**University of Kansas Libraries**

**Number** 1024  
**July 6, 1989**

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

**TIME CARD DEADLINE**

Time cards are due in the Library Office on Friday, July 14th at 9:00 a.m. for all classified, unclassified and student staff. Contact Judy Kasson if you have any questions.  

Judy Kasson

**COURIER ROUTING CHANGES**

Pittsburg State University will be joining the K-State based Regents' Schools Courier. Items for Pittsburg State may be left in the ILS Dept. on the Pittsburg shelf. Their participation is possible due to a private courier which they are hiring in order to connect with the Regents Courier. Pick ups will be scheduled for Monday and Thursday evenings at 5:00 in the ILS Dept., starting with Thursday July 6.

Also, the University of Kansas School of Medicine in Wichita will now have a separate stop and a separate shelf in the ILS Dept. Please do not leave materials for UKSM on the Wichita State University shelf as before.

Finally, the ACCK Courier will not be linking up with the Regents' Courier in Wichita for the rest of July and August. Please send their materials through the mail until September. The ACCK (Accredited Colleges of Central Kansas) Libraries are:

- Bethany College, Lindsborg
- Bethel College, Newton
- Hutchinson Public Library, Hutchinson
- Kansas Wesleyan, Salina
- Marymount College, Salina
- McPherson College, McPherson
- Sterling College, Sterling
- Tabor College, Hillsboro

Judy Brow

**TRAVEL REIMBURSEMENTS — SO YOU’LL KNOW**

When turning in your receipts for reimbursement for travel expenses, please turn in the original receipts. Xerox copies cannot be used.

Also, I do not need a copy of your letter from the Staff Development Committee indicating the authorized amount as I already have this information. Ruth Miller

**DO NOT REMOVE STAMPS**

Please do **NOT REMOVE** any foreign stamps from incoming SPLAT packages and letters. We quite often require shipment information which can be determined by postmarks and stamps and which we cannot reconstruct if someone has removed this information before the package reaches our department. If you collect SPLAT-type stamps, we may occasionally be able to supply you with some if you'll send us your name. (No second-party requests please, like "A woman in my church wants all foreign stamps"). Shelley Miller

**LFA NEWS**

The first meeting of the 1989/90 LFA Executive Committee will meet on Tuesday, July 11th, at 10:00 a.m. in Room A. The agenda will include making appointments

An Equal Opportunity/Affirmative Action Employer
to LFA standing committees, examining the newly-revised LFA Code, and reviewing recommendations from last year's LFA Executive Committee regarding unfinished business. All LFA Executive meetings are open to any interested LFA member, and you are encouraged to bring up any issue to any Exec member. For this year, they are: Rob Melton, Chair; Sherry Williams, Vice-Chair; Mike Biggins, Secretary; Kathy Snell, LI rep.; Paulette DeFilippo, LII rep.; Marilyn Clark, LIII rep.; and Nicolette Bromberg, Unclassified Professional rep.

If you haven't yet returned your committee interest form, please do so (to Rob M.) by Monday, July 10th, at noon. At this writing, response from LI's and LII's has been very good. Response from LIII's has been pitiful. Rob Melton

REMINDER FROM CREEP

Please note that the deadline for returning LFA ballots is 5:00 p.m. July 7. If you have not yet returned your ballot please give it to Geoff Husic in Serials Cataloging before that deadline.

CORRECTIONS ON LAST WEEK'S FYI

Last week's FYI was numbered #1022 and should have been #1023. The date was inadvertently omitted; that should have been June 29, 1989.

For those of you who keep or file yours, you will probably wish to make these corrections on your copy.

Ruth Miller

ATTACHMENTS

Library Faculty Assembly Special Meeting minutes of 6/13/89 meeting (below); Travel report from Shelley Miller on SALALM, 1989.

MINUTES: LIBRARY FACULTY ASSEMBLY SPECIAL MEETING
DATE: June 13, 1989

Present: Rob Melton, Jim Neeley, Barbara Gaeddert, Sherry Williams, Dan Barkley, Becky Schulte, Shelley Miller, Gene Carvalho, Saralinda Rhodes, Margaret Wilson, Rachel Miller, Lorraine Moore, Mary Roach, Nancy Burich, Rick Clement, Rhonda Neugebauer, Earl Gates, Paulette DeFilippo, Geoff Husic, Mike Biggins, Kathy Snell, Marilyn Clark, Kathleen Neeley, Rich Ring, Roger Anderson, Mary Rosenbloom, Connie Powell, Ken Lohrentz, Donna Koepp.

Rick Clement called the meeting to order.

The purpose of the meeting was to consider the proposal on evaluation procedures submitted by the Committee to Review the Entire Evaluation Procedure. After informal discussion on the CREEP report circulated prior to the meeting, Gene Carvalho moved that Options A and B, with attachments 2-4 be submitted to a mail ballot. Dan Barkley seconded. By a show of hands, 22 were in favor, with no one opposed or abstaining.

The meeting was then adjourned.

Ken Lohrentz
Acting Secretary
Shelley Miller's report on SALALM, 1989:

I attended the Seminar on the Acquisition of Latin American Library Materials (SALALM XXXIV) in Charlottesville, Virginia from May 27-June 1. This year's theme was Artistic Representation of Latin American Diversity: Sources and Collections. Conference theme panels and workshops included Art and Photography as Teaching Aids and Research Resources, Art and Politics in 20th Century Latin America, Challenges of Collecting and Using Latin American Art Materials: Understanding the Access Issues, Meeting the Guidelines for Improving the Representation of Marginalized Peoples and Ideas in Latin American Collections, Collection Developments at the Library of Congress, New Issues on Latin American Cinema, Role of Posters in Latin American Information, and other discussions. Two to four individually titled papers are presented at each theme panel, and I always enjoy listening to SALALM bookdealers, colleagues from other universities and outside specialists talk about what's available in the field. I rappouteured (recorded and will abstract for the SALALM papers) the panel on Cinema, at which Oscar Quirós of the KU Latin American Center spoke on values and aesthetics in Cuban cinema.

Bookdealers' exhibits are set up for the duration of SALALM, so I had a chance to talk to most of KU's Latin American suppliers of materials, most of whom would like us to increase our purchases, of course.

Another major component of SALALM is the time scheduled for committee meetings. I tried my hand at chairing the Subcommittee on Gifts and Exchange, which is attempting to update a directory of Latin American exchange sources, and represented this committee at meetings of the Editorial Board and the (parent) Acquisitions Committee.

Probably the most exciting meeting of the conference was that presented by Cole Blasier, Chief of the Hispanic Division, William Sittig, Collection Development Office, Terry Peet, Hispanic Acquisitions Program, and Chris Filstrup, Overseas Operations (all of the Library of Congress). LC has proposed a Mexico City office to the tune of $400,000 per year, and SALALM came out against it, believing the office to be unnecessary and fearing it would disrupt dealer relations the organization has cultivated and encouraged in Mexico and Central America over the past ten years. There were fireworks, folks.

Rhonda Neugebauer, Peter Stern (U. Florida Gainesville), Jane Garner (U. Texas at Austin) and I hosted a lunchtime talk on our trip to Cuban libraries last March, and Peter and I talked about the trip at the meeting of SALALM's Intensive Cuban Collecting Group.

I appreciate the Libraries' monetary token which helped me attend SALALM.
CLASSIFIED VACANCY

The Science Library has announced the availability of a full-time Library Assistant I position. This is one of the positions the Library received for the retrospective conversion of materials that will be housed in the New Science Library. The position has been reassigned from the Cataloging Department and is described as follows: 1) reserve function (ensures that materials requested by faculty for reserve use are gathered and processed; 2) photocopying services (overssees and assists in the operation of photocopying services; 3) supervision of student assistants; 4) information/reference desk duties (works approximately eight hours per week on the Science Library information desk). Minimum Qualifications (as specified by the State of Kansas): 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. Strongly Prefer: knowledge of supervisory methods and techniques; ability to establish and maintain at all times effective working relationships with patrons and library personnel. Prefer: successful supervisory experience; detailed experience or training in library automated systems; demonstrated ability to work independently; knowledge of KU library resources and organization; willingness to work a flexible schedule; substantial college coursework in an area of the sciences.

The Library Assistant I classification is funded at salary range 14 on the State civil service salary scale, at a beginning annual salary of $16,116. Library staff interested in applying for this position should contact Sandy Gilliland, Library Office (4-3601) by 5:00 p.m. Wednesday, July 19, 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 WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, ANCESTRY, OR NATIONAL ORIGIN

REMINDER OF CLASSIFIED VACANCY

As a reminder, due to Judy Kasson's promotion to a position in the Department of Student Life, the Library Office has advertised a full-time Office Assistant IV position (Student Employment Coordinator) via a special flier. Library staff were instructed to contact Sandy Gilliland by 5:00 p.m. Friday, July 14, 1989, if interested in being considered for the position.

Sandy Gilliland

PERSONNEL

Ruth Fauhl has announced her retirement after over 31 years of service to the University Libraries. Ruth began employment in the Libraries in April, 1958 in the Periodicals Dept. She later transferred to the Science and Technology Branch and currently is employed in the Mathematics Library. Ruth's retirement is effective September 17th.

Sandy Gilliland

PAYROLL DEADLINE

Time cards are due in the Library Office on Friday, July 14th at 9:00 a.m. for all classified, unclassified and student staff. Please note the maximum

An Equal Opportunity/Affirmative Action Employer
Reportable hours from June 18 to July 17 pay period are as follows: regular and foreign student hours are 168 and work-study student hours are 88. Also report any work-study from June 18 through June 30 on regular student hours. Contact Judy Kasson if you have any questions, 4-3601.

**STAFF DEVELOPMENT CALENDAR**

Attached to this issue of FYI is a copy of the training programs offered by the Department of Personnel Services for summer, 1989. Advanced registration is required for the seminars, and may be made by calling 864-4946. In addition, supervisory approval is required for participation in these programs. Please contact Sandy Gilliland, 4-3601 or Mick Quinn in Personnel, 4-4946, if you have any questions regarding the training programs that are being offered.

**CIVIL SERVICE TESTING CALENDAR FOR JULY**

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of July. 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 Sandy Gilliland for additional information.

**HOLIDAYS FOR CALENDAR YEAR 1990 ANNOUNCED**

The following days have been designated as holidays for State employees:

- New Year's Monday, January 1, 1990
- Martin Luther King Day Monday, January 15, 1990
- Memorial Day Monday, May 28, 1990
- Independence Day Wednesday, July 4, 1990
- Labor Day Monday, September 3, 1990
- Veteran's Day Monday, November 12, 1990
- Thanksgiving Thursday, November 22, 1990 & Friday, November 23, 1990
- Christmas Monday, December 24, 1990 & Tuesday, December 25, 1990

Discretionary Day

The "discretionary day" is an additional day with pay for classified and unclassified staff for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice.

Because classes will be held on Veteran's Day, unclassified staff will not observe this holiday. Classified staff, however, may observe this holiday, consistent with the needs of their department. As a reminder, classified staff who are required to work on a holiday earn compensatory time at the rate of 1½ hours for each hour worked. Contact Sandy Gilliland if you have any questions.

**COUNCIL ON LIBRARY RESOURCES PROGRAM FOR 1988-1989**

The Council on Library Resources has several competitive grant programs for librarians to assist in research, to conduct analytical studies pertinent to library operations and services, and to pursue other professional projects of importance. Deadlines for grants offered vary. Contact Sandy Gilliland for an informational brochure containing specific application procedures and application deadlines.

**FRONT DOORS REQUEST**

When you leave the building after the front doors have been locked, please make sure they latch completely. Thank you.
CDC EXECUTIVE COMMITTEE MEETING ANNOUNCED
The Collection Development Council Executive Committee will meet Monday, 17 July at 1:30 p.m., conference room A. The principal topic on the agenda will be the FY90 Acquisitions Budget. The meetings of the CDC Executive Committee are open to anyone wishing to attend. Rich Ring

LFA NEWS
The LFA Executive Committee wishes to make the following announcements on business conducted at its meeting July 11:

*Appointments of new members to Standing Committees for FY 1989-90 were confirmed as follows:
- Committee on Budget and Planning: Nancy Jaeger, Saralinda Rhodes, Becky Schulte;
- Committee on Staff Development: Rick Clement, Connie Powell;
- Nominating and Ballot Committee: Shelley Miller, Suzanne Tronier, Julie Waters;
- Committee on Salaries and Benefits: Kathleen Neeley, John Richardson;
- Committee on Orientation: Susan Hitchens (2-year term), Judith Emde (1-year term).

