leading up to the East Asian Library's present, incipient involvement in OCLC cataloging and participation in the online catalog. Questions and answers followed, concentrating particularly on the amount of support the East Asian Library would need from the Catalog Department to do this, both initially and ongoing. The matter will be discussed further next week.

Turning to retrocon, a list of considerations to be taken into account in reaching a retrocon recommendation was made, including:

1. needs of phase two of the west library, potentially open in five years
2. use of various collections
3. unit financial costs, Dewey v. LC
4. catalog staff retraining costs, incurred or avoided
5. catalog staffing mix, available v. required
6. impact on other departments (circulation, bindery, branch, Slavic, etc.)

Programming should not be a significant factor, according to John, for collections already represented in the catalog maintenance system.

Lorraine presented some estimates of unit costs for converting Deweys v. LCs. The figure for Deweys was considerably less than previously supposed. The calculations involved various assumptions, uncertainties, qualifications, and hedges, but a method for reaching more empirically based projections was not readily apparent.
Minutes: Database Development Committee, April 11, 1989


This was the first meeting since February 23 and the last with Clint as chair. He announced that Jim would serve as chair in the future.

Clint reported several items of new business. The East Asian Library in February acquired OCLC-CJK cataloging equipment and would like to participate in the online catalog. The Law Library also would like to participate in the online catalog and adopt it for use inhouse in lieu of purchasing a vendor system or developing its own. The Kansas Regents Network (KARENET) is now operational and allows access to the library catalogs at Fort Hays, Wichita, KU-Med, and KU. John is investigating the technical aspects of connecting to KARENET and will report to library staff in May.

Returning to old business, Clint allowed that the May 1 deadline for a recommendation on the next retrocon project would have to slip. With the likelihood that the NSL would probably open later than earlier thought, Lorraine believed a delay to June 1 would not be a problem. She then gave a progress report on the Workinggroup on Union Catalog Issues (WUCI), recommending that a policy be established on maintaining duplicate manual records before WUCI proceeded too much further.
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 agency will be doing outside advertising for this position. Not restricted to state employees.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, **May 5, 1989**

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<td>R-16</td>
<td>Engineer Technician II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Kansas Department of Transportation</td>
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<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<tr>
<td>R-23</td>
<td>*Corrections Counselor II</td>
<td>Robert Hudson (913) 472-5501</td>
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<td>R-22</td>
<td>*Corrections Supervisor I (2 positions)</td>
<td>Ellsworth Correctional Facility</td>
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<td>R-24</td>
<td>*Corrections Supervisor II (applications only accepted through Thursday, May 4, 1989. 5 positions)</td>
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<td>R-20</td>
<td>*Corrections Officer IV (12 positions)</td>
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**ELLSWORTH**

| EMPORIA         | *User Services Consultant (Unclassified) | See Page 6 |
| Emporia State University | |

**EQUAL OPPORTUNITY EMPLOYER**

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<td>GARDEN CITY</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Kansas Department of Transportation</td>
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<tr>
<td>HAYS</td>
<td>Highway Maintenance Superintendent</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Kansas Department of Transportation</td>
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<tr>
<td>HUTCHINSON</td>
<td>*Corrections Counselor II</td>
<td>Shirley Lawson</td>
<td>(316) 662-2321, Ext. 372</td>
<td>Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Kansas Department of Transportation</td>
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<tr>
<td>LAWRENCE</td>
<td>*Architect I (Construction Administration)</td>
<td>Lynn George</td>
<td>(913) 864-4942</td>
<td>University of Kansas</td>
</tr>
<tr>
<td>MEDICINE LODGE</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Kansas Department of Transportation</td>
</tr>
<tr>
<td>PITTSBURG</td>
<td>*Engineer in Training</td>
<td>JoAnn Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
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<tr>
<td>PRATT</td>
<td>*Accountant III</td>
<td>Lola Tritt</td>
<td>(316) 672-5911</td>
<td>Department of Wildlife and Parks</td>
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<tr>
<td>TOPEKA</td>
<td>*Administrator, Child &amp; Adolescent Service System (Unclassified)</td>
<td>Elaine Schlink</td>
<td>(913) 296-3471</td>
<td>Department of Social and Rehabilitation Services Mental Health and Retardation Services</td>
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<tr>
<td></td>
<td>*Civil Engineer II</td>
<td>Teresa Parsons</td>
<td>(913) 266-1462</td>
<td>Adjutant General's Dept. of Emergency Preparedness</td>
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<tr>
<td></td>
<td>Community Program Consultant I</td>
<td>John Ulmer</td>
<td>(913) 296-5157</td>
<td>Department of Social and Rehabilitation Services Adult Services</td>
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<tr>
<td></td>
<td>(Position is responsible for physically examining private residences for weatherization inspections.)</td>
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<td>*Compensation and Classification Analyst (Personnel Management Specialist II) (See Page )</td>
<td>Vicki Harding</td>
<td>(913) 296-3140</td>
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<td>Department of Administration Division of Personnel Services</td>
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<td>R-27</td>
<td>*Computer Systems Analyst III</td>
<td>Graig Brummer</td>
<td>(913) 232-6000</td>
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<td>Kansas Bureau of Investigation</td>
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<td>R-21</td>
<td>*Emergency Preparedness Planner I, Trainee</td>
<td>Teresa Parsons</td>
<td>(913) 266-1462</td>
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<td>Adjutant General's Dept. of Emergency Preparedness</td>
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<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
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<td>Kansas Department of Transportation</td>
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<tr>
<td>R-19</td>
<td>Engineering Technician IV (2 positions)</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
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<td>R-19</td>
<td>Equipment Mechanic I</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
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<td>R-22</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
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<td>R-13</td>
<td>Keyboard Operator II (Forbes Field)</td>
<td>JoAnn Moran</td>
<td>(913) 296-1290</td>
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<td>Department of Health &amp; Environment</td>
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<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
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<td>Kansas Department of Transportation</td>
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<tr>
<td>R-21</td>
<td>*Librarian I (Requires Master's degree in Library Science. Course work in American History and course work or experience in original cataloging and state and/or federal documents is preferred.)</td>
<td>Kay Jones</td>
<td>(913) 296-2974</td>
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<td>Kansas State Historical Society</td>
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<td>R-21</td>
<td>Management Analyst I</td>
<td>Dorothy Rappard</td>
<td>(913) 296-2638</td>
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<td>Department of Social &amp; Rehabilitation Services</td>
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<td>R-11</td>
<td>Office Assistant II</td>
<td>Donna Krier</td>
<td>(913) 296-3077</td>
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<td>R-11</td>
<td>Office Assistant II (Intermittent)</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas Department of Transportation</td>
<td></td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (65%, requires bookkeeping)</td>
<td>Elaine Schlink</td>
<td>(913) 296-3471</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Social and Rehabilitation Services Mental Health and Retardation Services</td>
<td></td>
</tr>
</tbody>
</table>
TOPEKA (cont.)

R-27  
*Personnel Management Specialist III  
(See Page 6)  
Vicki Harding (913) 296-3140  
Department of Administration  
Division of Personnel Services

R-22  
*Programmer II  
Graig Brummer (913) 232-6000  
Kansas Bureau of Investigation

R-26  
*Research Analyst IV  
(See Page 5)  
Ginny McCord (913) 296-4171  
Board of Agriculture

R-13  
Secretary I  
(Applications accepted through May 12, 1989)  
Teresa Parsons (913) 266-1462  
Adjutant's General Dept. of  
Emergency Preparedness

R-27  
*Technical Support Programmer II  
Graig Brummer (913) 232-6000  
Kansas Bureau of Investigation

WICHITA

R-21  
Field Representative  
(Employment Security)  
Penelope Klepinger (316) 266-8640  
Department of Human Resources

R-11  
Office Assistant II  
(Position is located in Meridian Office)  
Donna Krier (913) 296-3077  
Department of Revenue

WINFIELD

R-21  
*Dietitian II  
Farrel Oard (316) 221-1200  
Winfield State Hospital and Training Center

R-15  
*Licensed Practical Nurse

R-24  
*Pharmacist I

R-21  
*Psychologist I

R-28  
*Psychologist IV

R-22  
*Registered Nurse II  
(11:00 p.m. to 7:00 a.m. Shift)  
R-25  
*Registered Nurse III (All Shifts)

R-21  
*Social Worker II

R-26  
*Speech Pathologist/Audiologist I
TIME CARD DEADLINE

Time cards are due in the Library Office on Monday, May 15th at 9:00 a.m. for all classified, unclassified and student staff. As a reminder, please submit your student hourly payroll projections as requested along with the time cards. Contact Judy Kasson if you have any questions. Judy Kasson

SUPPLY ORDER DEADLINE FOR FY89

As announced earlier in FYI, the deadline for submission of supply orders requiring the competitive bid process (above $500) was April 25. In anticipation of the upcoming fiscal year close, all orders not requiring the bid process (under $500 in cost) should be submitted to Janet Mears in the Library Office by May 24. Supplies or printed items that will be needed prior to the close of this fiscal year should be ordered now so that funds can be identified for these purchases. Nancy Jaeger

STAFF DEVELOPMENT SURVEY REMINDER

The Staff Development Committee will continue to accept completed surveys past the deadline of May 10th. Please return the surveys to Judith Emde in Cataloging. Thank you for your participation. Judith Emde

ATTACHMENTS

Attached to this issue of FYI are LPA Exec. minutes and the State's Promotion and Transfer list.
MINUTES: LIBRARY FACULTY ASSEMBLY - EXECUTIVE COMMITTEE  
DATE: April 18, 1989

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

The minutes from the April 11th meeting were amended and approved. Minutes were received from the Salaries Committee dated Feb. 24th, March 8th, and April 3rd; from CREEP dated March 28th and April 4th; and from the Staff Development Committee dated April 3rd and April 11th.

LFA Exec discussed the proposals submitted from the LFA committees regarding code changes for the committees. Nominating and Ballot recommended no changes. LFA Exec agreed to present the changes suggested by Staff Development, LCPT, and Salaries to the membership. Staff Development and Salaries will be asked to format their changes similar to the form of LCPT's changes by April 28th. LCPT had numbered each paragraph and provided an explanation for each change. Rick, Rob, and Judith will meet to decide how to distribute the editorial changes and substantive additions on the ballot.

The Budget and Planning Committee submitted a letter to LFA Exec that expressed concern about the effectiveness of the committee as it presently stands and stated two alternatives regarding membership and responsibilities. At the general meeting, B & P will be asked to present these ideas to the membership. All LFA committees recommending code changes will be given a chance to explain the reasoning for the revisions. A copy of the proposed code revisions will be sent to all LFA members one week before the general meeting. B & P will be asked if the letter sent to LFA Exec could be sent to LFA as is or would the members like to revise it first. The general meeting was scheduled for Wednesday, May 24th, at 9:30 A.M.

Rick received a note from Annie Williams stating that the NSL committee does not wish to fill the vacancy on the committee. Dean Ranz does not intend to refer questions regarding Phase II to the NSL committee.

The next LFA Exec meeting was scheduled for Tuesday, May 2nd, at 10:45 A.M.