*Results of the recent vote among LFA members on annual evaluation procedure options proposed by the Committee to Review the Entire Evaluation Process (CREEP) favored option B, which would limit the peer review component of evaluations to an assessment of the employee's research and service. (The tally was 21 for option B, 16 for option A, and 4 abstentions.) LFA members approved by a vote of 32 to 9 a change to section G.8(2) of the Libraries Staff Handbook; voted 36 to 5 to adopt new professional performance criteria; and approved by a vote of 33 to 8 new definitions for annual professional performance merit ratings. Discussion of procedures for implementing the Library Faculty's preferences will be on the agenda of the October LFA meeting.

*Rob Melton, LFA chairperson, will be on vacation for three weeks (until early August); in his absence any urgent LFA business may be addressed to vice-chairperson Sherry Williams. End-of-year committee reports and any still-unfiled minutes should be sent to Mike Biggins, secretary. Mike Biggins

TRAINING FOR COLLECTION DEVELOPMENT POLICY REVISION
The committee which has been planning the revision of the K.U. Collection Development Policy (Rich Ring, Marilyn Clark, Mary Rosenbloom, Susan Craig) has scheduled three training sessions to occur before classes begin. Each session will last about 2 hours, meet in Watson Library conference room A, have a maximum of 10 participants, and will cover information essential to completing the narrative and conspectus forms. All bibliographers are encouraged to enroll for one of the training sessions by phoning Susan Craig (4-3020).

Session 1: Tuesday July 25, 9:30-11:30am
Session 2: Wednesday August 9, 2:30-4:30pm
Session 3: Wednesday August 23, 9-11am

Susan Craig

NEW CD-ROM DATABASE IN REFERENCE DEPT.
PsycLIT (1974- ) is now available for public use. Reservations are recommended. Other CDs in Reference include ABI/INFORM (last 5 years), Books in Print, Dissertation Abstracts (1985 to present; 1861-1984 on order), ERIC (1967- ), NewsBank including Business NewsBank and all sections of Review of the Arts (early 80s to present), and the OED (1st ed.). Jim Neeley
CARVALHO OUT ON LEAVE

Gene Carvalho, East Asian Library, will be on a leave of absence from July 17 - July 31st.

BIRTH ANNOUNCEMENT

Jan and Kerry Altenbernd had a baby girl Monday, July 10. Ella Katherine Madeleine Altenbernd weighed 7 lbs 1 oz and was 19½" long at birth. Jan will be gone from the Art and Architecture Library until mid-October so all questions should be directed to other staff members.

ATTACHMENTS

State Promotion and Transfer list; Travel Report on ALA Summer Meeting, John Miller; Minutes of Library Faculty Assembly Executive Committee meeting of 6/28/89; Civil Service Testing Calendar; Staff Training & Development Schedule.
PROMOTION AND TRANSFER LIST

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

July 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 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 be reached the Division of Personnel Services by 5:00 p.m. on Wednesday of each week.

Applications will be accepted through Friday, July 14, 1989

R-11 Office Assistant II
(Part Time, Intermittent)

TOPEKA (cont.)

Patricia Katsbuzas (913) 296-3981
Department of Social and Rehabilitation Services

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

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

Denise Poore (913) 296-4480
Department of Administration
Division of Information Systems & Communications

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

WINFIELD

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

R-21 *Dietitian II
R-15 *Licensed Practical Nurse
R-24 *Pharmacist 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

*DIRECTOR OF ARCHITECTURAL SERVICES

The Division of Architectural Services is accepting applications for the unclassified position of Division Director until September 30, 1989.

This position is responsible for directing a division of 52 employees which involves the management and supervision of the planning, design and construction administration activities for all state agencies' capital improvement projects. The Director reports to the Secretary of Administration and also serves as chairperson of the State Building Advisory Commission.

Qualifications: Applicants must have educational and experiential backgrounds that demonstrate successful management of professional staff, programs and projects related to architectural planning, design, construction and administration. Effective communication skills necessary for interacting with the staff, agencies, legislators, and other professional contacts.

Salary based on qualifications, anticipated beginning salary in the mid-50's.

For consideration, please send letter of application and resume by September 30, 1989 to:
Vicki Harding, Department of Administration Personnel Office, Room 951, 900 SW Jackson, Topeka, Kansas 66612.
ALA Summer Meeting, Dallas, June 23-27, 1989

I attended all or part of the following sessions:

1) RTSD Heads of Technical Services of Large Research Libraries Discussion Group (the "Big Heads")

2) "Lay of the LAN," program sponsored by the LITA Technical Standards for Library Automation Committee

3) "Infostructure: Building the New Campus Information Infrastructure," program cosponsored by the ACRL University Libraries Section and LITA -- presentations by Carnegie Mellon, Ohio State, and Cal Tech

4) "What You Get is What You See: Graphic Interfaces for Online Systems," program sponsored by the LITA Human Machine Interfaces Interest Group, Programmer/Analysts Interest Group, and the Technical Standards for Library Automation

5) "Circulation +: Redefining Access," program sponsored by the LAMA System and Services Section, Circulation Services Committee

6) LITA Programmer/Analyst Interest Group (general discussion)

7) "A Fine ROM-ance? Public Libraries and CD-ROM, 1989," program sponsored by the PLA Technologies in Public Libraries Committee


I also spent considerable time at two poster sessions, one describing transaction analysis of online catalog sessions done by two librarians from UMKC, and one on the TOC/DOC (online Table of Contents/DOCUMENT delivery) service at Cal Tech. The latter uses the BRS/Search software and ISI's Current Contents tape service, much as we are contemplating doing here at KU. And, as always, I spent a lot of time in the exhibits. This ALA, I split my time between concentrating on CD-ROM products and networks and trying to get a general feel for what was happening in library automation.

Of the programs listed above, the first four were interesting and generally quite useful; number 6 was enjoyable if not terribly productive; and the other ones were rather disappointing. I admit to leaving all of the latter group early since it appeared that extra time in the exhibits would be more useful than remaining. Many of the presentations were much longer than justified by their content.
Some highlights from the meetings:

(1) The LC report at the Big Heads. A committee on priorities and levels of cataloging has issued new recommendations. The principal changes appear to be that foreign language items and English language items will now be treated equally within all categories of materials and that post-publication CIP updates have been moved down from priority 1 to lower priorities (pre-publication CIP remains at level 1). LC is being restructured into seven new service units: special projects, library management services, constituency services, collection services, cultural affairs, congressional services, and copyright. Old processing services departments are divided between the constituency and collection units.

(2) Report by Carol Mandel and Paul Kantor of Columbia University on a survey of patterns of copy cataloging at ARL institutions (Big Heads). The survey compared use of LC and member cataloging copy in five areas: waiting for copy, verifying call numbers, revision practices, heading and authority work, and the level of staff used. It appears that the situation is even stranger than I had supposed. Not only does there not appear to be one normal pattern, there do not seem to be six or eight or ten or even fifteen common patterns. Every library seems to do it differently from almost all other libraries. The long discussion that followed the report was quite fascinating, focusing on what this lack of a standard practice means and on what it tells technical service heads about their libraries. It became clear that what technical service heads want to happen and what they think is happening may be different from what is actually happening in their departments.

(3) Descriptions of technical services restructuring at several institutions (Big Heads). This ranged from Wisconsin's shift from function-oriented to subject-oriented departments to Yale's pre-NOTIS-installation restructuring into fourteen teams that are eventually supposed to be self-managing to Duke's decentralizing of its systems office (the head of tech services now has his very own programmer/analyst).

(4) Paul Evan Peters's ("Lay of the LAN") description of New York Public's network which is attempting to connect seven different buildings between 42nd and 135th streets in Manhattan into one seamless, electronic library.

(5) The sparks flying between Martin Dillon (OCLC research director) and Joy Mountford (Apple Corp. project manager) at the "Graphic Interfaces" session. He doesn't like icons. She does. She is British. He isn't.

In general, I felt this meeting was generally anticlimatic, especially after last January's midwinter meeting. In many cases, it offered formal programs on what had already been discussed or more informally presented at earlier meetings. I couldn't discern any new ideas or trends at this meeting, with the possible exception that discussion of local area networks has become much, much more prevalent. The library LAN has assumed its place in what has developed into the BIG FIVE of local library automation:
(1) local library systems that provide traditional library services — circulation, acquisitions, cataloging, public catalog access, serials control; (2) CD-ROM databases on microcomputers; (3) "campus information systems" or "other database" systems that include access to locally-mounted non-traditional databases; (4) local area networks that provide a variety of services to library staff and patrons, including access to CD-ROM databases, access to outside services through modem connections and/or direct connections to national networks, sharing of software and peripherals such as printers; and (5) the multi-purpose, multi-system, multi-connected, intelligent microcomputer workstation.

The intelligent workstation offers the potential of tying together all of the other pieces. A number of institutions are working on developing such a workstation. Quite a few are developing Macintosh front ends for their online catalogs (e.g., Dartmouth, Texas A&M), but others are being more ambitious. Doing this well takes a lot of effort and generally a lot of money. Ohio State, for example, has three people working for three years on its "Gateway" workstation project. Using more capable workstations is something that we have to investigate here at KU, but we have not had the time to work on it or the money to support a shift from normal terminals to microcomputers as the basic workstation. Money becomes a special problem since the technical requirements for a workstation that connects to all of the above can be rather daunting and therefore rather expensive.

-- John Miller

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MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
DATE: June 28, 1989

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

The minutes from the May 24th LFA general meeting were amended and approved with the exception that Dan Barkley did not approve this version. The minutes from the June 13th LFA special meeting and June 20th LFA Exec meeting were amended and approved.

The committee recommended one editorial change to the draft of the updated Code. The Code will be sent to the membership shortly and the bylaws will be included.

The following recommendations were suggested as agenda items for next year's LFA Exec:
1. Continue to support the process initiated by CREEP and codify the ballot results.
2. Review the bylaws and if necessary recommend changes.
3. Define "professional" with help from the report from the Committee on Unclassified Professional Staff.
4. Support the Staff Development Committee in their efforts to generate more funding.
5. Monitor potential budget crisis for FY91.
6. Address the purpose and function of the Budget and Planning Committee. The recommendation from B & P documented in the letter addressed to LFA Exec should be on the agenda of the LFA fall meeting.

The final meeting for the FY88-89 LFA Exec was adjourned.

Judith Emce, Secretary
**July 1989**

Department of Personnel Services
TESTING CALENDAR
For Information Call 864-4942

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Training Schedule

SUMMER 1989

JULY

7
13 & 20
19
21
24 & 26
31 & AUG. 3

NEW EMPLOYEE ORIENTATION
COMMUNICATION
PROMOTIONS & STAFF DEVELOPMENT
NEW EMPLOYEE ORIENTATION
CONFLICT MANAGEMENT
ADVANCED SUPERVISION

10 AM - 12 NOON
8 AM - 12 NOON
10 AM - 12 NOON
10 AM - 12 NOON
8 AM - 12 NOON
9 AM - 12 NOON

AUGUST

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7 & 9
14 & 16
18
22

NEW EMPLOYEE ORIENTATION
INTRODUCTION TO SUPERVISION
CONFLICT MANAGEMENT
NEW EMPLOYEE ORIENTATION
POLICIES & PROCEDURES

10 AM - 12 NOON
8 AM - 12 NOON
8 AM - 12 NOON
10 AM - 12 NOON
10 AM - 12 NOON

SEPTEMBER

8
12
13 & 20
19
22
26 & 28
27

NEW EMPLOYEE ORIENTATION
PERFORMANCE EVALUATION
COMMUNICATION
PROMOTIONS & STAFF DEVELOPMENT
NEW EMPLOYEE ORIENTATION
CONFLICT MANAGEMENT
POLICIES & PROCEDURES

10 AM - 12 NOON
9 AM - 12 NOON
8 AM - 12 NOON
10 AM - 12 NOON
10 AM - 12 NOON
8 AM - 12 NOON
10 AM - 12 NOON

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

CDC COUNCIL MEETING ANNOUNCED

The Collection Development Committee Council will meet July 27th at 10:30 a.m. in conference room A to discuss the FY90 budget. Rich Ring

BALLOTS FOR CLASSIFIED CONFERENCE COMMITTEES DUE

Ballots for Classified Conference committees are due by noon Friday, July 21. Please contact your representative immediately if you have not received a ballot. Lars Leon

BROWN-BAG LUNCHEON ON ALA ANNUAL CONFERENCE

The Staff Development Committee has planned a brown-bag lunch on Thursday, July 27, from noon to 1 p.m., Watson Library conference room A, for discussing the recent ALA annual conference in Dallas. The committee especially encourages those librarians and staff who attended the conference to participate by sharing their experiences at the exhibits, meetings, panels, workshops, and reception. All KU library staff are encouraged to attend and find out what really happened at ALA!

Rhonda Neugebauer

SECOND NOTICE—TRAINING FOR COLLECTION DEVELOPMENT POLICY REVISION

The committee which has been planning the revision of the K.U. Collection Development Policy (Rich Ring, Marilyn Clark, Mary Rosenbloom, Susan Craig) has scheduled three training sessions to occur before classes begin. Each session will last about 2 hours, meet in Watson Library conference room A, have a maximum of 10 participants, and will cover information essential to completing the narrative and conspectus forms. All bibliographers (who have not already done so) are encouraged to enroll for one of the training sessions by phoning Susan Craig (4-3020).

  Session 1: Tuesday July 25, 9:30-11:30am (4 spaces left)
  Session 2: Wednesday August 9, 2:30-4:30pm
  Session 3: Wednesday August 23, 9-11am

Susan Craig

ATTACHMENTS

Sixth Annual Library Summer Party Announcement; Minutes of the Classified Conference Executive Board, 7/17/89 meeting; State Promotion and Transfer List.

An Equal Opportunity/Affirmative Action Employer
THE SIXTH ANNUAL LIBRARY SUMMER PARTY

You are invited to a potluck picnic (a salad supper) on

Saturday, July 29, 1988

at the Clinton Lake Overlook Shelter #1*

Come at 4:00 p.m. to have a cool drink in the shade,
to play softball, croquet, or volleyball,
or to take a leisurely walk on a trail to the lake

Supper will begin at 6:30 p.m.

Beer, wine, plates, forks, spoons, napkins, and cups,
as well as ice for your beverage
will be provided

Please bring your own beverage and either hors d'oeuvres, chips,
salads or desserts**

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

If you need a ride, call Kerry Bower, Cataloging Dept., 864-3038

*The Clinton Lake Overlook Shelter #1 is a large shaded area which has a
covered 30' x 40' area with picnic tables. A volleyball court, ball
diamond, and playground are located in the area. Restrooms are located
nearby.

**NOTE: We will be unable to provide refrigeration for your food.
MINUTES, Classified Conference Executive Board
July 17, 1989

Because of a revision in the LFA code, LFA members cannot succeed themselves on a committee. We discussed if this regulation should also be applied to the Classified Conference, particularly on those committees which have both LFA and classified members. The Executive Board did not make any recommendations at this meeting.

The Staff Development committee and the present and former presidents of LFA and the Classified Conference recently met with Dean Ranz. They discussed a formula whereby all staff members, librarians and classified, would receive a sum of money for travel and/or classes. Ranz will consider these ideas.

Discussion on the new recommendations for food and drink centered around enforcement and meeting the needs of the staff. There was no consensus.

Although there seemed to be interest at the general meeting to make keys more accessible to library employees, the issue has been tabled until staff members have more time to give this subject the attention it deserves.

A constitutional amendment will be proposed at the next general meeting to permit two members of the Classified Conference to serve on the Staff Development committee. This would bring our constitution in line with the LFA code.

With the departure of Sally Nugent, a new person is needed to coordinate computer workshops with the computer center. If you are interested, please contact Lars.

Please remember to get your ballots turned in to your representative by noon Friday, July 21. Thank you!

Verna Froese
Secretary
Classified Conference
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

July 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 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, July 21, 1989

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<td>R</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II (Typing Required - 2 positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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</tbody>
</table>

TOPEKA

*Director of Architectural Services (Unclassified)

R-13 Engineering Technician II

R-13 Engineering Technician IV (2 positions)

R-11 Keyboard Operator I

R-13 Keyboard Operator II

R-18 Office Specialist (Personnel and Office Manager)

R-20 *Programmer I

R-15 Secretary II

R-13 Office Assistant III

R-25 Social Service Administrator II

R-25 Social Service Administrator III

R-27 Technical Support Programmer II

R-27 Social Service Administrator I

R-27 Social Service Administrator II

TOPEKA (cont.)

Vicki Harding (913) 296-3140 Department of Administration

Mike Ramirez (913) 296-3721 Department of Transportation

Mike Ramirez (913) 296-3721 Department of Transportation

Carol Garcia (913) 296-4993 Department of Administration Division of Accounts and Reports

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

Mike Ramirez (913) 296-3721 Department of Transportation

Carla Rowley (913) 296-4720 Department of Social and Rehabilitation Services

Lola Warner (913) 296-3600 State Conservation Commission

Kathy Cummings (913) 296-5235 Department of Administration Division of Information Systems & Communications

David Ison (913) 296-2128 Department of Administration Division of Accounts and Reports

Richard Thomas (913) 296-3441 Department of Human Resources Workers Compensation

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

Boyce McCarter (913) 296-3343 Department of Administration Division of Information Systems & Communications

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

EQUAL OPPORTUNITY EMPLOYER
UNCLASSIFIED VACANCY

Assistant Dean for Technical Services, the University of Kansas Libraries—a tenure-track, 12-month appointment. Responsible for the direction of the Library's five departments, including 21 professional and 51 paraprofessional staff, primarily concerned with technical operations—Acquisitions, Serials, Cataloging, the Slavic Department, and the Department for Spain, Portugal, and Latin America—and for the coordination of technical operations (acquisition, cataloging, serials, and preservation) throughout the Library system. The Assistant Dean will oversee a materials budget of $3.5 million and will be responsible for the formulation and implementation of collection development policies in consultation with the Collection Development Librarian, the Acquisitions and Serials Librarians, library bibliographers, and representatives of the faculty. The Assistant Dean will have direct involvement in the general administration of the Library and will represent the Library in technical service matters at the University, state, regional, and national levels. Requires graduate degree in library science; an understanding of and commitment to higher education generally and to teaching, scholarship, and research in particular; minimum of five years of successful research library experience; broad knowledge of and experience with technical operations and procedures; minimum of three years experience in management of a major technical services operation; demonstrated leadership ability in working with faculty and library staff; ability to write and speak effectively; knowledge of current issues in collection development and management; working knowledge of and experience with automated technologies and their appropriateness for library operations; demonstrated commitment to a consultative/participative managerial style; appreciation of the importance of successful interaction between public and technical services operations; commitment to affirmative action; strong skills in communication, interpersonal relations, planning, and resource management. Prefer advanced academic training in a subject discipline; broad knowledge of European languages; experience in library public services; experience in collection development. Salary dependent upon qualifications. Excellent benefits. Application deadline: Applications postmarked by October 1, 1989 will be given first consideration. Review of applications will occur monthly thereafter until the position is filled. To apply, submit letter of application, resumé, copies of undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, Assistant to the Dean for Personnel, 502 Watson.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Mary Lumley has been appointed as a full-time Office Assistant III in the Serials Department effective August 14th. Mary has been previously been employed by the St. Joseph, MO Postal Service and St. Joseph Public Library. She earned a B.A. degree in English from Central Missouri State University. Mary replaces Sally Nugent.
**Courier Schedule**

The K-State based Regent's schools courier will be out of service from August 1st to August 20th while Tom, the driver, is on vacation. Service will resume Monday August 21st. Service to the ACCK Colleges will resume August 28th. Judy Brow

**Howey Reading Room Break Hours**

The Reading Room will be open to the public from 8:00am-12 noon and 1:00pm-5:00pm on the following dates: Monday, August 7 through Thursday, August 24 (closed weekends).

The Reading Room will be closed (and I will be on vacation) from Saturday, July 29 through Sunday, August 6 and also on Friday, August 25. Cherrie Saile

**Results of FY90 Classified Conference Committees Election Announced**

Here are the results of the elections for FY90 Classified Conference Committees:

- Budget & Planning: Kent Lewis (2 year term)
  Kendall Simmons (1 year remaining)
- Grievance: Diana Dyal, Jane Hoyt, Malcolm Lodwick, Inge Starr, Lisa Stephen
- Senate Library: Channette Kirby
- Staff Development: Linda Evans (2 year term)
  Norma Bishop (replaces Nancy Hawkins for her 2nd year)

Thank you to all who ran and for those who voted. We need volunteers for the Personnel Committee. Please contact your representative as soon as possible. Lars Leon

**Volunteers Welcome**

The Reference Department is sponsoring an expanded schedule of Watson Library tours this fall from August 22 through September 14. If library staff, classified or unclassified, are interested in giving one or more tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the library, to make them feel more at ease, and to give them basic instruction in using library resources. New volunteers may receive training in the form of taking one or two custom tours themselves, conducted by experienced Reference Department staff. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more.

The schedule of tours is as follows:

The week before classes begin, orientation week, tours will be offered on Tuesday, Aug. 22 at 10-10:45 a.m.; Wednesday, Aug. 23, at 11-11:45 a.m.; Thursday, Aug. 24, from 2-2:45 p.m. From the first day of classes, Monday, Aug. 28 through Thursday, Sept. 14, tours will be offered on Mondays and Wednesdays at 1:30-2:15, and on Tuesdays and Thursdays at 9:30-10:45 and 2:30-3:15.

If you are interested in participating, please contact Saralinda Rhodes (4-3366) by the week of August 14th, if possible. Thank you!

Saralinda Rhodes

**Summer Party Reminder**

Don't forget to attend the 6th Annual Library Summer Party on Saturday, July 29th at 4:00 p.m. (dinner begins at 6:30 p.m.) at shelter #1, Clinton Lake Overlook area. Bring your own beverage and one of the following: hors d'oeuvres, chips, salads, or desserts. It's bound to be fun for all!

Sandy Gilliland

**Attachments**

State Promotion and Transfer List; ALA Travel Reports from Rick Clement and Dan Barkley; Staff Committee—New Science Library minutes of 5/21/89 meeting.
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.

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, July 28, 1989.
TOPEKA (cont.)

R-18 Equipment Operator III  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-20 Graphic Designer II  
Donna Krier (913) 296-3077  
Department of Revenue

R-22 Highway Maintenance Supervisor  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-11 Keyboard Operator I  
Angela Castardo (913) 296-4171  
Board of Agriculture

R-24 *Nutrition Program Specialist  
Jo Ann Moran (913) 296-1290  
Department of Health & Environment

R-13 Office Assistant III  
Angela Castardo (913) 296-4171  
Board of Agriculture

R-13 Office Assistant III  
Ragina Aldrine (913) 296-3241  
Department of Social & Rehabilitation Services  
General Services

R-20 *Personnel Management Specialist I  
Vicki Harding (913) 296-3140  
Department of Administration  
Division of Personnel Services  
Agency Services and Planned Assistance Section

R-23 *Personnel Management Specialist II  
(2 positions)  
Vicki Harding (913) 296-3140  
Department of Administration  
Division of Personnel Services  
Program Research and Policy Development

R-20 Programmer I  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-22 Programmer II  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-25 Programmer III  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-13 Secretary I  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-15 Secretary II  
Mariella Green (913) 296-398  
Social and Rehabilitation Services -  
Medical Programs

R-28 Social Service Administrator IV  
( Program Director)  
Linda Kraus (913) 296-3936  
Youth Center at Topeka

R-25 Technical Support Programmer I  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-31 Transportation Manager I  
(Metrical Planning Manager)  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-31 Transportation Manager I  
(Accounting Systems and  
Procedures Manager)  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-31 Transportation Manager I  
(Accounting and Operations Manager)  
Mike Ramirez (913) 296-3721  
Department of Transportation

WICHITA

R-19 Engineering Technician IV  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-22 Engineering Technician V  
Mike Ramirez (913) 296-3721  
Department of Transportation

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-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-11 Office Assistant II  
Mike Ramirez (913) 296-3721  
Department of Transportation
20 July 1989
TO: Staff Development Committee
FROM: Rick Clement
RE: ALA Report

I was able to attend the annual ALA Convention in Dallas this year as a result of the Staff Development Committee's forethought in asking the Library Administration to provide a University van for staff members going to Dallas. I am sure I am not alone in thanking the Committee, and especially the Administration, for providing this transportation. Without it I would never have been able to attend. One of the highlights for me was the Justin Winsor Prize Lecture. I serve on the Library History Round Table's Winsor Prize Committee which selects the best essay in library history each year. The winner this year was Professor Frederick Stielow of the School of Library and Information Services at Catholic University. His essay, "Librarian Warriors and Rapprochement: Carl Milam, Archibald MacLeish, and World War II," is a finely researched piece and will be published in an up-coming issue of Libraries & Culture. The session was jointly held with the Library Research Round Table, which also presented a prize. The prize for library research was won by a team of several librarians who, with a $100,000 grant from the Department of Education, had determined that students tend to be somewhat confused in the library when they are beginning research on a term paper, but once they have settled on a narrowed topic they feel good. Perhaps I am a bit jaded, but I am unconvinced that this is money well spent or research worth doing. We all know that students have certain anxieties during the research process, but do we need to spend such a sum to quantify what we already know? Research is important, but it ought to be meaningful.