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

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, May 12, 1989.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ATCHISON</td>
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<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Kansas Department of Transportation</td>
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<td></td>
<td>DIGHTON</td>
<td></td>
</tr>
<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Kansas Department of Transportation</td>
</tr>
<tr>
<td></td>
<td>ELLSWORTH</td>
<td></td>
</tr>
<tr>
<td>R-26</td>
<td>*Administrative Officer III</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-21</td>
<td>*Lock System Specialist II</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-21</td>
<td>*Procurement Officer I</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
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<td>GARDEN CITY</td>
<td></td>
</tr>
<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Kansas Department of Transportation</td>
</tr>
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<td></td>
<td>HUTCHINSON</td>
<td></td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Mike Ramirez (913) 296-3721 Kansas Department of Transportation</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER

(Continued On Back)
KANSAS CITY

R-27 *Personnel Management Specialist III Warren Hurst (913) 281-3308
School for the Visually Handicapped

LANSING

R-26 Classification Administrator, Corrections Judy Randolph (913) 727-3553
(Application accepted through May 12) Kansas Correctional Institution at Lansing

MEDICINE LODGE

R-22 Highway Maintenance Supervisor Mike Ramirez (913) 296-3721
Kansas Department of Transportation

NORTON

R-23 Equipment Mechanic III Mike Ramirez (913) 296-3721
Kansas Department of Transportation

PITTSBURG

R-22 *Engineer in Training JoAnn Moran (913) 296-1290
Department of Health and Environment

PRATT

R-22 Highway Maintenance Supervisor Mike Ramirez (913) 296-3721
Kansas Department of Transportation

SALINA

R-24 Senior Electronic Communication Specialist Mike Ramirez (913) 296-3721
Kansas Department of Transportation

TOPEKA

R-25 *Administrator, Child & Adolescent Elaine Schlink (913) 296-3471
Service System (Unclassified - Limited Term) Department of Social and Rehabilitation Services
Mental Health and Retardation Services

R-22 Chemist II Mike Ramirez (913) 296-3721
Kansas Department of Transportation

R-26 *Civil Engineer II Teresa Parsons (913) 266-1462
Teresa Parsons (913) 266-1462
Adjoint General's Dept. of Emergency Preparedness

R-16 Engineering Technician III Mike Ramirez (913) 296-3721
Kansas Department of Transportation

R-19 Equipment Mechanic I Mike Ramirez (913) 296-3721
Kansas Department of Transportation

R-17 General Maintenance and Repair Teresa Parsons (913) 266-1462
Technician II (Carpenter and Electrician) Adjoint General Department
TOPEKA (cont.)

R-18  Library Assistant II  
      Kay Jones (913) 296-2974  
      Kansas State Historical Society

R-11  Office Assistant II  
      Mike Ramirez (913) 296-3721  
      Kansas Department of Transportation

R-13  Office Assistant III  
      Elaine Schlink (913) 296-3471  
      Department of Social and Rehabilitation Services  
      Mental Health and Retardation Services

R-15  Office Assistant IV  
      Mike Ramirez (913) 296-3721  
      Kansas Department of Transportation

R-16  Power Plant Operator II  
      (Requires Rotating Shifts)  
      Helen Ramsay (913) 296-3116  
      Department of Administration  
      Buildings and Grounds

R-15  Secretary II  
      David Ison (913) 296-2128  
      Department of Administration  
      Division of Accounts and Reports

R-23  *Social Service Administrator I  
      (Aging Network Specialist)  
      Lyndon Drew (913) 296-4986  
      Department on Aging

R-21  Social Worker II  
      Linda Kraus (913) 296-3936  
      Youth Center at Topeka

R-28  *Systems Software Specialist  
      Vicki Harding (913) 296-3140  
      Department of Administration  
      Division of Purchases

WICHITA

R-21  *Education Certification Specialist  
      Frankie Brown (316) 689-3065  
      Wichita State University

R-21  Field Representative  
      (Employment Security)  
      Penelope Klepinger (316) 266-8640  
      Department of Human Resources

WINFIELD

R-21  *Dietitian II  
      Farrel Oard (316) 221-1200  
      Winfield State Hospital and Training Center
R-15  *Licensed Practical Nurse
R-24  *Pharmacist I
R-21  *Psychologist I
R-28  *Psychologist IV
R-22  *Registered Nurse II  
      (11:00 p.m. to 7:00 a.m. Shift)
R-25  *Registered Nurse III (All Shifts)
R-21  *Social Worker II
R-26  *Speech Pathologist/Audiologist I
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

LIBRARY FACULTY ASSEMBLY GENERAL MEETING

An LFA general meeting is scheduled for Wednesday, May 24th, at 9:30am in the Watson Library conference rooms. Copies of the agenda, proposed code revisions, and recommendations from the Budget and Planning Committee will be distributed to the LFA membership this week. Judith Emde

COLLECTION DEVELOPMENT COUNCIL MEETING ANNOUNCED

The Collection Development Council will meet on Wednesday, May 31, 10:30am in conference room A. The agenda will include: 1) a discussion of the campus telecommunications network and possible bibliographic files (e.g. "Current Contents" tapes); 2) a report from the CD Policy Revision Committee; a discussion of the FY90 Acquisitions budget. Rich Ring

HOWEY READING ROOM BREAK HOURS

Howey Reading Room break hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Sat., May 20 - Mon., May 29</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Tues., May 30 - Mon., June 5</td>
<td>8:00am-4:00pm*</td>
</tr>
<tr>
<td>Tues, June 6</td>
<td>Regular Hours</td>
</tr>
</tbody>
</table>

*Mondays-Fridays; Saturdays and Sundays, CLOSED Cherrie Saile

OCAT PRINTERS AT LAST!

On Wednesday, May 10, the first online catalog printer was installed in Watson Reference. The second will be added soon. Printing is limited to a simple screen print (i.e. everything displayed on the screen, including commands, is printed), one screen at a time. More sophisticated printing will be a complex hardware and software enhancement not likely to occur for a long time. Jim Neeley

NEW CD-ROM PRODUCTS TO BE DEMONSTRATED

Jim Drummond, Congressional Information Service (CIS) representative, will be in the Government Documents/Map Library demonstrating two new CD-ROM products on May 23rd from 11-3. The Congressional Masterfile II indexes material appearing in the Serial Set volumes (i.e.-House/Senate reports, documents, etc.) from 1970-1988. The Statistical Masterfile indexes statistics generated by federal, state and local governments and private organizations. This product is a cumulative index to the American Statistical Index (ASI) and the Statistical Reference Index and covers the period 1971-1988. We encourage everyone to come visit, test these new products and offer their comments and suggestions. Dan Barkley

LFA ELECTION RESULTS

The results of the election for LFA Exec and LCPT members are as follows:

LFA Executive Committee:

Vice Chair/Chair Elect: Sheryl Williams
Secretary: Mike Biggins
Librarian I Representative: Kathy Snell
Librarian II Representative: Paulette DiFilippo

An Equal Opportunity/Affirmative Action Employer
Librarian III Representative: Marilyn Clark
Unclassified Professional Representative: Nicolette Bromberg

Committee on Promotion and Tenure:
LI: Mary Rosenbloom (FY89/90-90/91)
LII: Sandra Brandt (FY89/90-90/91)
LIII: Mary Roach (FY89/90-90/91)

BIRTH ANNOUNCEMENTS
The Cataloging Department is happy to announce the birth on May 4th of the daughter of Mary and Bill Roach, Caitlin Ailis Roach. Mary will be at home with Caitlin for the summer. Rick and Susanne Clement are the proud parents of a new baby girl who was born on May 11th. The Clements have named their baby Elizabeth Wolcott Clement.

ATTACHMENTS
Minutes of the Library Faculty Assembly Executive Committee 5/2/89 meeting; Minutes of the Libraries Committee on Promotion and Tenure 4/28/89 meeting; State Promotion and Transfer List.
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: May 2, 1989

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

The minutes from the April 18th meeting were amended and approved. The following minutes were received: LCPT dated 3/31/89, 4/7/89, 4/12/89, 4/19/89, 4/24/89; Salaries dated 4/12/89; CREEP dated 4/11/89, 4/19/89; B & P dated 4/3/89.

Rick Clement wrote a letter to Dean Ranz requesting his presence at the LFA meeting scheduled for May 24th to give his input on code revisions. Dean Ranz indicated to Rick that he would not be present at the meeting and stated his strong opposition to the amendment changing the membership of LCPT.

LFA Exec reviewed Rick’s suggestion for distributing code changes on the ballot for LCPT. A few suggestions for clarification were made. Next, the formats submitted by the Salaries and Staff Development committees listing the code revisions were discussed and suggestions were made on how to display the changes on the ballot.

Suzanne Tronier, chair of Budget & Planning (B & P), agreed to our request to send the letter from B & P suggesting two alternatives to membership and responsibilities to LFA before the general meeting and will be prepared to state their position at that meeting.

The committee continued to scrutinize the Code from the beginning, looking for typographical errors and potential changes as a result of the proposed committee revisions.

LCPT has requested to present the revisions to the promotion and tenure forms to the membership at the meeting on May 24th.

The next LFA Exec meeting will be scheduled for next week.

Judith Emde, Secretary
Libraries Committee on Promotion and Tenure

Minutes of Meeting, April 28, 1989

Present: Mason, Melton, S. Miller, Moore, Wilson
Absent: Carvalho, K. Miller

LCPT met on Friday, April 28th, 1989 at 10:00 a.m. in Room B. Minutes of the meetings of April 19 and April 24 were amended and approved.

The purpose of this meeting was to continue work on proposed changes to the promotion and tenure forms and the provision of directions and suggestions to librarians for completing them. We first discussed the idea of whether to send our proposals to the membership before submitting them to UCPT's subcommittee on forms which is meeting on Monday May 1st. It was decided to send them to the UCPT subcommittee as planned, but with clear wording that these were tentative drafts which had not been discussed by the entire Library faculty. In this way, we could obtain a sense of UCPT's reception of our proposals which in turn may be useful to know when the LFA membership discusses them. UCPT will not get, now or later, the text of the instructions and suggestions we are preparing for librarians which will accompany the form itself, but only our proposed changes to the actual forms.

We will ask LFA Exec if the discussion of our proposed changes can take place as part of the scheduled LFA general membership meeting on May 24th.

The committee then completed discussing and writing the proposed changes to the forms. Mason will try to produce a clean draft of these changes to send to the UCPT subcommittee this afternoon or Monday morning. We then continued to work on the text of the accompanying suggestions for librarians, their supervisors and future LCPTs in completing the forms, but adjourned at 12:30 p.m. without completing the process. We will schedule another meeting for next week to continue and perhaps complete it.

Respectfully submitted,

Rob Melton, Secretary
**TRANSFER LIST**

PROM( Contact

Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, May 19, 1989.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-15</td>
<td>*Office Assistant IV (2 Positions - Require typing skills for both - one position knowledge of KIPPS)</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-21</td>
<td>*Safety Specialist II</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-13</td>
<td>*Secretary III (Dictation)</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
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<td></td>
<td><strong>KANSAS CITY</strong></td>
<td></td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing Required)</td>
<td>Carla Nolan (913) 296-5700 The Kansas Lottery</td>
</tr>
<tr>
<td>R-27</td>
<td>*Personnel Management Specialist III</td>
<td>Warren Hurst (913) 281-3308 School for the Visually Handicapped</td>
</tr>
<tr>
<td>R-19</td>
<td>*Laundry Manager</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
</tr>
<tr>
<td>R-15</td>
<td>*Food Service Supervisor I</td>
<td>Mary Stanton (913) 877-3380 Stockton Correctional Facility</td>
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<td><strong>TOPEKA</strong></td>
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</tr>
<tr>
<td>R-21</td>
<td>Auditor I (Limited Term)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-26</td>
<td>*Civil Engineer II</td>
<td>Teresa Parsons (913) 266-1462 Adjutant General Department Emergency Preparedness</td>
</tr>
<tr>
<td>R-21</td>
<td>*Community Program Consultant I</td>
<td>B. J. Williams (913) 296-4276 Department of Social and Rehabilitation Services Adult Services</td>
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<th>TOPEKA, cont.</th>
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</table>

EQUAL OPPORTUNITY EMPLOYER
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

PERSONNEL

Marilee Richards, Library Assistant I in Cataloging, has announced her resignation. Marilee began employment with the Libraries in September, 1988 and has accepted a position with the Kansas State Historical Society. Her resignation is effective June 9th.

NED KEHDE INJURED IN ACCIDENT

Ned Kehde and his wife Pat are recovering at Lawrence Memorial Hospital from injuries suffered in an automobile accident east of Topeka last Friday evening. Ned's father was fatally injured in the accident. The Library's staff association, KULSA, has sent cards and a plant. Ned is in room 418 and would be glad to receive cards and visitors. Pat is in the Intensive Care Unit, room 234. The secretary of the Organization and Activities Center (Lori, 4-4861), the department in which Pat works, is coordinating food contributions for Kehde's upon their release from the hospital. Library staff who are able to assist in this manner should contact Lori. The Library extends its deepest sympathies to Ned and Pat, and sincere wishes for their full recovery.