I attended quite a few sessions and committee meetings, notably the Rare Books and Manuscripts Program, but the real highlight of the Conference for me was the presentation by Professor Bernhard Fabian of the University of Münster. Professor Fabian is an internationally known scholar who has thought and written widely about the role of books and libraries in society. He spoke on "Some Reflections on the Future of Humanistic Scholarship." Michael Ryan, Director of Library Collections at Stanford, and Thomas Staley, the new Director of the Humanities Research Center at the University of Texas at Austin responded. The talk and the subsequent discussion centered on the crucial role libraries must play in the future of humanistic scholarship. The talk and the respondents' comments will be printed by the Center for the Book in the Library of Congress. Because my roommate was Professor Fabian's host, I was able to join them for a couple of days and so talk at great length with Fabian. My final image of Dallas was sitting high up in the Hyatt tower revolving bar discussing the future of humanistic scholarship while that rather un-humanistic city turned below us.

Many thanks to the Staff Development Committee and the Library Administration for my share of the funds and most importantly for providing the van.
I recently attended the American Library Association Annual Conference in Dallas, Texas. I'd like to say that I enjoyed Dallas. I'd like to say that I enjoyed the Exhibits and learned about new and wonderful technologies which could be applied to the dissemination of government information. I'd like to say that I attended numerous vendor receptions and feasted on Southwestern cuisine. I'd really like to say all that but I'd be lying because I didn't do any of these things.

During this conference I worked harder and longer than any other I've attended. As a member of the ALA/GODORT Legislation Committee we spent countless hours working on several resolutions concerning pertinent issues facing our profession. These resolutions focused on the reauthorization of the Paperwork Reduction Act, government information dissemination policies, user fees at Patent Depository Libraries and several other important matters. We worked closely with the ALA Legislation Committee's Subcommittee on Government Affairs and worked through several lunches and dinners honing language and bickering over semantics. We did manage to present to the membership of GODORT several resolutions which they approved. Our committee felt a sense of purpose and satisfaction after the amount of time we spent working on these matters.

Beside spending many lucid moments in committee I also attended other GODORT or GODORT affiliate meetings. These included the information update and business meetings of GODORT, the information update and business meetings of the Federal Documents Task Force, several steering committee meetings and an information update on LegiSlate.

However, I did manage to squeeze in one night of entertainment. After a long, long absence I was able to watch my beloved Cleveland Indians play at Ranger stadium. They lost. So what's new—they're the Chicago Cubs of the American League. Nonetheless, it was fun and was a much needed break from the committee meetings.

I would like to thank the Staff Development Committee for their moral support and generous monetary contribution. Without their magnanimous contribution dining in some of Dallas' finer soup lines and sleeping at the YMCA would have been out of the question.

Respectfully submitted:

Dan Barkley
Staff Committee--New Science Library
Minutes of the May 21, 1989 Meeting
Present: C. Kirby, R. Melton, J. Ranz, A. Williams, S. Williams, N. Burich
Absent: D. Borton, S. Couch, S. Hawkins, M. Lodwick

Annie distributed information concerning progress of the Retro-con project.

Facilities Planning has agreed to accept the new bookstacks on August 1. For the next month thereafter, about 15 semi-truckloads of equipment and furniture will be received.

Telecommunications may be delayed. The plans for this building component are four years old and are no longer relevant to current hardware and connections. Ranz said that the NSL will not open until both the OPAC and the circulation system are up and functioning.

Concerning Phase II of the new library, Ranz said that there will be a request made for planning money for FY91 for the renovation of Hoch. This is the University's second priority, major state-funded building project (Murphy is first). Chances for funding are good. Under current plans, about 60,000 square feet of Hoch will be used by the Libraries; the rest will be large lecture halls. It is probable that the NSL and Hoch will be engineered to connect in some way.

If Government Documents and Maps require 23,000 square feet; public services 2-3,000 sq.ft.; seating for 4,000 takes 10,000 sq.ft.; there will be about 25,000 sq.ft. for books. The major decision to be made is which of the social sciences should move into the new building.

The next meeting will be on Thursday, July 20 at 1:30pm.
**CLASSIFIED VACANCY**

Due to Gary Kampfer's resignation (see PERSONNEL below), applications are now being accepted for the position of Copying Services Supervisor (Office Assistant IV). Responsibilities of this position include: 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 $16,920. Library staff interested in applying for this vacancy should contact Sandy Gilliland by 5:00 p.m. Wednesday, August 9th. A copy of the position description is on file for review.

Sandy Gilliland

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**PERSONNEL**

Andreanna Kounas has been appointed as a Library Assistant I in the Science Library. Andi is currently employed by the School of Business as an Office Assistant. Her previous employment includes the Sallie Mae Corporation, Coronado Press, Inc., and three years as a student assistant in Watson Library's Circulation Department. Andi's appointment is effective August 18th.

Gary Kampfer has announced his resignation as Copying Services Supervisor. Gary began employment with the Libraries in March, 1989, and has accepted a position with the Housing Department. His resignation is effective August 11th.

Sandy Gilliland

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**REMINDER**

The 2nd training session of the Collection Development Policy revision will be Wednesday, August 9th, 2:30-4:30pm in Watson conference room A.

If you signed up for the session, please remember to come.

Susan Craig
CLASSIFIED CONFERENCE ANNOUNCEMENT

Because of my job duties at the New Science Library, it may be difficult to get in touch with me. Sue Hewitt, the vice-president of Classified Conference, has agreed to handle any matters that come up between now and September 11. She can be reached in Retrocon at 4-3038.

Volunteers are needed for the personnel committee and the orientation committee. We need 3-5 additional members for the personnel committee and two volunteers for the orientation committee, one from Watson and one from a branch library. Contact your representative by noon Friday, August 4, if you are interested in either position.

Reps—please remember to call Sue with names of committee volunteers by noon Friday, August 4. Thank you.

Lars Leon

APPLICATIONS FOR TRAVEL REIMBURSEMENT—2ND QUARTER

Applications for reimbursement of travel during October, November and December 1989 are due by Tuesday, August 15. Until a new Travel Fund Coordinator is appointed, application forms are available from Rhonda Neugebauer, Staff Development Committee Chair. (Saralinda Rhodes' term on the committee has ended and she will no longer be Travel Fund Coordinator).

Reminder: Persons receiving travel funds are required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. These reports will be published in FYI.

Saralinda Rhodes

ANNOUNCEMENT REGARDING BROWSING ON LCAT

As of Friday morning, it will no longer be necessary to type "b" before entering a browse key in the Online Records Management System. B will automatically appear after Search Type: on the search screen. The cursor will automatically be placed on the first space of Word 1, allowing you to begin typing the browse key immediately. If you wish to perform a search type other than browse, simply type the appropriate letter over the B and enter your search key. Happy searching!

Mary Miller

VOLUNTEERS WELCOME—REMINDER

The Reference Department is sponsoring an expanded schedule of Watson Library tours this fall from August 22 through September 14. If library staff, classified or unclassified, are interested in giving one or more tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the library, to make them feel more at ease, and to give them basic instruction in using library resources. New volunteers may receive training in the form of taking one or two custom tours themselves, conducted by experienced Reference Department staff. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more.

The schedule of tours is as follows:

The week before classes begin, orientation week, tours will be offered on Tuesday, Aug. 22 at 10-10:45 a.m.; Wednesday, Aug. 23, at 11-11:45 a.m.; Thursday, Aug. 24, from 2-2:45 p.m. From the first day of classes, Monday, Aug. 28 through Thursday, Sept. 14, tours will be offered on Mondays and Wednesdays at 1:30-2:15, and on Tuesdays and Thursdays at 9:30-10:45 and 2:30-3:15.

If you are interested in participating, please contact Saralinda Rhodes (4-3366) by the week of August 14th, if possible. Thank you!
MINUTES, Classified Conference Executive Board
July 27, 1989

The results of the committee elections were announced. Following is a list of committees and the classified members on each committee. Thanks to all who ran!

BUDGET AND PLANNING COMMITTEE -- Kent Lewis, Kendall Simmons

GRIEVANCE COMMITTEE -- Diana Dyal, Jane Hoyt, Malcolm Lodwick, Inge Starr, Lisa Stephen

SENATE LIBRARY COMMITTEE -- Channette Kirby

STAFF DEVELOPMENT COMMITTEE -- Linda Evans, Norma Bishop

Volunteers are needed for the Orientation Committee and the Personnel Committee. The Orientation Committee is a new LFA/Classified Conference committee set up for the purpose of helping new staff members become familiar with the library system. Two members of this committee will be from the Classified Conference. It was suggested that one member be from Watson and one from a branch library. This was approved.

The Personnel Committee needs three to five volunteers. If you are interested in a position on the Orientation Committee or the Personnel Committee, please volunteer to your representative by noon Friday, August 4. If we get more volunteers than positions for either of these two committees (great!), there will be an election.

As Lars will be helping set up the New Science Library until September 11 and may be difficult to reach, please contact our vice-president, Sue Hewitt, in Retrocon if there are any matters that should come to the attention of the Classified Conference.

Dean Ranz proposed that as John Miller's schedule permits (probably not till spring 1990), he may be able to help train groups within the library on how to use various computer systems. We are fortunate to have someone like John who is so computer literate and such a good, patient teacher. In the meantime, we will continue to work with the Computer Center on free demos.

The Executive Board discussed issues revolving around the potential removal of the vending machines. These included concerns about aesthetics (how to prevent the area from looking like a ghost town), considerations for the needs of library staff, and enforcement (if machines are removed and if they are not).

Verna Froese
Secretary
Classified Conference
The 2nd Annual Interagency Depository Seminar was held in Washington, D.C. from April 24th through 28th, 1989 and consisted of an overview of the various agencies' products and activities as they relate to federal depository libraries.

The Library Programs Service (LPS) of the Government Printing Office hosted the first day's activities. LPS staffers described the process by which GPO acquires, classifies, catalogs, and distributes depository copies. Staffers also discussed the responsibilities of federal depository libraries and ended the session with a comprehensive tour of LPS facilities. The Environmental Protection Agency gave an afternoon session which centered primarily around the National Toxic Release Inventory and the methods by which EPA plans to publish and nationally distribute the first annual inventory.

Tuesday's session was conducted by the Census Bureau. Most of the day was devoted to a status and product review of the 1987 Economic Census and the 1990 Census of Population and Housing. The review included information on the formats in which these products will be issued and the release schedule for these products.

Wednesday included a full-day workshop covering the basics of intellectual property--patents, trademarks, and copyrights--and featured speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees learned to differentiate between the three types of federal protection for intellectual property and the methods by which this information is accessed by the public. Publications and search methods were discussed. Special emphasis was given to the Patent Depository Library, a nationwide network of 62 libraries which receive copies of U.S. patents and play a significant role in the dissemination of patent information to the public. Kansas is one of the few states without a patent depository library and Martha Crockett from the Patent Office spent considerable time encouraging states without a patent depository library to get one. Unfortunately, she didn't have any brilliant ideas on how to come up with the $100,000 or more to pay for the startup costs.

Thursday's activities were held at the Library of Congress. There were presentations on the Library Services Division of the Congressional Research Service, the loan policies of the Library of Congress, services of the Photoduplication Division of the Library of Congress, and collections of federal documents in the Library of Congress. Tours of CRS and other areas in LC were given.

By Friday everyone at the seminar was suffering from information overload. They didn't care if they ever heard of another government agency and they certainly didn't want to listen to one that day. That, however, was just what GPO had planned. On Friday both the Office of the Federal Register and the National Technical Information Service (NTIS) presented half-day events. The Office of Federal Register workshop covered the regulatory process, including the relationship between laws and regulations as well as the important elements of the Federal Register and the Code of Federal Regulations (CFR). The NTIS workshop focused on the NTIS mission and its products and services.

The seminar not only presented a wealth of information which I have used innumerable times in my job since I've returned, but it also gave me the opportunity to network with staff from Library Program Services as well as documents librarians throughout the U.S. Only 75 documents personnel from throughout the United States were allowed to attend the seminar. I feel very fortunate that I was among those 75. I'd like to thank the Staff Development Committee for helping to defray my expenses.

Mary Lou Warren
Government Documents
With the assistance of a grant from the LFA Staff Development Committee, I attended the American Library Association annual conference in Dallas from 23 to 28 June 1989. I concentrated my attention on committee meetings of the Rare Books and Manuscripts Section and program and interest group meetings sponsored by LITA.

The RBMS Ethical Standards Review Committee (of which I am a 1988-90 member) spent its meeting working on a draft of a new ethics statement for special collections librarians. Over the next few months further work will be done on this draft and it will be discussed again at Midwinter, along with plans for public meetings on this topic.

The RBMS Security Committee held a public hearing for its new edition of the Security Guidelines (already published for public comment in C&RL News), made some minor revisions at its following editorial meeting, and sent the text forward for approval of the various other bodies which must accept it before it becomes ALA policy. Final disposition of this is expected by the 1990 annual conference. I thought that this was my last meeting as a member of this committee but just last Friday I learned that the group will meet at the RBMS Cambridge conference this September. Since not all present members will be at Cambridge, any past members who are there will be expected to participate and work up items to discuss with our opposite numbers from the Library Association Rare Books Group.

The RBMS Standards Committee, which has just changed its name to the RBMS Bibliographic Standards Committee, is unique among RBMS committees in having a more or less official group of "Friends of the Standards Committee". I was a member of this committee for many years and as a "Friend" I attend its meetings when other commitments permit and still participate actively in ad hoc subcommittees and in an advisory capacity. At Dallas this committee re-wrote its charge, continued its work on various thesauri for the use of special collections cataloguers, received reports on such activities as the progress of the new edition of ISBD(A) (to which a Standards subcommittee of which I was a member contributed many suggestions) and its support of the Society of American Archivists' Working Group on Descriptive Standards for Archival Description. The Bibliographical Standards Committee will also be holding a meeting at Cambridge with its equivalent from the British rare books community. Each of us attending has work to do — mine is to present a history of the development of standards for rare books cataloguing in the United States.

Like everyone else attending ALA I spent a certain amount of time in the exhibitions, which I must admit I found of less interest this year than in the past. There seemed to be more video tapes and discs than books on view and less information on the use of microcomputers than I had come to expect. I also had several working meals with colleagues from various California and New York libraries to discuss plans for the Cambridge conference, the use of OCLC for cataloguing pre-modern MSS (the consensus was that there is a design failure here), problems with bibliographical description in the history of science, and a bit of information exchange about theft and forgery.

For the first time this year, I attended some LITA meetings. The Imagination Interest Group met for the first time to talk about applying a science fiction mind set to libraries. We muddled about for most of the meeting, introducing ourselves, and trying to discover common ground apart from being
SF readers. Toward the end of the meeting we got into a good, lively, and imaginative argument and reached the satisfactory stage of shouting at each other when we ran out of time. I look forward to developments.

I also attended part of a LITA program called "Automation Product Review" but found it a waste of time for anyone who does any professional reading. A presentation on Technical Integration and Hypermedia was also much less useful than expected, mainly because the presenter did not have the proper equipment available to her — she kept telling us what would happen rather than showing us. I believe that the actual product she was talking about — a hypermedia presentation on the Chinese archaeological discovery of the emperor's terra cotta army — would be quite interesting indeed but this was no way to find out about it.

The LITA program on artificial intelligence and expert systems was a "how I did it good" series of three accounts. The first was about shelf-listing (assigning Cutter numbers) at the Library of Congress which astonished me by the degree of difficulty which is apparently involved in that process. The second, about assigning DDC numbers to sheet music, was illegible and invisible. The third and most interesting account concerned the use of AI in diagnosing preservation problems in a multi-branch library at a Florida university. This looked as if it might have some application to local problems here and I hope to learn more about it.

The last official event of the conference for me was a MARBI presentation on MARC format integration. Format integration has appeared to be a big black cloud looming over our future. If this session was accurate, it's a nice pluffy cloud with a semi-silver lining. Various inconsistencies and conflicts are being dealt with and the result should be a more flexible and responsive MARC if nobody manages to put a straitjacket on its application before it comes into effect in 1993.
NEW COMMITTEE MEMBERSHIP FOR FY90

The Staff Development Committee welcomes four new members as a result of recent LFA appointments and Classified Conference elections. The new committee membership and their terms of office are:

- Norma Bishop (FY90)
- Rick Clement (FY90-92)
- Linda Evans (FY90-92)
- Rosemary McDonough (FY89-90)
- Rhonda Neugebauer (FY89-90)
- Connie Powell (FY90-92)

WELCOME!

REMARKS AND ACKNOWLEDGEMENTS

by Rhonda Neugebauer

One of the tasks of the Staff Development Committee (SDC) for FY89 was to encourage discussion in the library about appropriate staff development activities and about the role of the SDC in promoting the professional and career development of all library staff members. In our efforts to improve opportunities for the professional growth of staff members, the committee actively supported new programs and ideas. While we realize the participation in professional development activities depends heavily on individual initiative, the literature suggests that there is an important and key role for parent institutions in encouraging and facilitating programs and activities for staff. It is the desire of the committee to continue examining all possibilities for improvement in staff development in the KU Libraries and to publicize our findings with the hope of fostering a new library commitment to improved programming which, of course, includes improving our budget and our travel funds as well as striving for no-cost and inexpensive alternatives.

Another task of the committee for this year was to increase staff participation in SDC activities and in other professional development activities. We think that staff participation hinges on staff knowledge of opportunities for professional development and on the belief that there is institutional support for their efforts. While we cannot claim to have inspired any individual efforts, we hope that the committee helped to create an environment within the Libraries that was conducive to professional development activities. We also hope that our programming, including our newsletter, the brown-bag lunches, the tours of area libraries, and our FYI announcements, encouraged staff participation and fostered professional and/or personal growth.

- - - We are planning to continue our information dissemination in the coming year.
- - - We will seek new ways to inform staff of learning opportunities.
- - - We also will publish a brochure summarizing travel funds (from within the Libraries and outside the Libraries) available to classified and unclassified staff.

In addition, we want to develop a policy statement on staff development which would include a section on goals and philosophy (to summarize the library attitude toward staff development efforts) followed by a section on programming. Committee members think that a policy outlining the goals and philosophy of staff development in the KU Libraries is essential as a communication tool and as a definitive support statement that staff development is for everyone in the Libraries.
As committee chair, I would like to personally thank the library staff for participating in our programs, for sharing ideas with us, and for encouraging us to continue aggressively planning professional development activities in the face of a decreased library budget which meant a dismally low travel fund. I can only agree with the criticism that we distributed embarrassingly low amounts of money to the many deserving people who requested travel funds from the SDC. I know those low amounts were usually not enough to cover one night of lodging or one day of expenses. I know from attending conferences that many libraries support their staff fully and that there is recognition in the profession that professional development activities (training, workshops, conferences, papers, research, and service) are an integral component of professional preparedness. We agree wholeheartedly. We especially thank those staff members who encouraged us to try new ideas and who gave us input and feedback regarding our attempts to increase the budget and improve our outlook.

Finally, my warmest thanks go to the entire committee for their hard work and generous dedication to staff development programming—to Judith Emde for her persistent efforts to analyze and substantiate our appallingly low staff development funding and for her work on the needs assessment survey which helped us systematize our knowledge of our plight (in terms of budget) and to consolidate our future plans. Her work will continue to help future committees as they seek to be responsive to the needs of the library staff. My sincere thanks, also, to Saralinda Rhodes, travel fund and tour coordinator, for her diligent attention to every detail of our budget and our tours, and for her sensitivity to the needs and comfort of dozens of traveling library staff members; to Rosemary McDonough for her truly wise comments and cogent contributions on all aspects of the committee's work and her knowledge (and questioning of) university and library policies regarding staff development activities, funds, plans, and objectives; to Nancy Hawkins, tireless secretary and indefatigable editor of the Staff Development News newsletter, through which she helped us maintain serious yet entertaining contact with staff on important issues related to staff development.

Thanks also are due to many supporters outside the committee: to Rick Clement, Chair of LFA (FY89), for the open attitude and responsive leadership he offered LFA and our committee; to Suzanne Tronier and the Budget and Planning Committee for the assistance lent to the issue of staff development in their budgetary discussions, recommendations, and staff priorities survey, all of which showed that the staff support and desire to see an improvement in the library commitment to staff development issues and funding; and, last but not least, to each and every library staff member who attended our meetings, orientation lunch, brown-bag lunches, or tours, or who saw usefulness in increasing our committee membership and in expanding our activities to include establishment of the new Staff Orientation Committee. I feel lucky to have been able to contribute to this wonderful and exciting movement toward full recognition of staff development as an integral aspect of our professional life in the KU Libraries.

# # # #

The library gang at the Nelson-Atkins Museum, June 1989
L.E.E.P. CALENDAR
(LIBRARY EMPLOYEE EDUCATION PLAN)

July 28
BCR Offices, Denver
"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.

September 8
BCR Offices, Denver

August 4
BCR Offices, Denver
"Compact Disc Counterparts to Online Reference Databases," a one-day discussion of the reference products currently available on compact disc. The discussion covers: 1) an overview of CD-ROM technology and applications, 2) current providers of databases on CD, 3) demonstrations of various CD products, 4) compatibility and interface issues. For anyone interested in a "test drive" of the products and in seeing the technology in action. $50.00; 8:30 to 12:30; 4 hrs. C.E.

August 7
BCR Offices, Denver
DBASE IV - Beginning, Sponsored by BCR. An introduction to the powerful database management package. For beginners or new users. $75.00; 9:00 to 4:00; 6 hrs. C.E.

August 7-11
University of Wyoming Campus
Laramie, Wyoming
"Stories: Blending a Potpourri of Pleasure." A week long storytelling festival. The thrust of this year's Institute is to view stories from their many origins and to become more aware of the variety of forms in which they are delivered. Presenters include Eulenspiegel Puppeteers, Maggi Peirce, Joy O'Callahan, Gerald McDermott, John Erickson, Doc McConnell. Registration $160.00. College credit available. For more information write to University of Wyoming, Summer Institute in Library Media Studies, Laramie, Wyoming 82071-3964. 30 C.E. hours available.

August 11
BCR Offices, Denver
"Wilsonline Basic Training Seminar," sponsored by BCR. This seminar is designed to acquaint the beginning searcher with the basic commands operative in the WILSONLINE online reference system. Agenda will include 1) formulating a search strategy, 2) use of the WILSONLINE logical operators, 3) viewing the inverted file, 4) limiting the retrieval, 5) searching with controlled vocabulary, 6) displaying the results. 10:00 to 4:00; $75.00; 5 hrs. C.E.

August 18
BCR Offices, Denver
"PC-TALK/PROCOMM 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 searches results. $50.00; 9:00 to 12:00; 3 hrs. C.E.
L.E.E.P. CALENDAR
(LIBRARY EMPLOYEE EDUCATION PLAN)

August 21-22
BCR Offices, Denver

"Dialog System Seminar," sponsored by BCR. Hands-on practice for the new DIALOG searcher. No prior searching experience is required. Topics to be covered include 1) Formulating a search strategy, 2) Use of the DIALOG logical and proximity operators, 3) displaying records, 4) viewing the basic index, 5) efficient search techniques, 6) saving searches. 9:00 to 5:00 first day, 9 to noon second day; $135.00; 10 hrs. C.E.

August 23
BCR Offices, Denver

September 13
Kansas State Library, Topeka

"PC/MS Dos - An Introduction, What 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.

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/Makne/Remove Directory and Assign plus more. $75.00; 9:00 to 4:00; 6 hrs. C.E.

August 25
BCR Offices, Denver

September 6
BCR Offices, Denver

"WordPerfect 5.0 - Basic." For those who are unfamiliar with WordPerfect 5.0 or have just begun using it. The trainer is a WordPerfect Certified Instructor. 9:00 to 4:00; $75.00; 6 hrs. C.E.

"Wordperfect 5.0 - Advanced." For anyone having basic knowledge and skill in WordPerfect 4.2 or 5.0 who wants to learn more advanced features. $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.

September 14
Kansas State Library, Topeka

"Microcomputer Maintenance Basics," for anyone responsible for one or more microcomputers. Repair frequency and costs can be reduced by adopting a plan for routine do-it-yourself maintenance. Issues such as service contracts, upgrading RAM, static electricity, drive cleaning and more will be covered. $75.00; 9:00 to 4:00; 6 hrs. C.E.