Sandy Gilliland

UNIVERSITY ARCHIVES HOURS OF SERVICE

In the absence of Ned Kehde, the University Archives has shortened its hours of opening to the public. Until further notice, summer hours of the Archives are 9:00am - 12:30pm and 1:30pm - 4:00pm Monday Through Friday.

Mary Hawkins

TIME SCHEDULE FOR PRODUCTION & LIBRARY CICS ANNOUNCEMENT

Attached to this issue of FYI is an announcement from the Computing Center on the time schedule for CICS (Production & Library) availability for the period 6 June through 27 August 1989. The only exception to this schedule for Library CICS is on July 4, when availability will be from 8am to 5pm. There are no exceptions to the Online Catalog availability. Production CICS will not be available on holidays observed by the University.

Nancy Jaeger

HISTORICAL EVENT IN EAST ASIAN LIBRARY!

The East Asian Library proudly announces that on May 23rd they produced the first online catalog card in Chinese.

Gene Carvalho

AFFIRMATIVE ACTION TRAINING SEMINARS ANNOUNCED

Attached is a schedule of seminars offered by the Affirmative Action office during the summer session. Library staff interested in attending one or more of these seminars should contact the Affirmative Action Office, 4-3686, to register.

Sandy Gilliland

TELENET COURSE OFFERINGS

A variety of courses will be offered during the summer and fall semesters at 37 locations around the state via TELENET. A library science course will be offered, "Societal Functions of Libraries and Information Systems" taught by Dr. Martha Hale, Dean of the School of Library and Information Management at Emporia State University, from June 6 through July 27. The TELENET location in Lawrence is in room 125 of the Division of Continuing Education building, 645 New Hampshire. A variety of other courses will also be offered.

An Equal Opportunity/Affirmative Action Employer
Tuition for credit courses is $45 per undergraduate credit and $62 per graduate credit for courses from ESU. Tuition for courses from other Regents institutions varies. For additional information regarding TELENET courses, contact Sandy Gilliland, 4-3601, or the Regents Network Office, (913) 532-5995. Sandy Gilliland

WATSON CARD CATALOG PROJECT

Over the summer, Cataloging Department staff, with the help of the Reference Department and other Technical Services departments will be removing from the Watson card catalog all of the OCLC cards produced by the Watson Cataloging Department and cards representing books for the new Science Library now in the online catalog. We estimate that we will be able to remove thirty cabinets at the end of the summer. Lorraine Moore

MICROCOMPUTER WORKSHOP UPDATE

The Computer Center is still trying to get our sessions schedule. Delay was due to finals frenzy. I will be contacting Herb (Computer Center) May 31st and he promises to have some of the sessions arranged by then. So be patient and you will know anything as soon as I do. Thanks. Sally Nugent

ATTACHMENTS

CICS Summer Availability Time Schedule; Affirmative Action Seminars Schedule; Minutes of Library Faculty Assembly Executive Committee meetings of 5/11/89 and 5/16/89; State Promotion and Transfer List.

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY SEMINARS
SUMMER 1989

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<tbody>
<tr>
<td>June 7</td>
<td>Wednesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
</tr>
<tr>
<td>June 13</td>
<td>Tuesday</td>
<td>2:00-4:00</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>June 14</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Preventing Sexual Harassment</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>June 22</td>
<td>Thursday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
</tr>
<tr>
<td>July 5</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
</tr>
<tr>
<td>July 13</td>
<td>Thursday</td>
<td>2:00-3:30</td>
<td>Preventing Sexual Harassment</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>July 19</td>
<td>Wednesday</td>
<td>2:00-4:00</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>International Room, Kansas Union</td>
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<tr>
<td>July 20</td>
<td>Thursday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
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<tr>
<td>August 2</td>
<td>Wednesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
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<td>August 10</td>
<td>Thursday</td>
<td>2:00-4:00</td>
<td>Valuing Diversity III - Communicating Across</td>
<td>International Room, Kansas Union</td>
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<tr>
<td>August 17</td>
<td>Thursday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>College Conference Room, 208 Strong Hall</td>
</tr>
</tbody>
</table>
TO: Administrative Computing Users
FROM: William J. Pesek Jr., Operations Production Manager
DATE: May 15, 1989
SUBJECT: Time Schedule for Production CICS and Library CICS

The following is the schedule of availability for Production CICS and Library CICS for the period June 6, 1989 through August 27, 1989. Also included is a list of exceptions to the standard schedule.

If you have any questions concerning this schedule, they can be directed to William J. Pesek Jr., Operations Production Manager at 4-0112.

Production CICS Schedule

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<thead>
<tr>
<th>Day</th>
<th>Availability</th>
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<tr>
<td>Monday - Friday</td>
<td>8 A.M. to 9 P.M.</td>
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<td>Saturday</td>
<td>9 A.M. to 5 P.M.</td>
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<td>Sunday</td>
<td>Noon to 9 P.M.</td>
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Library CICS Schedule

File availability for Circulation, Serials, Catalog and Retrospective Conversion

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<tr>
<th>Day</th>
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<td>Monday - Friday</td>
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<td>Saturday</td>
<td>9 A.M. to 5 P.M.</td>
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<td>Sunday</td>
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Availability for the Online Catalog System

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<th>Day</th>
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<tr>
<td>Monday - Friday</td>
<td>8 A.M. to 3 A.M.</td>
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<td>Saturday</td>
<td>9 A.M. to Midnight</td>
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<tr>
<td>Sunday</td>
<td>8 A.M. to 3 A.M.</td>
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</tbody>
</table>
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: May 11, 1989

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

The minutes from the May 2nd meeting were amended and approved. Minutes were received from LCPT dated 4/28/89.

The committee worked on the agenda for the May 24th LFA meeting. Agenda items include introduction of new members; committee reports; code revisions for LCPT, Staff Development, and Salaries; Budget and Planning recommendations for restructuring committee; and LCPT's proposed changes to the promotion and tenure forms.

The layout of the ballot for the code changes was discussed. Rob will organize all of the code revisions and Rick will type a ballot to be reviewed by LFA Exec members early next week. A sample ballot will be sent to the LFA members along with the agenda and B & P's letter of recommendations late next week.

LFA Exec will meet next at 9:00 A.M. Wednesday, May 24th, before the general meeting.

Judith Emde, Secretary

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MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: May 16, 1989

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

The LFA Exec met after a combined meeting with CREEP to discuss the agenda for next week's LFA general meeting. Rick presented a draft of the LFA code with the proposed revisions and requested that the committee members proof the draft. The agenda, code revisions, and B & P's letter will be sent out Thursday to the LFA membership.

Rick received a petition requesting ACRL members to establish a discussion group for academic librarians' associations. Any ACRL members who would like to sign the petition should contact Rick.

LFA Exec will meet at 9:00 A.M. before the general meeting next Wednesday.

Judith Emde, Secretary
**DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS**

**DEADLINE FOR THE TIME CARDS FOR THE FINAL YEAR-END PAYROLL**

The final pay period of this fiscal year is May 18 - June 17, 1989. All student time cards are due in the Library Office by 9:00 a.m. on WEDNESDAY, JUNE 14. To meet the University's deadline for this final payroll, all library time reports must be completed by June 15th. Due to the short turn-around time for submission of these payroll reports this month, **no changes may be made after the time cards have been submitted to the Library Office.** No supplemental payroll may be processed after June 14. Therefore, please make sure that all hours worked are reported accurately on the time cards for the period 5/18-6/17/89.

Librarian and unclassified staff absence cards and classified monthly time reports are due by June 14. Contact Judy Kasson or Sandy Gilliland if you have any questions. 

**REVISED SCHEDULE OF LIBRARY HOURS**

Attached is a revised schedule of library hours, showing the recent change in University Archives hours. 

**LFA GENERAL MEETING SCHEDULED**

A Library Faculty Assembly general meeting has been scheduled for Tuesday, June 13th, at 9:30 a.m. in Conference Rooms A & B. The main item on the agenda will be the proposals on merit review from the Committee to Review the Entire Evaluation Process. A preliminary report of the committee's activities will be distributed to all members affected by the committee's proposals.

**NEW EXHIBITION ON VICTORIAN BOYS' WRITER**

G. A. Henty was probably the most popular of late 19th-century British writers of adventure stories for boys, and wrote some eighty of them, at one time producing as many as four a year. It has been estimated that a total of some two and a half million copies of his books were published, very many of them by "pirate" publishers in the U.S. The new exhibition in the Department of Special Collections shows 95 volumes out of a total Henty collection of 177 volumes. Several of the books on show were gifts from Clint Howard.

**STAFF DEVELOPMENT COMMITTEE SPONSORED FIELD TRIP REMINDER**

Don't forget! The field trip to the Nelson Atkins Museum and Library in Kansas City, MO will take place Wednesday, June 7th from approximately 8:30 a.m. to 5:00 p.m. If you would like to go, please contact Saralinda Rhodes in Reference (4-3366) as soon as possible. There are a few spaces left due to some cancellations. (If you've signed up but decide you cannot go, please let me know that, too.) Drivers are desperately needed for the vans. If you can volunteer to drive one of the vans at least on way, your efforts will be much appreciated by the entire group. The field trip will feature a custom tour of one of the largest art libraries between here and the West coast. Subject

(continued)
emphases are in art history, printing, sculpture, prints and drawings, decorative arts, Asian and Western arts. In addition, there will be a special tour of the Thomas Hart Benton show just for our group. This will be a good opportunity to see this centennial retrospective exhibition which ends soon on June 18th. Contact me if you need an itinerary or if you have questions.

Saralinda Rhodes

VACATIONS

Sherry Hawkins (Microforms Collection) will be on vacation from June 5th through July 26th. Please refer immediate problems to Sarah Couch (Periodicals).

Sherry Hawkins

TELENET COURSE ANNOUNCEMENT CORRECTION

Last week's FYI announcement concerning Kansas Regents Network TELENET course offerings incorrectly listed a library science course schedule. The course listed, Societal Functions of Libraries and Information Systems (ESU course taught by Dr. Marty Hale) will be offered from August 30 - December 13. One library science course will be offered during the summer TELENET session, "Adult Recreational Literature", an ESU course taught by Dr. Joni Bodart-Talbot, from June 6 through July 27. For additional information regarding the TELENET program, contact Sandy Gilliland, 4-3601, or the Kansas Regents Network, (913) 532-5995.

Sandy Gilliland

KULSA UPDATE

Ned Kehde is home from LMH; if you'd like to take in food for him, call Lori at 4-4861. Pat Kehde is still at LMH, room 404, and cards would be welcome.

Jennie Dienes sends the following note of thanks: "Dear Kulsa Members, Thank you for you kind cards at a time of our great loss. Your thoughtfulness is greatly appreciated."

Gordon Anderson sends the following note of thanks: "I want to thank everyone in the library for your concern and your support for me during my hospital stay and recovery at home. I am feeling very well—much better than I have for quite a while."

Annie Williams

CIVIL SERVICE EXAMINATION CALENDAR FOR JUNE

Attached to this issue of FYI is a list of civil service examinations offered by the Department of Personnel Services during the month of June. All student employees who are interested in permanent civil service employment must take one or more examinations to become eligible for vacant positions: Office Assistant III, Library Assistant I, Library Assistant II, Library Associate, Secretary I. Contact Judy Kasson or Sandy Gilliland, 4-3601, for additional information.

Sandy Gilliland

ATTACHMENTS

Attached is a copy of the revised Library Hours and the June civil service examination schedule.

Sandy Gilliland
### UNIVERSITY OF KANS

**June 1989**

Department of Personnel Services  
TESTING CALENDAR  
For Information Call 864-4942

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Written Examinations Offered: Cook, Food Service Supervisor I&II, General Maintenance & Repair Technician I&II, Office Assistant I&II, Refrigeration & Air Cond. Service Technician I&II, Storekeeper I,II,III

Written & Performance Examinations: Keyboard Operator I&II, Secretary I&II

Unassembled Examinations Offered: Bookkeeper, Dietitian I&II, Facilities Maintenance Supervisor, Medical Technologist I, Painter, Plumber I, Radiologic Technologist II (Diagnostic X-Ray)
# THE UNIVERSITY OF KANSAS LIBRARIES

## SUMMER SCHEDULE OF HOURS: JUNE 6 - AUGUST 27, 1989

**5/26/89**

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<thead>
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<th>Contact Information</th>
<th>Hours of Opening</th>
<th>Exceptions</th>
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<td><strong>CIRCULATION</strong> (864-4715)</td>
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<td><strong>RESERVE</strong> (864-3396)</td>
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<td><strong>MICROFORMS</strong> (864-4661)</td>
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<td><strong>PERIODICALS READING ROOM</strong> (864-3950)</td>
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<td>Mon-Thur 8am - 10pm</td>
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<td><strong>Hours During Class Holidays:</strong></td>
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<td>July 4 Closed</td>
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<td><strong>ART &amp; ARCHITECTURE LIBRARY</strong> (864-3020)</td>
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<td>1st Level, Spencer Museum</td>
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<td>Mon-Thur 8am - 6pm</td>
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<tr>
<td><strong>FINES OFFICE (864-4715)</strong></td>
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<td>305C Watson Library</td>
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<td>Mon-Fri 8:30am - 4:30pm</td>
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<tr>
<td><strong>GOVERNMENT DOCUMENTS &amp; MAPS</strong> (864-4662)</td>
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<td>209 Strong</td>
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<tr>
<td><strong>MATHEMATICS &amp; COMPUTER SCIENCE LIBRARY (864-4340)</strong></td>
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<td>209 Strong</td>
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<td><strong>EAST ASIAN LIBRARY</strong> (864-4669)</td>
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<td>5th Level Watson</td>
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<td><strong>HOURS DURING CLASS HOLIDAYS:</strong></td>
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<td>3rd Level, Watson</td>
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<td><strong>KANSAS COLLECTION</strong> (864-4274)</td>
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<td><strong>HOURS DURING CLASS HOLIDAYS:</strong></td>
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**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

Phone the library (library information: 864-3956) or the University Information Center: 864-3506.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

REMINDER—DEADLINE FOR TIME CARDS FOR THE FINAL YEAR—END PAYROLL

The final pay period of this fiscal year is May 18–June 17, 1989. All student time cards are due in the Library Office by 9:00 a.m. on Wednesday, June 14. To meet the University's deadline for this final payroll, ALL library time reports must be completed by June 15th. Due to the short turn-around time for submission of these payroll reports this month, no changes may be made after the time cards have been submitted to the Library Office. No supplemental payroll may be processed after June 14. Therefore, please make sure that all hours worked are reported accurately on the time cards for the period 5/18-6/17/89.

Librarian and unclassified staff absence cards and classified monthly time reports are due by June 14. Contact Judy Kasson or Sandy Gilliland if you have any questions.

Judy Kasson

CLASSIFIED VACANCY

Due to Martha Dickinson's resignation (see PERSONNEL below), the Department of Special Collections has announced the availability of a full-time Secretary I position. Responsibilities include: 1) Secretary to the Department Head; 2) Reception and public service duties; 3) Supervisory duties; 4) Departmental functions (accounts receivable, file maintenance, etc.); 5) Special projects.

Minimum Requirements (specified by the State): One year of experience in secretarial and/or clerical work. (Some secretarial/office administration training may be substituted.) Preferred Selection Criteria: Effective oral and written communication skills; ability to establish and maintain effective working relationships with the public and staff; ability to organize work with detailed and complex procedures effectively, to work independently and accurately, to meet deadlines and to establish work priorities; accurate typing skills of approximately 50 wpm; experience with microcomputers and word processing software, preferably WordStar; good proofreading skills; supervisory skills or experience; demonstrated initiative; ability to demonstrate a professional attitude; bookkeeping skills or experience; one or more years educational or work experience in a university environment, preferably at KU; ability to establish bibliographical identity of both foreign and English language materials; interest in or experience working with historical research materials.

The Secretary I classification is funded at salary range 13 on the State civil service salary scale, at a beginning salary of $15,324 (FY90). Library staff interested in being considered for this vacancy should contact Judy Kasson, Library Office, by 5:00 p.m. Wednesday, June 14, 1989. A copy of the position description is on file in the Library Office for review.

Sandy Gilliland

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

PERSONNEL

Martha Dickinson, Secretary I in Special Collections, has announced her resignation effective June 17th. Martha began employment with the Libraries in August, 1985. She has accepted a promotion with the Department of Psychology, K.U.

Sandy Gilliland
FY90 Civil Service Pay Plan and Longevity Bonus

The June 1989 issue of KANSAGRAM contained the FY90 salary scale for classified staff. All library classified staff will receive salary/step information within the next few days from Sandy Gilliland. In the meantime, if you are interested in locating your new step on the new salary scale, please refer to the attached pay plan which lists the previous (FY89) salary steps. Staff who have been funded during FY89 on a longevity step (D, D3, D6, etc.) and who have been on a longevity step for at least 12 months, will receive an increase to the next step on the FY90 pay scale effective 6/18/89. On the FY90 salary scale, the increase between steps A and B, and B and C occurs after six months. Beginning with step C, increases to the next step are awarded on an annual basis.

All classified staff should have received a memo from David Lewin requesting dates of all state employment (non-student) so that the longevity bonus may be figured. Please submit this information directly to the University's Personnel Office as soon as possible. The $40 per year longevity bonus will be awarded to classified staff who have accumulated a total of 10 or more years of service with the State. Part-time service is pro-rated (one year of half-time employment will equate to 6 months of full-time service); and leaves without pay of more than 30 consecutive days will be subtracted from the total service. The anniversary date of the longevity bonus will be the staff member's date of first employment with the state of Kansas in a non-student position. For example, if a staff member began State employment August 25, 1974, he/she will be eligible for a longevity bonus as of August 25, 1989 and will receive the bonus check on October 1, 1989. All library staff eligible for a longevity bonus will be notified of the date the bonus will be received and amount of the bonus.

Library staff with questions regarding this information should contact Sandy Gilliland, 4-3601.

Sandy Gilliland

Classified Monthly Time Reports

Please note the following addition to the procedures for completing the Classified Monthly Time Report:

Classified staff who do not work on an official state holiday should report 8H (or 4H if half-time employed) on the designated holiday. The code "H" should be added to the list of codes in the Monthly Time Report procedures. Contact Sandy Gilliland if you have any questions regarding this information.

Sandy Gilliland

Assistant Dean Search Committee Appointed

The following staff have been appointed to the Assistant Dean for Technical Services search committee: Sandra Brandt, ILS; Brower Burchill, Academic Affairs; David Burress, IPPBR; Gene Carvalho, EAL; Sandy Gilliland; Mary Miller, Cataloging; Rachel Miller, Acquisitions; Rich Ring, Collection Development; Mary Roach, Cataloging; Kathy Snell, Reference; Jim Ranz. The committee will meet soon to develop the vacancy announcement.

Jim Ranz

Applications for Travel Reimbursement Announcement

Applications for reimbursement of travel to professional meetings during July, August, and September were due May 15, 1989. Due to an oversight, the travel fund coordinator neglected to make the announcement in time. Applications may still be submitted, however. If you are contemplating travel to an out-of-state conference during July, August, or September, please submit an application by Thursday, June 22nd. Both classified and unclassified staff are eligible to apply for these funds. Forms are available from Saralinda Rhodes (4-3366). As a reminder, anyone receiving travel funds is required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. These reports will be published in the FYI.

Saralinda Rhodes
NEW EXHIBITION AT SPENCER LIBRARY

The CABINET DU ROY is a collection of over one thousand engravings begun by order of Louis XIV. The first of the plates was published in 1670, and further groups followed during the next three decades. However, it was not until 1727 that all the parts were brought together to form a single collection, which is now considered to be the second edition. The intent of the collection was to commemorate the chief events of the reign and also to reproduce the paintings, sculpture and other art treasures contained in the royal palaces. The work was placed under the supervision of Nicholas Clement (1651-1712), the royal librarian.

Thus, the collection in its entirety contains material added under Louis XV and later — in fact the Raphael featured in the exhibition carries the imprint of the Musee Napoleon, which puts it well into the 19th century. The individual impressions of the engravings shown here from the Spencer Library's set date variously from the 18th and 19th centuries but were assembled in the 1840s as a personal gift from King Louis Philippe to an English admirer of the French nation; only the index and the volume on the coronation of Louis XV shown in the exhibition were issued in the early 18th century.

The volumes are all very large folios; the largest illustration on show is a circular view of a painting in the dome of a chapel, and is approximately 3 feet in diameter.

L. E. James Helyar

LFA GENERAL MEETING REMINDER

A Library Faculty Assembly general meeting has been scheduled for Tuesday, June 13th, at 9:30am in the Watson conference rooms. The proposals from CREEP will be the major point of discussion.

Judith Emde

ATTACHMENTS

Online Catalog Update; Minutes of the following meetings: Libraries Committee on Promotion & Tenure, 5/9/89, Staff Development Committee, 4/24/89, 5/8/89, 5/22/89, 6/5/89; Staff Development Newsletter; FY90 Classified Salary Scale.
Growth:

The online catalog passed a small milestone this past weekend when it reached the 600,000 record mark. The current 600,473 records are a 50% increase over the original 400,104 records loaded into the catalog in November 1987. The current catalog contains 129,784 "see also" references and the following numbers of index entries (including "see" references): 689,938 names, 707,466 subjects, and 870,654 titles.

The 600,000 records in the file break down approximately as follows:

546,000 fully cataloged records
-- 12,667 are serials, the rest monographs
-- 52,710 are retrospectively converted records, the rest items cataloged on OCLC between 1976 and the present
54,000 brief monographic records

A small fix:

Up until now, some LC call numbers with double cutter numbers have not been sorting correctly in the call number index. I was able to fix the problem while working on some related programs so these call numbers should now be sorting correctly.

April Use statistics:

Total library CICS transactions: 2,140,764
Online catalog transactions: 1,057,748
Network transactions: 25,856

The past April showed heavy use of all library systems, including the online catalog. Both this year and last, April was the peak use month during the spring semester. This April's total of 1,057,748 online catalog transactions is a growth of 22.7% over the 862,258 in April 1988. March's transaction statistics were up about 15.8% over last year.

The library's proportion of all online administrative computing use appears to have reached its spring peak in April, as it did last year. May's percentages will be down considerably. The fall peak will probably come in October or November.

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<thead>
<tr>
<th>month</th>
<th>percent of online transactions</th>
<th>percent of CPU utilization</th>
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<tr>
<td>January</td>
<td>39.07%</td>
<td>58.02%</td>
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<tr>
<td>February</td>
<td>48.24%</td>
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<td>March</td>
<td>52.95%</td>
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<tr>
<td>April</td>
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-- CPU utilization is a general indication of actual work done by the computer -- general overhead is not included in the library's percentages

-- John Miller
Libraries Committee on Promotion & Tenure

Minutes of Meeting of May 9, 1989

Present: Carvalho, Mason, Melton, K. Miller, S. Miller, Moore, Wilson
Absent: Ranz (out of town)

LCPT met on Tuesday, May 9, 1989 at 3:00 p.m. in Room A. Minutes of the meeting of April 28th were approved.

S. Miller reported that the tentative draft of our revisions to the promotion and tenure forms had been examined by UCPT and that they thought they looked "terrific." Because Dean Ranz has been out of town recently, she has not yet had the chance to show them to him but will do so when he returns.