September 14
BCR Offices, Denver

"Wilsonline Refresher," sponsored by BCR. Enhancements in terms of both software features and databases will be discussed. Hands-on practice will include 1) a review of basic search commands, 2) search strategy preparation guidelines, 3) alternate strategy tips, 4) recent proximity and nesting enhancements, 5) how to get online help during the search, 6) output options, 7) instructions for saving searches. 10:00 to 4:00, $75.00; 5 hrs. C.E.
PROMOTION AND TRANSFER LIST

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

July 31, 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. NO! 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, August 4, 1989

TOPEKA (cont.)

R-13 Office Assistant III
Ginny McCord (913) 296-4171
Board of Agriculture

R-13 Office Assistant III
Susan Lambrecht (913) 296-7413
Kansas State Board of Healing Arts

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

R-20 Programmer I (2 positions)
Donna Krier (913) 296-3077
Department of Revenue

R-13 Secretary I
Ginny McCord (913) 296-4171
Board of Agriculture

R-15 Secretary II
Mike Ramirez (913) 296-3721
Department of Transportation

R-17 Secretary III
Susan Lambrecht or Larry Buening (913) 296-7413
Board of Healing Arts

BELoit
R-18 Activity Therapist I (Altered work schedule)
Dr. Ron Willis (913) 738-5735
Youth Center at Beloit

GARDEN CITY
R-13 Engineering Technician II
Mike Ramirez (913) 296-3721
Department of Transportation

HUTCHINSON
R-13 Engineering Technician II
Mike Ramirez (913) 296-3721
Department of Transportation

OAKLEY
R-16 Equipment Operator II
Mike Ramirez (913) 296-3721
Department of Transportation

TOPEKA
R-25 *Central Accountant II
Myrene Bears (913) 296-3146
Department of Administration
Accounts and Reports, Payroll

R-16 Engineering Technician III (2 positions)
Mike Ramirez (913) 296-3721
Department of Transportation

R-19 Engineering Technician IV (2 positions)
Mike Ramirez (913) 296-3721
Department of Transportation

R-25 Engineering Technician VI (2 positions)
Mike Ramirez (913) 296-3721
Department of Transportation

R-24 *Nutrition Program Specialist
Jo Ann Moran (913) 296-1290
Department of Health and Environment

R-11 Office Assistant II
Mike Ramirez (913) 296-3721
Department of Transportation

WINFIELD

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

R-15 *Licensed Practical Nurse

R-24 *Pharmacist II

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-26 *Speech Pathologist/Audiologist I

R-21 *Social Worker II

EQUAL OPPORTUNITY EMPLOYER
STUDENT MONTHLY VACANCIES

The Retrocon Unit, Cataloging Department, has announced the availability of two student monthly positions, described on the attached vacancy notice. Interested students should contact Suzanne Tronier or Bob Marvin in the Cataloging Department between 9:00 a.m. and 5:00 p.m. Monday-Friday, 4-3038. The application deadline is August 23, 1989.

PERSONNEL

Two appointments have been made to the Cataloging Department recently. David Pardue has been hired as a Spanish-language Cataloger effective September 1, 1989. David earned the MLS degree, M.A. degree in Spanish literature and linguistics and B.A. degree in Spanish from the University of Texas at Austin. He has been employed as a Teaching Assistant in U.T.'s Spanish and Portuguese Department, and is currently employed by U.T. Library's Benson Latin American Collection.

Nicholas Eshelman has been appointed as a French-language Cataloger effective August 18, 1989. Nicholas earned the MLS degree from Rutgers University in January, 1988. He has a B.A. degree from West Chester University in Liberal Arts with concentrations in French, Spanish, and German languages and literatures. He is currently employed by the H.M. Briggs Library, South Dakota State University, as an Assistant Cataloger, and was previously employed with New York Public Library as a Cataloger.

Lorraine Knox has been appointed as a Science Reference Librarian effective September 1, 1989. Lorraine is currently employed with the Physical Science Bibliography/Reference Department, University of North Dakota Libraries. She earned the MLS degree from Emporia State University in 1982, and received a BS degree in Biological Sciences, from Upper Iowa University in 1981.

Rex Hargis has been appointed as Student Employment Coordinator (Office Assistant IV) in the Library Administrative Office, effective August 24th. He is currently employed by the Kansas Public Employee's Retirement System (KPERS). Rex replaces Judy Kasson.

TIMECARD DEADLINE ANNOUNCED

All student timecards, unclassified staff absence cards, and classified monthly time sheets are due in the Library Office by 9:00 a.m. Tuesday, August 15th.

WORK-STUDY STUDENT SEARCH

Letters to all qualified work-study students have been mailed and responses are rapidly coming in. Library departments who have requested work-study students should be prepared to begin receiving applications during the week of August 14. As a reminder, all work-study students currently employed by the Libraries will need to be reappointed to the Fall 1989 work-study payroll. Please submit reappointment forms to me by August 25th if possible. (Some work-study students will not be able to pick up their authorization cards until late August—just send their reappointment forms now and we will hold their paperwork until the authorization card is received.)

An Equal Opportunity/Affirmative Action Employer
Facilities Operations has recently announced a schedule for maintenance of electrical distribution equipment on campus, as explained in the attached memorandum. The schedule for power interruptions (listed by date and building) have been arranged to minimize, where possible, disruptions to building occupants.

Nancy Jaeger

**SCHEDULE OF LIBRARY HOURS — FALL SEMESTER**

Attached is the schedule of library hours for the fall semester, beginning with the first day of classes and ending with spring semester enrollment. Again this fall, Watson Library will be open longer hours on three Saturdays immediately before and during finals. The Fines Office has added Saturday morning hours to its schedule this year. Operative dates are the following:

- 1st day of fall classes: Monday, August 28
- Labor Day: Monday, September 4
- 1st day of Thanksgiving recess: Wednesday, November 22
- Thanksgiving holidays: Thursday & Friday, November 23-24
- Classes resume: Monday, November 27
- Last day of classes: Monday, December 11
- 1st day of finals: Wednesday, December 13
- Last day of finals: Friday, December 22
- Christmas holiday: Monday, December 25
- New Year's holiday: Monday, January 1
- Martin Luther King holiday: Monday, January 15
- Spring semester enrollment: January 16-17
- 1st day of spring classes: Thursday, January 18

If you have corrections or changes to report, whether now or later in the semester, please notify me (4-3601).

Mary Hawkins

**MAIL SERVICE ANNOUNCEMENT**

Mail service to Guatemala and Lebanon has been temporarily suspended.

Bruce Coburn

**CALLING ALL CRATES**

If you have empty crates which you don’t intend on using in the near future, please return them. We, at the mailroom, could use them. Your efforts are greatly appreciated.

Bruce Coburn

**HELP ME TO HELP YOU**

When placing recalls or searches, please remember to fill out the request card completely, (especially your ID number). I can’t put your request into the Circulation computer without this information. It is also very helpful if you do not circle the Search/Recall at the top of the request card. Sometimes the status of a book will change between the time you place the request and the time we input it into the computer. If you need a book for a work-related problem, please use your department’s ID number. If you don’t know it, call me and I’ll be glad to give it to you. (These books, of course, will not be able to leave the building.) Just a word of warning, if you use your personal ID number in this instance, you will be held responsible for any overdue or recall fines.

If you wish to be notified when a new book has been cataloged, please put your name and ID number on a flag and put it in the book. Hold notifications that do not have an ID number will be delayed in processing and can be put on hold for the wrong patron.

Thank you for your help with these problems.

Brenda Owens

**CIVIL SERVICE EXAMINATION CALENDAR FOR AUGUST**

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

KULSA SUMMER PARTY

The 1989 Summer Party was again a success. All who came enjoyed a delicious meal, cold beer and wine, in spite of the summer heat. A few utensils were left, however, and may be claimed in the Library Office (Ruth Miller). We have a wooden-handled spatula, a knife, fork, and spoon.

ATTACHMENTS

Letter from Vice Chancellor Brinkman regarding reporting lines; Student Monthly positions descriptions; Facilities Operations Maintenance schedule; State Promotion and Transfer List; Minutes of the following meetings: Nominating & Ballot Committee, 7/13/89; Library Faculty Assembly Executive Committee, 7/11/89 and 7/14/89; Staff Development Committee, 7/12/89; August civil service examination schedule.

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UNIVERSITY OF KANSAS

August 1989

TESTING CALENDAR
Department of Personnel Services
For Information Call 864-4946

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<tr>
<th>SUN</th>
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- 1: Keyboard Operator III, 1:15
- 2: Secretary III, 1:15
- 3: Written, 1:15

- 6: Keyboard Operator III, 8:30
- 7: Secretary III, 1:15
- 8: Written, 1:15
- 9: Secretary III, 8:30
- 10: Secretary III, 8:30
- 11: Secretary III, 8:30
- 12: Secretary III, 8:30
- 13: Secretary III, 8:30
- 14: Secretary III, 8:30
- 15: Secretary III, 8:30
- 16: Secretary III, 8:30
- 17: Secretary III, 8:30
- 18: Secretary III, 8:30
- 19: Secretary III, 8:30
- 20: Secretary III, 8:30

WRITTEN EXAMINATIONS OFFERED: Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II, Library Assistant I & II, Office Assistant III. (NOTE) Written Questions will be given on August 15, no other. Written and Performance Examinations: Keyboard Operator I & II, Secretary I & II.

UNASSEMBLED EXAMINATIONS OFFERED: Ratings of Training and Experience. Carpenter I & II, Dietitian I & II, Electrician I & II, Medical Technologist I.
As we begin Fiscal Year 1990, I am asking your cooperation, and that of your chairpersons, in the procedures used for requesting support for projects of any kind.

Requests for any commitment of financial or other resources must come through the dean's office to the Office of Academic Affairs for endorsement. The formal request should summarize the nature of the project, a schedule for its completion, and a summary of its fiscal implications, including the specific resources requested. I will review the request and will make a response to you in writing.

It is imperative for purposes of clarity that requests for commitments "follow channels." Any such request that bypasses or goes forward without a dean's and Academic Affairs' endorsement will not be acted upon.

I ask that you disseminate this memo to your chairpersons and discuss it with them if you believe it necessary. The procedure outlined here will allow us to keep track of our commitments and make better use of our resources. I will appreciate your cooperation.
August 1, 1989

TO: Department Chairperson/Director/Dean

FROM: Andy Haun
Assistant Director for Electrical Engineering

RE: Maintenance of Electrical Distribution Equipment

The University has entered into contract with the Westinghouse Service Company to service and calibrate the primary electrical distribution equipment on the main campus. This work is scheduled by contract for the week of August 14.

Service and calibration of this equipment is required every three (3) years to assure safe operation.

Attached is a schedule of electrical shutdowns. The work has been arranged to minimize disruptions to building occupants. However, some mid-day interruptions are required.

We thank you for your patience and support of our efforts to maintain reliable utility systems. If you have any questions, please contact us at 4-4770.

AH:jjf

Attachment
## POWER INTERRUPTIONS

### MONDAY, AUGUST 14

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<tr>
<th>Time</th>
<th>Location</th>
<th>Building</th>
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<tr>
<td>7:45 - 7:55</td>
<td>Chiller Building</td>
<td>Wescoe</td>
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<td>12:45 - 12:55</td>
<td>Memorial Stadium</td>
<td>Boiler Plant - Ser. Ltg</td>
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<td>Boiler Plant - Ser. Ltg</td>
<td>Facilities Operations</td>
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<td>Flint</td>
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<td>Strong</td>
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<td>Spencer Research Library</td>
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<td>Spooner</td>
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<td>Grace Pearson</td>
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<td>University Relations</td>
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<td>Twente</td>
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</table>

### TUESDAY, AUGUST 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 7:55</td>
<td>Blake Annex</td>
<td>Chancellor's Residence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Miller</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watkins</td>
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<td></td>
<td></td>
<td>Sprague Apartments</td>
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<td></td>
<td>Watson</td>
</tr>
<tr>
<td>12:45 - 12:55</td>
<td>Boiler Plant</td>
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<td></td>
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<td>Fraser</td>
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<td></td>
<td></td>
<td>Kansas Union</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dyche</td>
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<tr>
<td></td>
<td></td>
<td>Spencer Art Museum</td>
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<tr>
<td></td>
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<td>Lippincott</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bailey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comp Center - E ONLY</td>
</tr>
</tbody>
</table>

### WEDNESDAY, AUGUST 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 7:40</td>
<td>Snow</td>
<td>Hoch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summerfield</td>
</tr>
<tr>
<td>5:20 - 5:30</td>
<td>Visual Arts</td>
<td>Murphy</td>
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<tr>
<td></td>
<td></td>
<td>Watkins Health Center</td>
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<td>Haworth - New Wing</td>
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<td>Wescoe</td>
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<td>Spencer Research Library</td>
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<td>Marvin</td>
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<td>Lindley Annex</td>
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<td>Military Science</td>
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<td></td>
<td>Robinson Gym</td>
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<tr>
<td></td>
<td></td>
<td>Comp Center - W ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chiller Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
</tbody>
</table>

### THURSDAY, AUGUST 17

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 7:55</td>
<td>Burt</td>
<td>Green</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allen Field House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parrott Center</td>
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<td>Learned</td>
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<tr>
<td></td>
<td></td>
<td>Burge Union</td>
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<td></td>
<td></td>
<td>Anschutz Pavilion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking Garage</td>
</tr>
<tr>
<td></td>
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<td>Haworth - Old</td>
</tr>
</tbody>
</table>
PROMOTION AND TRANSFER LIST

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

August 7, 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, August 11, 1989

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-22</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-26</td>
<td>*Grain Inspector V</td>
<td>T. D. Wilson (913) 296-3451 Grain Inspection Department</td>
</tr>
</tbody>
</table>

Must have a license to inspect and grade all 11 grains that are marketed in the Grain Inspection Department's area of responsibility under the U.S. Grain Standards Act.