Melton reported that the LFA Exec agreed to put the proposed revisions of the promotion and tenure forms on the agenda for the LFA general meeting of May 24th. Copies of our proposed revisions will be sent to LFA members before that time so that they may examine them before the meeting.

Melton also reported on his meeting with Carolyn Kelly regarding the issue of whether LCPT should or should not inform applicants for sabbatical leave of our recommendation. Kelly is of the opinion that this is indeed our responsibility, and is the procedure used in the College and in all other professional schools that she is aware of. In light of this, we decided it would be best to codify this procedure, since the present Code does not provide for it. (See minutes of the April 12, 1989 meeting.) We re-wrote the proposed new second paragraph of the section of the LFA code dealing with LCPT; Melton will submit this to LFA Exec at its meeting on May 11th as a substitution to our previous code revision proposal.

K. Miller and Moore mentioned that, as co-acting-Assistant Deans for Technical Services, and thus having broader supervisory responsibilities, they may not be able to serve the second year of their elected terms on LCPT next year. We agreed that this will be a situation for the next LFA Exec to examine.

Attention then turned to the primary business of the meeting, which was further work on the instructions we are working on to accompany promotion and tenure forms. The remainder of the meeting was spent working on text to accompany the section of the forms dealing with the listing of and evaluation of research, scholarship, and creative or artistic performance (Section IV of the forms). There was considerable discussion of the proper placement of internally published and/or distributed publications (e.g., most exhibit catalogs, "Guides for Readers," etc.) and of scholarly work of a contributory nature (e.g., contributing to an indexing tool or bibliography) which may be more likely to be done by librarians than by teaching faculty.

The meeting adjourned at 5:30 p.m. One more meeting will be scheduled to finalize our work on the promotion and tenure forms and instructions before the LFA general meeting. It will be held at 10:00 on Thursday, May 18th.

Respectfully submitted,

Rob Melton, Secretary
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
April 24, 1989

Present: Rhonda Neugebauer (presiding), Judith Emde, Nancy Hawkins, Rosemary McDonough, Saralinda Rhodes, Linda Evans (visitor)

Changes in the format of the Staff Development Committee's suggestions for our section of the LFA code were made after discussion. The changes will be discussed at the next LFA general meeting, May 24.

Judith reported that the Staff Development Survey was ready to be produced and should be returned to the committee by the May 10 deadline. We will then meet as a whole and peruse the returned surveys.

Saralinda reported on the tour to the Truman Library and Independence home on May 3. Lunch options are open to each individual, except that reservations will be made for the Courthouse Exchange restaurant. Approximately forty-two staff members will be participating in the tour.

Nancy reported that the next Staff Development News will be April 27.

Linda made suggestions for starting a recycling effort within the libraries and would like to educate the staff about possibilities. The SDC was supportive of these suggestions.

The committee discussed the staff development travel fund and the administrative travel fund, and what the relationship might be between the two. Possible actions were discussed and may be enacted in June.

The next meeting of the SDC will be Monday, May 8, at 10:30 in the Cataloging Department's conference room.

Submitted by Nancy Hawkins, Secretary
Present: Rhonda Neugebauer (presiding), Nancy Hawkins, Rosemary McDonough, Saralinda Rhodes

Discussion of a staff development philosophy for the libraries began with the need to define what staff development is, what goals we want to set and what resources will be needed to accomplish these goals, and how do we make these goals known to the library staff.

The committee's annual report was also discussed, and each staff member will be given the report when it is published. Suggestions were made regarding administrative travel funds and the need to understand eligibility and criteria for such funds.

The next meeting for the committee will be May 22, at 10:30 in the Cataloging Department conference room.

Submitted by Nancy Hawkins, Secretary
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
June 5, 1989

Present: Rhonda Neugebauer (presiding), Judith Emde, Nancy Hawkins, Saralinda Rhodes

Rhonda presented a letter signed by ten librarians from Kenneth Spencer Research Library requesting aid in receiving certain professional journals related to their interests. Since most of the journals are shelved in Watson, it was requested that the table of contents be photocopied and circulated to Spencer staff. The committee supports their requests, and Rhonda will draft a letter to let the staff members know of our thoughts on the subject.

Saralinda reported on travel funds requests and the need for a short deadline for first-quarter requests. An announcement will appear in this week's FYI and the deadline will be June 22.

Comments were made regarding the May 24 LFA general meeting and reactions to the committee's suggestions for code changes.

The committee will be meeting with the dean sometime later in the month, and possible topics for discussion were listed.

Judith presented her compilation of the staff development survey's responses. The committee made numerous observations about the survey, and it hopes to present the results to the library staff by the end of this month.

The next meeting for the Staff Development Committee will be Friday, June 9, 10:30, in the Administrative Office Conference Room B.

Submitted by Nancy Hawkins, Secretary
ALA ANNUAL CONFERENCE VAN

In case you haven't heard, the KU Libraries will be providing a state van for transportation purposes to this summer's ALA conference in beautiful downtown Dallas, June 24 through June 29. If you would like to be a part of this fun-filled caravan, it's not too late to reserve a seat. The van will be leaving Lawrence on Friday, June 23, and returning Tuesday afternoon, June 27. Contact Rhonda Neugebauer in Serials Cataloging (864-3535) if you have not made your reservation and would like to participate.

STAFF DEVELOPMENT COMMITTEE DEVELOPMENTS

The Staff Development Committee will be meeting this Friday, June 9, at 10:30 in the Administrative Office Conference Room B. Year-end business will be discussed and possibly fisticuffs will ensue. But, fun will be had by all, and all are invited to attend any meetings of the committee—bring your own refreshments, though.
TRUMAN LIBRARY FOLLOW-UP
by Saralinda Rhodes

We hope everyone who participated enjoyed the trip to the Truman Library, Archives, Museum, and home in Independence, Missouri on May 3. Special thanks to our drivers--Joe Hewitt, Al Mauler, Maxine Younes--without whose willingness to drive we may not have been able to go. Considering the size of our group, I hope you would all agree that the trip went fairly smoothly. There seemed to be enough time for everything, although some of us would have liked to have been able to spend more time in the museum, or in the library and archives, or talking with the staff, including the very gracious Ray Geselbracht, who arranged everything for us and gave an introductory presentation that made us feel very welcomed. I hope each of you learned something you didn’t know before and that your lunch was as good as mine! It was a nice surprise when we did not have to pay entrance fees to either the museum or the Truman home, and this made the cost of lunch for some of use a little more bearable.

If you have any comments, criticisms, or suggestions for future trips, they are most welcomed and encouraged. Please direct any comments to me or to any member of the Staff Development Committee.

The Staff Development Committee also would like to share part of a letter sent to us after the Truman tour by Mr. Geselbracht:

Harvey S. Truman Library
Independence, Missouri 64050

May 18, 1989

Ms. Sara Linda Rhodes
University of Kansas Libraries
Lawrence, Kansas 66045-2800

Dear Sara:

Thank you for both the letters that you sent me - the personal and the official. It was a true pleasure for me and my staff to meet everyone in your group and to display our work and working home to you. We do get busy sometimes, but we will never be so busy that we will not do all we can to make time to meet people like you and your colleagues. We all hope you will form up another group again someday, and come to see us again.

I am circulating your official letter to my staff, and I am considering asking everyone if they would be interested in visiting the KU libraries. I admit I am taking your offer seriously. I would be very honored to be shown your work and workplace...

Sincerely,

Ray Geselbracht
RAY GESELBRACHT
Supervisory Archivist
L.E.E.P. CALENDAR (LIBRARY EMPLOYEE EDUCATION PLAN)

June 9, 10, 11
ESU Campus

"The Dynamics of a Small to Medium-Sized Academic Library," presented by Maureen Pastine, Director of Libraries, Washington State University and Betsy Baker, Head of Reference, Northwestern University. The purpose of this three-day conference is to affect creative changes in the small to medium-sized (200-7500 students) academic library. Topics will include: Reinforcing the Client-Service Relationship; Fresh Approaches to Strengthen Activities; Developing Stronger Connections to Educational Curriculum and Reform; Effecting Positive Change Within the Organization and Addressing Library Status Within the Campus Community; Demonstrating the Impact of the Smaller Academic Library in Higher Education. For registration, housing and fees information call Allison Level at (316) 343-5203.

June 13
William Allen White Library, ESU. 9:00 - 5:30


June 13
BCR Offices, Denver
September 20
BCR Offices, Denver

"Searching OCLC's Online Union Catalog." This is a basic course intended for personnel who are new to searching OCLC or those who require a review of the basics. The agenda includes the topics: access to the database base, description of the database, search keys, qualifiers, use of the circumflex (*), interpreting your search results, tips for searching names and titles. $60.00; 9:00 to 4:00; 6 hrs. C.E.

June 15
BCR Offices, Denver
September 21
BCR Offices, Denver

"Interlibrary Loan on OCLC-Basic," sponsored by BCR. A one-day hands-on workshop for new users of the OCLC Interlibrary Loan subsystem. The one-day "Searching OCLC's Online Union Catalog" workshop or comparable experience is a prerequisite for attending this workshop. Topics to be covered include 1) creating and sending ILL requests on OCLC, 2) use of constant data, 3) workflow consideration with the online ILL system, 4) borrower responsibilities, 5) lender responsibilities, 6) variations in ILL transactions. 9:00 to 4:00; $75.00; 6 hrs. C.E.

June 16
Days Inn Clarion, PA

"Rural Public Libraries, Who Uses Them: Report From a Statewide Survey," sponsored by Center for the Study of Rural Librarianship. Includes such topics as "Is the Public Library Only a Place for Women: A Community Analysis, "Practicing the Art of Rural Librarianship: What the Survey Says to Me," and much more. 8:00 to 5:00 Enrollment form available from Ernie Voss at the State Library. Deadline for enrollment June 9. No registration fee. Special room rates at Days Inn.

every microcomputer user should know," a one-day workshop covering 1) internal vs. external commands, 2) most commonly used DOS commands 3) directories - what's in a name? 4) backups 5) introduction to batch files and much more. $75.00; 9:00 to 4:00; 6 hrs. C.E.
L.E.E.P. CALENDAR
(LIBRARY EMPLOYEE EDUCATION PLAN)

June 19
BCR Offices, Denver

August 18
BCR Offices, Denver

June 20
BCR Offices, Denver

August 24
BCR Offices, Denver

September 13
Kansas State Library,
Topeka

June 20
Department of Education
210 E. 10th, Topeka
9:00 - 5:30

June 20
Airport Hilton, Wichita

June 22
Holiday Inn West, Topeka

June 23
Embassy Suites, 220 W. 23rd, K.C. MO.

June 21-22
BCR Offices, Denver

July 11
Central Kansas Cooperative in Education, 3023 Canterbury Dr.,
Salina, 9:00 - 5:30

"PC-TALK/PROCComm for Online Searching." Hands on practice and explanation of the mechanics of using each package to: set communications parameters and defaults, connect to an online search service, store automatic log-on procedures, upload and download search results. $50.00; 9:00 to 12:00; 3 hrs. C.E.

"PC/MS DOS Intermediate users - beyond the beginning (with an emphasis on Hard Disk Management," for anyone using a PC who has already mastered the content of "Introduction to PC/MS DOS." Will cover use of Config.sys files; commands like Prompt, Path, Change/Make/Remove Directory and Assign plus more. $75.00; 9:00 to 4:00; 6 hrs. C.E.

"New Ideas in Six Subjects for Library Media Specialists. Pt. 3, School Finance." Presented by Ferman Marsh, Assistant Commissioner, KDOE. The mysteries of school finance are now an important part of the media specialist knowledge base. This session will include information on the new state formula, how to predict the financial health of your district, plus how to plan and budget when the finances change from year to year. A district media director will discuss school finance from her viewpoint. See June 6, Part 1 for more details.

"How to Manage Conflict, Criticism, and Anger," sponsored by Seminars International and presented by Curt Romanowski, a fast-paced, informative and thought-provoking presenter. Analyze your approach to conflict; learn about giving and taking criticism; manage the anger that originates within you; learn how to respond to the anger of others, and more. $105.00; 9:00 to 4:00; 6 hrs. C.E. To register or for more information call 1-800-843-8084.

"Cataloging on OCLC-Basic," a two day workshop covering the use of OCLC for cataloging. Topics to be covered include 1) overview of BCR and OCLC, 2) Introduction to the MARC FORMAT, 3) MARC tagging exercises, 4) authority files, 5) terminal practice, 6) offline cataloging products: catalog cards, MARC tapes, spine labels, 7) access to the system: hardware, software and telecommunications, 8) editing the OCLC record. $90.00; 9:00 to 4:00; 6 hrs. C.E.

"New Ideas in Six Subjects for Library Media Specialists. Part 4, "Working With At Risk Students." Presented by June Level, KDOE. At risk students exist in all Kansas school districts from the smallest to the largest. Library Media Specialists are now faced with a variety of these students and groups that need special attention. What students are "at risk"? This session will show how library media specialists can better serve the needs of these students, their teachers, and parents. See June 6, Part 1 for more details.
**L.E.E.P. CALENDAR**

(LIBRARY EMPLOYEE EDUCATION PLAN)

**July 11**
BCR Offices, Denver

*Dialog Refresher,* sponsored by BCR. This workshop provides a review of the basic searching techniques available on DIALOG and incorporates more advanced commands and strategy techniques which enable the searcher to more fully utilize the power and sophistication of the DIALOG searching system. Designed for experienced DIALOG searchers. 9:00 to 4:00; $75.00; 6 hrs. C.E.

**July 18**
Northview Elementary Library, 300 Griffith Dr., Manhattan. 9:00 - 5:30.

*New Ideas in Six Subjects for Library Media Specialists. Part 5, Curriculum Integration.* Presented by Murial Woods, Library Media Specialist. Northview Elementary implemented a curriculum integrated library media center program with flexible scheduling in 1985. This session will cover their progrAm plus the type of staff development done prior to implementation. General curriculum integration ideas and approaches will also be discussed. See June 6, Part 1 for more details.

**July 24**
BCR Offices, Denver

*Dataperfect-Basic,* a workshop on a relational database management program which uses variable length data fields, ideal for managing bibliographic information. This program is compatible with other WordPerfect products so records can be transferred between applications. For those who wish to learn the basics of DataPerfect. $75.00; 9:00 to 4:00; 6 hrs. C.E.

**July 25**
Wichita, location to be announced. 9:00 - 5:30

*New Ideas in Six Subjects for Library Media Specialists. Part 6, Partnerships.* Presented by Dr. Martha Hale, Dean ESU/SLIM. All members of the educational community, including teachers, principals, students, and library media specialists, become partners in a shared goal—providing successful learning experiences for all students. This session will focus on the "partnership" approach to the coordination of curriculum development and implementation plus look at the impact partnerships can play in the successful library media center.

**July 26-29**
ESU Campus 8:00 - 11:15 July 31-Aug. 3

William Allen White Books Summer Class.* Eight day summer session intensive. Two hours graduate and undergraduate available. Contact Allison Level at 316-343-5203 for more information.
L.E.E.P. CALENDAR
(LIBRARY EMPLOYEE EDUCATION PLAN)

July 28
BCR Offices, Denver

"PC-File+ Introduction," for anyone who wants to learn to use a good, inexpensive relational database manager. Each attendee will receive a FREE copy of PC-File+, an easy to use, faster and more powerful version than previously available. $75.00; 9:00 to 4:00; 6 hrs. C.E.

September 13
BCR Offices, Denver

"OCLC Quality Control: A new look at an old issue," for anyone who is interested in looking at quality control within OCLC and its implications for automated systems. With the advent of OCLC's New Online System, it is crucial that we reexamine how we handle quality control within our libraries. $50.00; 9:00 to 4:00; 6 hrs. C.E.

TELENET CLASSES ANNOUNCED: Two summer Telenet classes, "Literacy for the 21st Century" and "Adult Recreational Literature" will be offered in all of the 37 Telenet locations statewide. Classes begin Tuesday June 6 and end July 25 or 27th. The class on Literacy will be taught by Dr. Ronald Kolenbrander and Dr. Richard Hause. The fall class "Societal Functions of Libraries and Information Systems" will be taught by Dr. Hale, Dean, ESU-SLIM.

For a list of Continuing Education classes offered at Kansas State University from June 6 to July 28, contact Division of Continuing Education, College Court Building, Kansas State University, Manhattan, KS 66502-9908.

The Kansas Library Association offers grants for Continuing Education opportunities. To receive a grant application write to KLA Grants, Hutchinson Public Library, 901 N. Main, Hutchinson, KS 67501 or call 1-800-234-0529. Applications are also available from Ernie Voss, Kansas State Library, 3rd Floor State Capitol, Topeka, 66612; phone 1-800-432-3919.
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(Kansas State Civil Service Basic Salary Plan
Basic Steps (Monthly Rates)
Effective FY 1990

Longevity Steps (indicated by shaded area)
PERSONNEL

Bradley Schaffner has been appointed as Bibliographer for Russian and Soviet Studies (Librarian I) effective July 1, 1989. Brad earned his library degree from Indiana University this Spring and has begun work toward a Ph.D. in History. He received a B.A. degree in History and Geography from Gustavus Adolphus College in 1981, and a master's in history from Indiana University in 1984. He has been employed by Indiana University as a course assistant in the Department of History, and most recently, as a Slavic Cataloger.

Rebecca Schulte has been appointed as Assistant Curator of The Kansas Collection (Librarian I) effective June 18, 1989. Becky is currently Project Leader/Chief Cataloger of the Kansas Collection's Wilcox Collection Cataloging Project. She earned her library degree in 1982 from the University of Wisconsin-Madison, and has a B.A. degree in Humanities from K.U.

Julie Waters has been appointed as Science Reference Librarian (Librarian I) effective June 18, 1989. Julie earned her library degree from the University of Texas-Austin this Spring. She earned a bachelor's degree in psychology from the University of Michigan (1983) and earned a teaching certificate in mathematics from the University of Texas (1985). Julie has been employed as a high school math teacher, and most recently as a library assistant with the University of Texas General Libraries.

Deborah Dandridge has been appointed to a continuing position as Program Assistant in The Kansas Collection effective June 18, 1989. Deborah has been employed in a grant-funded position as Field Archivist (Program Assistant) for the Library's Black History Project. In her position, Deborah will continue to work with the Black History Collection as well as assist with general departmental activities.

CLASSIFIED CONFERENCE GENERAL MEETING

Friday, June 16, 1989, 9:00-10:00 a.m., conference rooms A & B, 5th floor Watson.

Agenda: Sandy Gilliland will be available to answer questions on the new pay plan and the new time sheet. Committee year end reports. Nominations will be taken for the following committee positions available July 1; personnel-volunteers, Budget and Planning - 1 position, Grievance - 5 positions. Key issue.

"Brunch-like" goodies will be provided by your Exec Board members. Lars Leon

INADVERTENT CONNECTION TO THE WRONG CICS

Over the past year or so, the Computer Center has received occasional reports of library terminals coming up attached to the wrong CICS. We have been unable to find a cause. But now, with the help of the Serials Department, we know what is happening.

The problem occurs when the library CICS is late coming up. People get on the system in the morning by clearing the screen and entering 'CSSN'.

An Equal Opportunity/Affirmative Action Employer
Unfortunately, before the library CICS is up, entering 'CSSN' has the same effect as entering 'PROD'. The result is an attachment to the wrong CICS. We are looking at ways to prevent this from ever happening, but in the meantime people need to know how to avoid the wrong connection.

If at the beginning of the day you see the normal good morning screen ('CICS-VS' in big letters with 'University of Kansas Libraries' at the top), then the library CICS is up and you should proceed as you always do. If you do not see this screen, the library CICS is not up yet. It is best to leave the terminal alone until the good morning screen appears.

If you do get connected to the wrong CICS, you can get back by clearing the screen, typing 'DISC', pressing the enter key, and then, when you get the next screen, typing 'CCAT' and pressing the enter key again. This will connect you to the correct CICS.  

Gary Susott

STAFF DEVELOPMENT TRIP ANNOUNCEMENT

The Staff Development Committee sponsored field trip to the Nelson Atkins Museum of Art and Library on June 7th apparently was a great success. Enthusiastic responses have been received from several participants so far who felt the trip was very worthwhile. If anyone who was unable to go is interested in seeing the brochures on the Museum's Art Reference Library, the new Henry Moore Sculpture Garden, the catalog of the Thomas Hart Benton exhibition, or the Museum's calendar of events, they are available from Saralinda Rhodes.

Saralinda Rhodes

KULSA UPDATE

Ned Kehde is back at work for a few hours each day and Pat goes home today, June 15th. However, she will be using a wheelchair for awhile, and they both tire easily, so they still need help with food. If you can prepare a meal for them please call Lori at 4-4861 or Annie at 4-3038.

Mark July 29th, 4-10pm on your calendars as we have reserved shelter #1 at Clinton Lake (no charge) for the sixth annual KULSA summer picnic/salad supper. A baseball (softball?) diamond and horse shoe pitch are right beside the shelter and there is a trail down to the lake (but no swimming). Beer and wine are OK as long as we aren't rowdy or obnoxious and tidy up after ourselves. The Carvalhos are working on a date for a fall party at their farm in Baldwin. Can we handle all this social life???

Annie Williams

ATTACHMENTS

Minutes of the Library Faculty Assembly General Meeting, 5/24/89; Minutes of Library Faculty Assembly Executive Committee meeting 5/24/89; Travel reports from Nancy Burich and Susan Hitchens (2).
TO: Staff Development Committee
FROM: Nancy Burich

June 8, 1989

From April 5-8, 1989, I attended the Fifth National Conference of the Association of College and Research Libraries in Cincinnati, Ohio. As with previous ACRL conferences, this one was very informative and worthwhile. Presentations included the following topics: the status of librarians; the dispersed library and information services; the use of expert systems in the reference department; library design planning; patrons needs at regional campuses; office design and productivity; pay equity for librarians; staff development through an intern-scholar program; academic computer centers and libraries; approval plans, budgets, and the 1990’s; backlog reduction through less-than-full-level cataloging; information needs of off-campus students; institutional response to career plateaus; political and ethical issues of reviewing; and educating for academic librarianship. Detailed information is available on request to anyone interested.

Due to the support of the Staff Development Committee, I was able to defray part of the cost of one night’s lodging. Thank you.
The Moutain-Plains chapter of the Music Library Association covers the largest geographical area of all Music Library Association chapters. Nevertheless, this meeting drew thirty librarians from most states in the region--Oklahoma, Kansas, Nebraska, New Mexico, Arizona, Utah and Colorado. While the meeting is smaller and more informal than the annual conference of the Association, it was no less interesting.

The opening session included Lois Kuyper-Rushing (recordings cataloger at KSU) who reported on her survey of recordings cataloging practices in 37 Kansas academic libraries, and Jim Wright (Head of the Fine Arts Library at the University of New Mexico) who discussed his recent researches in England on the Morris dance. Other topics included a report on the forthcoming index of lute and guitar music in periodicals, and a talk on the use of food and drink in Verdi operas. The session on music retroconversion contrasted in-house vs. vendor retrospective conversion, and provided much information and food for thought. The first day finished up with tours of the D.U. music library and the Carson-Brierly Dance Library (one of only 12 libraries in the U.S. exclusively devoted to dance materials), and a lecture recital: Women composers from 1700 to the present.

I participated in a panel discussion on the Greenwood Press bio-bibliography series, which included 5 other librarians who are preparing or have published books in the series. In addition to reporting progress on our separate books, the participants each discussed a different aspect of preparing a bio-bibliography for publication. I was especially interested what the published authors had to say about their experiences as they prepared final camera-ready copies for the Press.

David Day of Brigham Young University rounded out the sessions with a demonstration of his use of the Revelation data-base software to prepare his catalog of operas performed at the Opera Comique in Brussels in the 18th-19th centuries.