<table>
<thead>
<tr>
<th>LANSING</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>*Physicians Specialist (Half-time) (Unclassified) for Psychiatrist</td>
<td>Judy Randolph (913) 727-3553 Kansas Correctional Institute at Lansing</td>
<td></td>
</tr>
<tr>
<td>R-13</td>
<td>*Power Plant Operator I</td>
<td>Judy Randolph (913) 727-3553 Kansas Correctional Institute at Lansing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAWRENCE</th>
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</thead>
<tbody>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>NORTON</th>
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</tr>
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<tbody>
<tr>
<td>R-15/17</td>
<td>Correctional Officer Trainee/ Correctional Officer I (28 positions) (Applications must be received by close of business on August 14, 1989)</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
</tr>
</tbody>
</table>

Correctional Officer Trainee/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.

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<tr>
<th>OLATHE</th>
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<tbody>
<tr>
<td>R-15</td>
<td>*Food Service Supervisor I</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-11</td>
<td>*Office Assistant II (Typing) (11:30 a.m. - 8:00 p.m.)</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
<tr>
<td>R-22</td>
<td>*Registered Nurse II</td>
<td>Warren Hurst (913) 782-2530 School for the Deaf</td>
</tr>
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<tr>
<th>TOPEKA</th>
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<tbody>
<tr>
<td>R-19</td>
<td>Accountant I (KIPPS, CASK and State Budgeting experience desired)</td>
<td>Pamela Dawes (913) 296-7413 Kansas Board of Healing Arts</td>
</tr>
<tr>
<td>R-19</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-23</td>
<td>*Industrial Hygienist I</td>
<td>David Willsie (913) 296-4297 Department of Human Resources</td>
</tr>
<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Lola Warner (913) 296-3600 State Conservation Commission</td>
</tr>
<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-23</td>
<td>*Management Analyst II</td>
<td>Loretta Vandervelde (913) 296-2459 Department of Social and Rehabilitation Services</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Experience using calculator is preferred)</td>
<td>Duncan Friend (913) 296-2493 Department of Administration Division of Accounts and Reports</td>
</tr>
<tr>
<td>R-24</td>
<td>Physical Therapist I (2 positions - both half time)</td>
<td>Tim Edwards (913) 296-5341 Kansas Neurological Institute</td>
</tr>
<tr>
<td>R-25</td>
<td>Programmer III (Complete background investigation by KBI)</td>
<td>Carla Nolan (913) 296-5700 The Kansas Lottery</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
(Continued On Back)
MINUTES: Nominating and Ballot Committee  
Date: July 13, 1989  

Present: Shelley Miller, Suzanne Tronier, Julie Waters  

The committee decided that Shelley Miller would chair the committee.  

At a later date, Julie Waters agreed to serve as secretary.  

Julie Waters  
Secretary
MINUTES: LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
July 11, 1989

Present: Mike Biggins, Nicolette Bromberg, Marilyn Clark, Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.

1. LFA Standing Committee appointments for FY 89-90: Rob Melton provided the committee with a list of volunteers, indicating their preferences for committee assignments. Appointments were made taking into consideration such factors as the need to maintain continuity within committees and the volunteers' other service commitments.

2. Revised LFA Code of Governance: Various lingering inconsistencies in the Code were discussed, including 1) the precise name for the new Committee on Orientation, 2) the apparently inappropriate use of the word "ballot" in 3.1.5 of the Bylaws, and 3) possible reconsideration of the procedure now followed to fill irregular LCPT or LFA Executive Committee vacancies.

3. Charge from 1988-89 LFA Executive Committee: Rob Melton went over the end-of-year recommendations of last year’s committee. They included: 1) implementing the proposals of the Committee to Review the Entire Evaluation Process (CREEP) as voted on by the library faculty, 2) reviewing the bylaws of the LFA Code, 3) proposing a definition of "professional," as it is used in the university's employment category of "unclassified professional staff on salaried appointment," 4) providing support to the Committee on Staff Development, 5) monitoring a potential budget crisis in FY 91, and 6) defining the function of the Budget and Planning Committee.

4. CREEP ballot: the results of the ballot on the review process, evaluation criteria, etc., were announced and discussed. With a total of 41 votes cast, the breakdown was as follows: 21 to 16 in favor of CREEP's option B annual evaluation procedure; 32 to 9 in favor of revising section G.8(2) of the Libraries Staff Handbook; 36 to 5 in favor of adopting a new set of professional performance criteria; and 33 to 8 in favor of new definitions of the ratings categories. The issue will be put before the full Library Faculty Assembly for amendment of the Code at the regular October meeting. By that time the finer details of the proposed evaluation process, such as procedures for selecting or designating review committees, should also be worked out.

5. LFA Executive Committee representative to the Senate Libraries Committee: it was agreed that Rob Melton would perform this function.

The committee's regular meeting time for this FY will be Mondays at 10:00 a.m. The next meeting will be August 7.

Submitted by Michael Biggins
MINUTES: LFA EXECUTIVE COMMITTEE
July 14, 1989

Present: Mike Biggins, Nicolette Bromberg, Marilyn Clark, Rick Clement (guest), Paulette DiFilippo, Kathy Snell, Sherry Williams.
Absent: Rob Melton.

The meeting was called to discuss Dean Ranz's concern over recent changes in the LFA Code of Governance voted by the LFA membership. Two of the Dean's concerns were that he had not been advised of the Code changes and that they had not been formally submitted to him for approval; however, it was noted that the results had appeared in FYI soon after the vote. Sherry Williams would provide the Dean with specific tallies for the different amendments to the Code; she and Rick Clement (last year's LFA Chair) would speak with the Dean soon to assure him that discussion of the points he had raised would continue after Rob Melton's return from leave in early August.

Submitted by Michael Biggins

UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
July 12, 1989

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

Rosemary announced that the new members of the Staff Development Committee from LFA will be Rick Clement and Connie Powell. Two classified members will be elected later this month.

The remainder of the meeting was spent revising the minutes of our meeting with Dean Ranz.

Our next meeting will be Friday, July 14 (Happy Bastille Day!), to discuss allocation of travel funds for the next quarter.

Submitted, by Nancy Hawkins, Secretary
ART & ARCHITECTURE LIBRARY
(864-3020) Spencer Museum
Mon-Thu 8am - 10pm
Fri 8am - 6pm
Sat 9am - 5pm
Sun noon - 10pm

HOURS DURING CLASS HOLIDAYS:
Sept. 4 Closed
Nov. 21-22 8am - 5pm
Nov. 23-25 Closed
Nov. 26 noon - 10pm
Dec. 22 8am - 5pm
Dec. 23-25 Closed
Dec. 26-29 8am - 5pm
Dec. 30-Jan.1 Closed
Jan.2-14 Mon-Fri 8am - 5pm
Sat & Sun Closed
Jan.15 Closed
Jan.16-17 8am - 5pm

EAST ASIAN LIBRARY
(864-4669) 5th Level Watson
Staffed: Mon-Fri 8am - 5pm
Not staffed: Nov. 24

MASS MEDIA LIBRARY
(864-3900) Spahr Hall
Mon-Thu 8am - midnight
Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - midnight

HOURS DURING CLASS HOLIDAYS:
Sept. 4 Closed
Nov. 21-22 8am - 5pm
Nov. 23-25 Closed
Nov. 26 noon - midnight
Dec. 22 8am - 5pm
Dec. 23-25 Closed
Dec. 26-29 8am - 5pm
Dec. 30-Jan.1 Closed
Jan. 2-14 Mon-Fri 8am - 5pm
Sat & Sun Closed
Jan. 15 Closed
Jan. 16-17 8am - 5pm

SCIENCE LIBRARY (864-4928)
6040 Malott
Mon-Thu 8am - midnight
Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - midnight

HOURS DURING CLASS HOLIDAYS:
Sept. 4 8am - 5pm
Nov. 21 8am - midnight
Nov. 22 8am - 10pm
Nov. 23-24 8am - 5pm
Nov. 25 9am - 5pm
Nov. 26 noon - midnight
Dec. 22 8am - 5pm
Dec. 23-24 8am - 5pm
Dec. 25 Closed
Dec. 26-28 8am - 10pm
Dec. 29 8am - 5pm
Dec. 30 9am - 5pm
Dec. 31 noon - 7pm
Jan. 1 8am - 5pm
Jan. 2-14 Mon-Fri 8am - 10pm
Sat 9am - 5pm
Sun noon - 5pm
Jan. 15 8am - 5pm
Jan. 16-17 8am - 10pm

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.
PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.
NOTICE OF POSITIONS AVAILABLE

POSITION: Student Monthly: Two half-time positions in the Retrospective Conversion Unit of the Cataloging Dept., University of Kansas Libraries.

HOURS: 20 hours per week from September 1, 1989 until June 30, 1990.

DUTIES: Responsible for assisting in the completion of a variety of tasks in the Retrospective Conversion Unit, which may include: 1) Copy cataloging; proofing and editing bibliographic records according to written guidelines; 2) Proofing the copy cataloging of other student workers; 3) Searching the online Retrospective Conversion File and OCLC; 4) Inputting changes on bibliographic records from prepared work forms; 5) Proofing the inputting of other student workers; 6) Shelflist filing.

REQUIRED QUALIFICATIONS: 1) Availability to work half-time in 3-4 hour blocks between 8:00 am and 6:00 pm, Mon. - Fri. from date of hire through June 30, 1990. 2) Must be enrolled at KU during Fall '89 and Spring '90 semesters. 3) Demonstrated ability to exercise good judgment, to work independently, and to adhere to a regular work schedule. 4) Demonstrated ability to successfully interact with a variety of people. 5) Demonstrated ability to do work of a very technical or detailed nature. 6) Must be an accurate typist.

PREFERRED QUALIFICATIONS: 1) Cataloging work experience using OCLC. 2) Experience working with bibliographic records. 3) Work experience with KU or other library automated systems. 4) Knowledge of a Western European language.

CONTACT: Suzanne Tronier or Bob Marvin, Cataloging Dept., 2nd Floor, Watson Library, 9:00 a.m. - 5:00 p.m., Monday - Friday, 864-3038.


SALARY: $400.00 per month

APPLICATION DEADLINE: August 23, 1989

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

ELECTRICAL SHUTDOWN REPEATED

Some libraries will be affected by a second electrical/power shutdown scheduled for Friday, August 18th, from 5:00 a.m. to 5:15 a.m. Those buildings scheduled for the power outage include: Watson Library, Lippincott Hall, and Spencer Museum of Art. All early-birds beware!

Sandy Gilliland

KOURIER SCHEDULE

The K-State based Regent's Schools Courier will resume service Monday Aug. 21st. Service to the ACCK Libraries will resume Monday Aug. 28th.

Judy Brow

INTERNAL FIELD TRIP ANNOUNCED

The Watson Reference Department has several new Compact Disc products which we'd be happy to demonstrate for you. Next Tuesday, August 22, from 8:30-10:00, come by the Reference room and take a look at PsycLit, the OED, Dissertation Abstracts, and ABI Inform.

Mary Rosenbloom

REMINDER

The 3rd, and final, training session for staff involved in the Collection Development Policy revision will be held Wednesday, August 23, 9-11 a.m., in Watson Library conference room A.

We're sure you've heard exciting tales from those who attended the first two sessions, so we know that those signed up for this last session won't want to miss it! See you there.