In all the conference was most interesting and informative, and a rewarding opportunity to renew my association with the many music librarians in the Mountain-Plains region. I very much appreciate the Staff Development Association’s support for my attendance at this meeting.

Susan Hitchens
Music Librarian
This year’s meeting of the Music Library Association drew over 450 music librarians from the U.S., Canada, Great Britain and the Netherlands. The hotel and its convention facilities were excellently suited for a conference of this size, and I think the meeting, as usual, provided much of interest for its attendees.

I attended the pre-conference: Music in an on-line environment, which attracted many more librarians than the planners anticipated. There were three plenary sessions: (1) The world of OPACS: what are these things and why don’t they look the same? [Michael Malinconico, Pratt School of Computer Information and Library Science]; (2) Conflicts and compromises: once you have a system, what to expect of it [Martin Dillon, OCLC, Director of Research]; and, (3) The user interface: now that you know what it is and what it can do, how do you convey this information to your users [Walt Crawford, RLG]. These sessions were all very informative, but seemed to address Libraries that have not yet mounted an on-line catalog. The rest of the pre-conference was devoted to small groups discussion/demonstration sessions led by MLA members. Again, these sessions addressed issues facing libraries that have no on-line catalog as yet, or are just installing catalogs. I did not find them very useful, as in-house systems were not discussed, and KU’s system does not raise many of the problems other system users experience (specifically lack of authority control, and its related problems with regard to music).

The main conference provided a wide variety of interesting topics. I especially enjoyed sessions on publishing contemporary music, featuring a panel of publishers ranging from a vanity press to the large publisher Boosey & Hawkes, and the special program of the on-line reference services subcommittee, providing a CD-Rom update with reference implications for music. I also attended meetings of the World Music Materials working group and the Bibliographic standards for reference works subcommittee. The exhibits were especially good this year, and I found meetings with Linda and Hermann Walther of Harrassowitz, and Jerry Slater of European American to be extremely helpful.

I very much enjoyed field trips to the Cleveland Museum of Art, and the libraries of Case-Western, the Cleveland Conservatory of Music, and Ohio State University.

I would like to thank the Staff Development Committee for their support for my attendance at this conference.

Susan Hitchens
Music Librarian
CLASSIFIED VACANCY

Due to Sally Nugent's resignation (see PERSONNEL below), the Serials Department has announced a full-time Office Assistant III vacancy with the following responsibilities: 1) General claims processing; 2) Claims correspondence and problem solving; 3) special projects. The State of Kansas requires the following minimum qualifications: one year of experience in clerical work. Preferred Selection Criteria: Training with/working knowledge of serials and serial records in many languages; knowledge of bibliographic tools as they relate to serials; organizational skills; ability to work independently; effective communication skills (oral and written); experience with automated systems; experience with library automation; typing and filing experience in the workplace; ability to work with complex, detailed and sometimes routine procedures; ability to work in a demanding environment; demonstrated ability to meet deadlines; knowledge of at least one Western European language; demonstrated problem-solving skills.

The Office Assistant III classification is funded at salary range 13 on the State Civil Service salary scale, at a beginning annual salary of $15,324. Library staff interested in applying for this vacancy should contact Judy Kasson, Library Office (4-3601) by 5:00 p.m. Wednesday, June 28th. A copy of the position description is on file in the Library Office for review.

UNCLASSIFIED VACANCY

The Computer Center has announced the following vacancy: Library Automation Analyst. Participates in analysis, design, coding, and other programming tasks needed to develop and maintain computerized systems for the library at the University of Kansas. Required Qualifications: 1) Bachelor's degree from an accredited 4-year college, 2) one of the following: a] ALA-accredited MLS, b] one year of professional-level experience in a library environment, c] two years programming experience with at least one year on a library computer system; 3) experience with computer programming, whether through course work, self-instruction, or job experience; and 4) good communication skills. Full job description available. Salary: $25,000 - $32,000/fiscal year. Deadline: July 12, 1989 or until filled. Send cover letter and résumé with names and addresses of 3 references to Ruth Hurst, Personnel Coordinator, Computer Center, University of Kansas.

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

PERSONNEL

Sarah (Sally) Nugent has announced her resignation to accept a promotion to K.U.'s Research Support department. Sally has been employed in the Serials Department since August 1983. Her resignation was effective 6/21.

Patricia Wittry has been appointed as a Library Assistant I in the Department for Spain, Portugal and Latin America (SPLAT). Pat worked previously for the Library and has most recently been a Spanish-language teacher. Her appointment is effective June 26th.
JOHN MILLER APPOINTED AUTOMATION LIBRARIAN

John Miller has been appointed the Library's Automation Librarian effective June 18, 1989. In this assignment, John will assume responsibility for directing automation activities within the Library. This change of assignments has been made due to the increasing needs within the Library for managing automation activities. John will retain his office and telephone number in the Computer Center, 4-0223 until the New Science Library is opened, where he will then be located.

COURIER USE REMINDER

When using the K-State based Regents' Schools courier, with deliveries and pick-ups from the ILS Office, please remember two things: 1) label your package clearly as to where it is going, 2) indicate on the outside of the package how many items are in the package. This information is helpful for Tom's (the courier driver) courier usage statistics. Your efforts are greatly appreciated!!

Judy Brow

FIRE SAFETY TRAINING SESSION

Phil Rankin, Assistant Director of K.U. Personnel Services, and Chair of the Classified Employee Safety Committee, will co-conduct a Fire Safety Training Session for Library staff on Tuesday, July 25th in Conference Room A, Watson Library. Gary Wilson, an instructor with the Fire Services Training, Division of Continuing Education will also co-conduct the session. Similar sessions have been held elsewhere on campus and have received good reviews. The agenda will include components of fire behavior, characteristics of flammable liquids and proper use of fire extinguishers. A video tape will be shown. This session is open to all interested library staff; however a maximum of 30 individuals may register. To register, please contact Ruth Miller, Library Office, 4-3601, by Friday, July 14th. If enough interest is generated, a second session may be scheduled.

CALL FOR VOLUNTEERS FOR LFA COMMITTEES FOR FY90

All LFA members have received or will shortly receive a form which you may use to volunteer for service on one or more LFA standing committees. The following vacancies need to be filled:

- Budget and Planning Committee, two vacancies, both for 2-year terms.
- Staff Development Committee, two vacancies, both for 2-year terms; only 1 can be filled by a Librarian II.
- Nominating & Ballot Committee, three vacancies, all for 1-year terms.
- Committee on Salaries and Benefits, two vacancies, both for 2-year terms.
- The newly-created Staff Orientation Committee, two vacancies, one for 1-year term, one for 2-year term.

Please volunteer to be considered for one or more of these vacancies by returning the form to Rob Melton, c/o Reference Department, by Thursday, July 6th at noon. The new LFA Exec will make appointments to these committees shortly thereafter so that committees may get down to their respective business quickly.

Rob Melton

LFA ANNOUNCEMENTS

All of the ballot measures concerning code revisions passed by the necessary two-thirds of those returning ballots. A revised Code will be distributed shortly.

The minutes from the May 24th LFA general meeting were not distributed as announced in last week's FYI. Minutes from the meeting will be forthcoming.

Judith Emde
A REMINDER FOR LATIN AMERICAN MUSIC LOVERS

Latin American musical group Pura Vida performs this Saturday, June 24th, 8pm in the GOOD TIME RADIO REVUE at Liberty Hall. Tickets are $4. Please tune in to KANU or join us in creating a live radio show!

Helene Tricker

FAREWELL WATSON LIBRARY!

Rumors of my resignation have not been greatly exaggerated. Effective July 5, I begin a new assignment here at KU in the Research Support and Grant Administration Dept., Strong Hall. It's been a fun six years and three student years before that, but it's time to move on. So, thanks for the memories and the education. The Sally Nugent party train is moving on down the line. Bye. Of course you never know, I may be back. Ha, Ha — just kidding ... maybe.

Sally Nugent

ATTACHMENTS

Minutes of the following meetings: Staff Development Committee, 6/9/89 — LFA Committee on Salaries, 5/16/89 — LFA Executive Committee, 5/24/89; State Promotion and Transfer List.

UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
June 9, 1989

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

In old business, Rhonda asked for year-end reports to be finished by July 5, and asked Saralinda to do a comparison report for several years' of travel funds dispersal.

The remainder of the meeting was spent discussing the Staff Development Committee's meeting with Dean Ranz on June 22. In addition to committee members, Rick Clement, Rob Melton, and Lars Leon will be invited to participate as representatives of LFA and Classified Conference.

The next meeting of the committee will be Tuesday, June 20, at 12:00 (noon) in the Cataloging Department's conference room.

Submitted by Nancy Hawkins
MINUTES:  LFA COMMITTEE ON SALARIES
DATE:    May 16, 1989

Present:  Shelley Miller, Ken Lohrentz, Sandy Gilliland.  Absent:  Susan Craig.

The committee discussed the various health benefits issues to address in the letter we plan to send to the state health benefits office.  These issues are as follows:  1) For either HMO or Blue Select, the rate schedule for employee and spouse is higher than for employee and children, no matter how many children may be included in the coverage.  This does not seem fair to employees with only employee/spouse coverage.  2) The mental health sub-contract for HMO's does not include any Lawrence locations, and the KU Psychological Clinic at Fraser Hall is not certified.  3) The annual ceiling of $1,000 for payment of out-patient psychological counseling services is not adequate.  4) For Blue Select, referral for psychological counseling must be approved by the Primary Care Physician before the expense can be covered.  If the PCP is in a group practice where a psychological counselor is on the staff, the PCP may choose to refer only to the in-house counselor on grounds of economic interest.  This interferes with the client's freedom of choice.

Shelley will draft the letter to be sent to the state benefits office.

Shelley will contact Susan Craig re. the status of our inquiry concerning disability benefits.

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MINUTES:  LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE:    May 24, 1989

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

The minutes from the May 11th and May 16th meetings were amended and approved.

Rob Melton will introduce a new amendment at the general meeting.  It was given to him by a member of LFA that may wish to remain anonymous.  The amendment limits reappointments to LFA committees.

The procedures for the general meeting soon to follow were discussed.

Judith Emde, Secretary
# PROMOTION AND TRANSFER LIST

State of Kansas — Department of Administration  
DIVISION OF PERSONNEL SERVICES  
Landon State Office Building, 900 S.W. Jackson Street  
Topeka, Kansas 66612-1251  
913-296-4278  
June 19, 1989

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 agency will be doing outside advertising for this position. Not restricted to state employees.

**NOTE:** Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, June 23, 1989

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(Floodplain Management) | Farrell Maichel (913) 296-4171 Board of Agriculture |
| R-19         | Engineering Technician IV | Mike Ramirez (913) 296-3721 Department of Transportation |
| ELLSWORTH    | Corrections Counselor I  
(5 openings)  
(Deadline to apply June 28) | Robert J. Hudson (913) 472-5501 Elswworth Correctional Facility |
| R-19         | *Correctional Officer II  
(13 openings)  
(Deadline to apply June 28) | Robert J. Hudson (913) 472-5501 Elswworth Correctional Facility |

Correctional Officer 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 Services, unless the candidate is currently employed in a safety sensitive position in state service.

| GARDEN CITY  | Engineering Technician III | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-16         | Equipment Operator II | Mike Ramirez (913) 296-3721 Department of Transportation |

| HAYS | R-26 | *Civil Engineer II  
(Floodplain Management) | Farrell Maichel (913) 296-4171 Board of Agriculture |
| R-21 | *Dietitian II | Dr. Linda Ross (913) 281-3308 School for the Visually Handicapped |
| OLATHE | R-18 | *Legal Assistant | Homer Johnson (913) 296-4505 Board of Indigents Defense |
| TOPEKA | R-25 | Computer Systems Analyst II  
(6 months experience with micro computer - local area network preferred) | Lanny Gaston (913) 296-3906 Department of Education |
| R-27 | ✓ Computer Systems Analyst III  
(KBI Background Investigation) | Frances Snell (913) 296-5800 Kansas Racing Commission |
| ✓*Coordinator, Children and Youth Advisory Committee  
(Unclassified) | David O'Brien (913) 296-4649 Department of Social and Rehabilitation Services Division of Youth Services |
| R-17 | Correctional Officer I  
(2 positions) | Rose Varner (913) 296-7202 Forbes Correctional Facility |
| Correctional Officer I positions require 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-19 | Correctional Officer II  
(2 vacancies) | Margaret Vasquez (913) 296-6646 Kansas Correctional Vocational Training Center |
| Correctional Officer 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 Services, unless the candidate is currently employed in a safety sensitive position in state service. |

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**Note:** Job descriptions are available in the administrative office.
PERSONNEL

Judith (Judy) Tomei has been appointed as Secretary I in the Department of Special Collections effective July 3rd. Judy received a B.A. degree in English from Washburn University and has worked for several years in K.U.'s Police Department. She replaces Martha Dickinson. Sandy Gilliland

FIRE SAFETY TRAINING REMINDER

As a reminder, a seminar on Fire Safety will be held on Tuesday, July 25th from 2:00 - 3:00 p.m. in Conference Room A, Watson Library. All library staff are invited. Please register by calling Ruth Miller, 4-3601. Sandy Gilliland

COURIER SCHEDULE

Due to the 4th of July holiday, the K-State based Regents' Schools Courier will not run on Monday, July 3rd. For that week there will be only one day of courier service on Thursday, July 6th. Judy Brow

LARGE CAMPUS MAILERS AVAILABLE

The Administrative Office has an over abundance of previously used large sized manilla envelopes suitable for use as campus mailers. Please do not use new large manilla envelopes for campus mailers! If you need a supply of envelopes this size, please call to receive a supply.

This is not to be confused with my eternal request for small sized campus mailers. I still need this size continually and have appreciated those of you who have been sending me your extras regularly -- keep up the good work! Ruth Miller

UPDATED LIBRARY DIRECTORY

Included with the attachments is an updated library directory. If there are corrections, please call Ruth Miller, 4-3601. Ruth Miller

KULSA UPDATE

Although Pat Kehde's family is visiting just now, Pat and Ned will again need help with food in late July and into August. Call Annie Williams (4-3038) or Lori (4-4861) if you can help.

KULSA summer picnic/salad supper will be Saturday, July 29th at Clinton, so mark your calendars now! It promises to be lots of fun. Annie Williams

ATTACHMENTS

Minutes of the following meetings: Classified Conference Executive Board, 6/9/89; Classified Conference General Meeting, 6/16/89; Library Faculty Assembly General Meeting, 5/24/89; Library Faculty Assembly Executive Committee, 6/20/89; Updated Library Directory.
MINUTES, Classified Conference Executive Board
June 9, 1989

Committee Reports:
The Staff Development committee will be meeting with Dean Ranz on June 22 to discuss the philosophy of staff development. In this meeting, they also hope to define staff development issues of particular relevance to classified employees. Some time will also be spent brainstorming ways to finance some of these goals.

Agenda for General Meeting:
The next General Meeting will be June 16 at 9:00 a.m. in the Administrative Conference Rooms. The Executive Board will provide brunch-like goodies, so you can skip breakfast this time if you'd like. The agenda includes the following items:
1. Sandy Gilliland will come speak about the new time sheets and answer any questions about the new pay plan.
2. Reports from committees
3. Committee nominations (Personnel, Budget and Planning, Staff Development, Grievance, and Senate Library)
4. Availability of keys to the building for those who arrive at work before the library opens, after the library closes, or on weekends

Correction:
In the minutes of the last Executive Board meeting (April 14, 1989), I reported that the proposed longevity bonus would be "$40.00 for ten years of service, and $40.00 for each year thereafter, to a maximum bonus of $1,000.00 (35 years)." It should have read that those with at least ten years of service would receive a $400.00 bonus, $40.00 for each year of service. The maximum bonus is still $1,000.00, which is equivalent to 25 years of service.

Verna Froese
Secretary
Classified Conference
MINUTES, Classified Conference General Meeting
June 16, 1989

Sandy Gilliland answered questions and took suggestions for improving the monthly time sheets. In general, this time sheet is to be signed and turned in monthly. However, the daily boxes will remain empty unless you have used leave time. Contact Sandy if you have further questions or comments.

All eligible employees will receive their merit increase on their merit increase date, except for those who have been on the D steps for at least one year. Their merit increase will occur on June 18. Sandy will be sending a letter to all classified employees detailing their individual salary information.

The longevity bonus will be computed for anyone with at least 10 years of service with the State of Kansas. The first date of employment with a state agency will be your anniversary date. If you have taken Leave Without Pay for more than 30 days, that time will be deducted from your years of service. Workers who have worked part-time will have that time prorated. For instance, if you worked half-time for 5 years, that would count as 2 1/2 years of service.

Annual Committee Reports:
The Personnel committee reported that their major focus this past year was the time sheet issue.
The Budget and Planning committee surveyed library employees on needs and priorities. The findings concurred with Dean Ranz' philosophies. The survey also revealed a highly perceived need for greater emphasis on staff development.
The Senate Library committee looked at the need for increasing library hours. On an experimental basis, weekend hours were lengthened during finals. There was increased usage on Saturdays but not on Sundays. For this reason, a recommendation was made to increase all Saturday evening hours. The Senate Library committee also addressed concerns about undergraduate library education.
The Staff Development committee has requested a second classified representative on this joint LFA/Classified committee. They have sponsored 9 brown bag lunches, arranged tours to area libraries, took a survey of opinions about staff development, and have begun a newsletter, which is being published in the FYI.
THANKS TO ALL COMMITTEE MEMBERS FOR YOUR IMPRESSIVE WORK!

Nominations were received for committee elections. Ballots will be out soon. There will be spaces for write-ins for all positions. Please, if you write in a name (other than your own), check with that person first to see if he/she is willing to serve. Thanks!

The "key issue" was discussed. There seems to be interest in pursuing this subject.

Verna Froese
Secretary
Classified Conference
MINUTES: LIBRARY FACULTY ASSEMBLY GENERAL MEETING
DATE: May 24, 1989

Present: Vickie Bozarth, Long, Ken Lohrentz, Barbara Jones, Rick Clement, Judith Emde, Rosemary McDonough, Gene Carvalho, Dan Berkley, Sandy Mason, Connie Powell, Jim Neeley, Rob Melton, Paulette DiFilippo, Suzanne Tronier, Mary Roach, Becky Schulte, Mary Rosenbloom, Kathy Snell, Lorraine Moore, John Richardson, Eleanor Symons, Mike Biggins, Susan Craig, Rhonda Neugebauer, Sherry Williams, Earl Gates, Kathleen Neeley, Shelley Miller, Margaret Wilson, Rich Ring, Rachel Miller, Saralinda Rhodes.

Rick C. called the meeting to order. Ken L. was designated parliamentarian for the meeting.

A reading of the minutes from the October 5th general meeting was dispensed with.

New members of the LFA were introduced. Lorraine M. introduced John Richardson in the Cataloging Department, and Kathleen N. introduced Connie Powell from the Science Library.

Committee reports:

Suzanne T. reported for the Budget and Planning Committee. During the past year, the committee had submitted a survey to library staff members regarding budget and planning priorities which was summarized and given to the Dean and published in FYI. The role of the committee within the library was reviewed and recommendations for the future structure and charge of the committee were written in a letter to LFA Exec and distributed to the membership. The contents of the letter were to have been discussed later in the meeting.

Shelley M. reported that LCPT had reviewed and made recommendations for two requests for sabbatical leave (1 approved by the University), one file for promotion from LI to LI and tenure, one file for promotion from LI to LIII, and one file for tenure. A major concern for LCPT this year was documentation for promotion and tenure candidates. A revision of the librarians’ portion of the promotion and tenure forms will be discussed later in the meeting.

Shelley M. also reported for the Salary Committee which had continued to monitor benefits this year. The committee drew up the ballot for merit increases and reviewed salaries recommended for about ten library positions.

Rosemary M. stated that the Nominating and Ballot Committee prepared a slate of candidates for the LFA elected committees and distributed two ballots: one for determining the membership of the appeals committee and the other on changing the bylaw regarding the number of votes required to change the Code. The committee has not recommended any changes to the Code sections pertaining to their committee.
Rhonda N. reported for Staff Development. The committee had organized a number of brown bag lunch meetings and tours and had allocated travel funds quarterly. The committee had worked on defining the role of staff development within the library and studied the dismal state of funding. A survey was sent to the library staff to inquire about the continuing needs in staff development and to help plan for future activities.

Shelley M. reported for the Committee to Review the Entire Evaluation Process. The committee had met weekly during the past year. The members had studied the university’s requirements for merit review and had developed a survey that was sent to all librarians. Two options for review have been completed along with supporting documentation. These options will be distributed to LFA and a general meeting will be called to discuss the ballot and criteria for ratings.

No old business was brought up for discussion.

New business:

Code revisions:

LFA Exec had assigned letters to those changes which were substantive. All editorial emendations were grouped together under the letter N. A discussion followed on the use and definition of the word professional and the proceedings of the Committee on Unclassified Professional Staff. Sandy M. made a motion that the wording changes in 1.1.1.1 become a substantive ballot item.

Lorraine M. seconded the motion. Barbara J. called the question if 1.1.1.1 should be placed on the ballot and Gene C. seconded it. By a show of hands, 23 agreed and 8 opposed.

Shelley M. explained the reasoning for the Code changes regarding the Committee on Promotion and Tenure. An editorial change was recommended to add "at least four" to 2.2.3.8 since the number of members was given in 2.2.3.7 for promotion and tenure discussions. Instead of adding that phrase, Sandy M. requested an editorial change to renumber 2.2.3.9 to 2.2.3.7, 2.2.3.7 to 2.2.3.8 and 2.2.3.8 to 2.2.3.9 which would allow the paragraph stating how many members are required to be present for discussions to be first.

Discussion followed on the remaining changes recommended by LCPT.

Rhonda N. explained the Code changes regarding the Staff Development Committee. Rosemary M. requested an editorial change that would change the words "appointed" and "elected" when referring to the classified members in 2.2.4.3 and 2.2.4.4 to "selected". Gene C. moved that 2.2.4.2 should be deleted from the ballot since it contained philosophical views which are not appropriate for the Code. Margaret W. seconded it. By a show of hands, 20 were in favor and 5 opposed with 1 abstention.

Shelley M. spoke about the additional charge of monitoring benefits to the Committee on Salaries. Two years ago the vote to add the charge was overwhelmingly in favor but fell short by one vote due to the requirement of a two-thirds vote of the membership to adopt any amendments to the Code. No discussion followed.
Rhonda N. presented the case for the new Committee on Orientation. Shelley M. requested an editorial change of changing "elected" to "selected".

An anonymous motion from the floor (2.2.0) was distributed. Rob M. moved to present the motion and Ken L. seconded. The statement establishes an intervention of time equal to the term of membership normal to a standing committee for reelection or reappointment. The statement will include classified members since the committees fall under LFA governance. Rosemary M. moved to add "more than once" to 2.2.0. Shelley M. seconded it. Sandy M. suggested a friendly amendment to add the phrase, "except where otherwise provided in the Code," to the end of the paragraph. By a show of hands, 15 were in favor and 4 opposed to adding the section to the ballot.

Gene C. moved to send the Code changes to a mail ballot. Kathleen N. seconded it. The motion passed unanimously.

The next issue discussed was LCPT's proposed revisions to the promotion and tenure forms. Shelley M. explained the additions to the present green forms that LCPT has suggested. The new forms allow each librarian to make statements analogous to those made by teaching faculty regarding their job philosophy. A voice vote approved the revision of the forms.

The Budget and Planning discussion was postponed. Gene C. moved for adjournment.

Judith Emde, Secretary
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