Mary Rosenbloom

NEW XEROX 5042 BOOKSAVER COPIER

Anyone interested in viewing a demonstration of the new Xerox 5042 Booksaver Copier, please come to the Circulation Desk of the Science Library on the 6th floor of Malott on Monday morning, August 28th, at 9:00 a.m. This copier will be in the Science Library as a demonstration unit for approximately 2 weeks beginning August 28-September 8, 1989.

Kathleen Neeley

VOLUNTEERS WELCOME — REMINDER

The Reference Department is sponsoring an expanded schedule of Watson Library tours this fall from August 22 through September 14. If library staff, classified or unclassified, are interested in giving one or more tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the library, to make them feel more at ease, and to give them basic instruction in using library resources. New volunteers may receive training in the form of taking one or two custom tours themselves, conducted by experienced Reference Department staff. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more.

Kathleen Neeley

An Equal Opportunity/Affirmative Action Employer
The schedule of tours is as follows:

The week before classes begin, orientation week, tours will be offered on Tuesday, Aug. 22 at 10-10:45 a.m.; Wednesday, Aug. 23, at 11-11:45 a.m.; Thursday, Aug. 24, from 2-2:45 p.m. From the first day of classes, Monday, Aug. 28 through Thursday, Sept. 14, tours will be offered on Mondays and Wednesdays at 1:30-2:15, and on Tuesdays and Thursdays at 9:30-10:45 and 2:30-3:15.

If you are interested in participating, please contact Saralinda Rhodes (4-3366) by the week of August 28th. Thank you! Saralinda Rhodes

ATTACHMENTS

State Promotion and Transfer List; Minutes of the following meetings: Staff Development Committee, 7/14/89 and 6/22/89; Library Faculty Assembly Executive Committee, 8/7/89; Budget & Planning Committee Report to LFA Executive Committee 1988-1989.

MINUTES: LFA EXECUTIVE COMMITTEE
AUGUST 7, 1989

Present: Mike Biggins, Nicolette Bromberg, Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.
Absent: Marilyn Clark.

The minutes of the July 11 and July 14 executive committee meetings were approved with corrections. Minutes of LFA standing committees submitted during July were reviewed and approved.

1. Chancellor’s Award for Distinguished Librarianship: the library administration’s guidelines for nominating candidates and selecting a recipient of the new award were discussed.

2. Removal of vending machines from Watson: copies of the late-July correspondence on this subject between Dean Ranz and the director of the Kansas Union had been addressed to Rob Melton as LFA Chair. It was agreed that it is not at the moment an issue for LFA action.

3. Classified Congress Executive Board meeting minutes: two inaccuracies in the July 17 minutes (appearing in FYI July 20) were noted. It was agreed that Rob Melton would discuss the issue with the Congress’s chairman, Lars Leon.

4. LFA Code revisions: ways were discussed of resolving differences between the Dean and LFA on recent code changes, particularly regarding membership of the Library Committee on Promotion and Tenure (LCPT).

5. LCPT membership in 89-90: the request from LCPT to clarify whether two of its members (Kent Miller and Lorraine Moore) should be released from service this year was discussed. Both committee members are now serving as interim co-heads of Library Technical Services, and so a potential conflict of interests was perceived if they remained on LCPT. However, it was established by a review of the LFA Code that assistant deans (or their equivalents) are not excluded from active service on LCPT, and the executive committee found that no conflict of interests exists.

The next executive committee meeting will be held Monday, August 14, at 10:00 a.m.

Submitted by Mike Biggins
# PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration  
DIVISION OF PERSONNEL SERVICES  
Washington State Office Building, 600 S.W. Jackson Street  
Topeka, Kansas 66612-1251  
913-296-4778  
August 14, 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 3:00 p.m. on Wednesday of each week. Applications will be accepted through Friday, August 18, 1989

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<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>DODGE CITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-21</td>
<td>*Social Worker II</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>HUTCHINSON</td>
<td>*Librarian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>R-21</td>
<td>Refrigeration and Air Conditioning Technician II</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
</tr>
<tr>
<td>KANSAS CITY</td>
<td>Office Assistant III (Flexible Hours) (Must undergo a personal background investigation)</td>
<td>Frances Snell (913) 296-5800 Kansas Racing Commission Licensing Division</td>
</tr>
<tr>
<td>R-13</td>
<td>Personnel Management Specialist III (Employment and Benefits Unit)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>LAWRENCE</td>
<td>Apartment Maintenance Technician</td>
<td>Lynn George (913) 864-4942 Kansas University</td>
</tr>
<tr>
<td>R-11</td>
<td>Refrigeration and Air Conditioning Technician I (House Supervisor) (11-7 Shift)</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
</tr>
<tr>
<td>R-18</td>
<td>*Systems Analysis and Programming Manager</td>
<td>Boyce McCarter (913) 296-4109 Department of Administration Division of Information Systems &amp; Communications</td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER  
(Continued On Back)
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
July 14, 1989

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

The meeting opened with discussion of travel fund allocations for the next quarter. It was suggested that the Staff Development Committee change the request form to encourage library staff to apply also to the Administrative Office for travel money since our small budget makes it difficult to give adequate amounts to cover expenses.

The committee made final revisions to the minutes of our meeting with Dean Ranz, and these minutes will be forwarded to him for perusal before publication.

A brown-bag lunch will be scheduled for Wednesday, July 26, at 12:00 for staff who attended the ALA convention and for staff who would like to hear of their experiences.

Submitted by Nancy Hawkins, Secretary
UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE MINUTES
(Special meeting with Dean Ranz)
June 22, 1989

Present: Rhonda Neugebauer (presiding), Judith Emde, Nancy Hawkins, Rosemary McDonough, Saralinda Rhodes, and guests Dean Ranz, Rick Clement, Lars Leon, Rob Melton, Suzanne Tronier.

Judith opened the special meeting with a review and summation of the committee’s recently completed staff development needs assessment survey. Needs expressed by the staff included more financial support from the library for attendance at the Computer Center’s workshops, educational workshops in specialty areas, and out-of-state conferences—which elicited the strongest remarks concerning monetary support in particular. Tours to area libraries were generally accepted as useful and a good way to meet and interact with colleagues in different library settings. In reiterating the need for computer workshops, Judith asked how John Miller’s new position within the libraries might be used for computer training and as a liaison with the Computer Center.

Saralinda presented a comparison of travel funds administered by the committee over the last five years, and pointed out that there had been severe cuts in travel funds by the university administration in FY 1987 (approximately a 75% reduction). The SDC has tried this year to compensate by offering alternative activities such as the tours, more brown-bag lunches with a wide variety of topics being offered, and inviting speakers from area libraries to address staff development ideas. Saralinda proffered the idea that with more staff development funding the committee could seek well known speakers from the library world to come to KU and perhaps be part of a campus-wide presentation. Rosemary commented that the tours have been morale-builders besides being an opportunity for participants to share information and to learn more about the area’s offerings for research. She also referred to the computer center’s workshops and expressed the opinion that they should not cost anything for both classified and unclassified staff.

Rosemary then asked about the availability of travel funds from sources other than the SDC. She explained that the SDC would like to compile a manual for library staff which would contain information about funds the staff could use for travel and research. Dean Ranz offered that various funds are available from Academic Affairs and the KU Endowment Association, but when it was pointed out that the criteria for requesting and receiving such funds is not clear, he suggested that the SDC try to research this area and add that to our proposed manual. Sandy Gilliland and/or Janet Riley (Academic Affairs) may be able to help us in our search for specifics. When asked about the existence of a library administrative travel fund, Dean Ranz said that there is none. However, the library has the right to take monies from the Other Operating Expenses (OOE) part of the budget for individual library staff’s travel expense requests that are made to the Administrative Office. Any library employee may apply to the Administrative Office for travel funds regardless of the Staff Development Committee allocation to the individual. Rick pointed out that some university funds are only available to professional librarians, and, even more specifically, to members of the graduate faculty.

Several members of the committee asked for specific guidelines on how to apply for endowment funds and Dean Ranz said everyone must make requests through channels, i.e., through Academic Affairs for the Faculty Development Fund.
Rob reiterated the desire to have John Miller work with library staff regarding training on computer software and applications. Dean Ranz suggested that we invite John to one of our meetings to discuss these possibilities with him.

Nancy and Lars summarized the involvement of classified staff in the library's staff development activities, and emphasized the need to utilize all staff talents when possible to create enthusiasm for the job and library as a whole.

Dean Ranz then returned to the topic of travel funds and expressed his concern about the problem of distribution inequities. He talked about his perception that taking monies from the OOE would lessen the amount available in the book budget. He said that in his fourteen years at KU, the budget lines used to be quite firm but the thinking of the university had changed toward more flexibility now, and this makes it difficult to project the exact amounts available in the various library budget lines.

Rhonda presented a summary of the committee's activities for this past fiscal year, and emphasized that we programmed many free or relatively inexpensive activities. She presented a list of requests that we would like to arrange for next year, if the money would be available. These items included: a speakers' bureau for bringing in noted librarians from around the country ($5,000); a travel fund for professionals ($250/person/year); a classified staff pool of money to be used for staff development activities and job training; a budget line for the Staff Development Committee, partly to be used to purchase journals specific to staff development in libraries; and for librarians doing research or publishing, a 10-day creative leave.

Rob then suggested that there be a "summit meeting" of Budget & Planning, Staff Development, Collection Development Council, and the LFA and Classified executive boards, to discuss a unifying proposal that would be submitted to Dean Ranz.

Rosemary stated that since the staff development survey showed an overwhelming need for more travel funds, then maybe the budget should be reorganized to improve that area of funding. The point was made that just as inflation is damaging the book budget, it also is decreasing the allocation for travel expenses.

Suzanne commented that the B & P survey also supported the need for more overall balance in budget allocations, especially for user services (such as online and CD database searching) and increased funds for staff development. Staff development, including support for workshop and conference attendance, is seen by staff as being essential to professional growth, to staying abreast of developments within the field, and to maintaining the growth and efficiency of library operations. There was discussion that a variety of activities in the library ought to be funded, that libraries are more than just books, and that the university community should not solely define what this library is without the consideration of professional librarians' opinions and expertise.

Judith gave a summary of the peer institutions survey which addressed staff development in those libraries. Our annual travel allocation is the lowest of all the peer libraries surveyed. Allocations for travel aren't completely adequate at the other institutions, but they are considerably greater than KU's allocation. [A summary of this survey will be included in the Staff Development Committee's annual report.]

It was mutually agreed that the Staff Development Committee would have a follow-up meeting with Dean Ranz later this year.

Submitted by Nancy Hawkins, Secretary
We began the year by reviewing the work of our predecessors and considering several possible projects for the year. We considered continuing the work of last year's committee of devising a spreadsheet to display the library's budget in a clearer manner in order to help library staff and this committee better understand the budget. After meeting with Nancy Jaeger and Dean Ranz, we decided not to pursue this, as we realized that due to the complexity of the budget, this would require an extremely time-consuming effort, much of which would duplicate accounting already performed by the administrative office. We were also uncertain as to exactly how we could use the budget once it was complete, and thought that such an undertaking should not be pursued unless we were very clear as to how we could use the information.

From Nancy Jaeger and Dean Ranz we also obtained information on how the library's annual budget request is prepared and on the University's long-range planning process. They gave us copies of budget requests and planning documents, which we studied. Dean Ranz indicated that he would like our input on staff priorities in preparing his annual budget documents (B&P reports are not incorporated into the annual budget requests from the library administration, but rather filed alongside them).

We then prepared and distributed a survey on budget priorities to the library staff and reported on the results. Our survey focussed on both broad budgetary items, as the library administrations' annual budget does, as well as more detailed concerns that might be addressed once money has been allocated. The results of our survey suggested that for the most, library staff share the administration's major concerns and priorities, supporting increased funding for acquisitions, database expansion, and preservation. The staff also expressed a need for more staff in many areas, as well as a need for more microcomputers (and training) in order to increase the efficiency of departmental activities or procedures. The staff thought increased attention ought to be given to the improvement and maintenance of library facilities (the need for decent staff chairs was mentioned numerous times; also mentioned were book trucks, typewriters, better cleaning of the library, as well as concern over the safety of the west stack elevator). Increased availability of cd technology and online database searching was supported. Strong support was also expressed for increased funding for staff development. Copies and summaries of this report were submitted to the library staff and to Dean Ranz, and Assistant Deans, Mary Hawkins and Clint Howard.

At Dean Ranz's invitation, Suzanne Tronier, B&P chair, attended the February 22 meeting on long-range planning held by the University and library administration officials.

Throughout the year we discussed the role of our committee and how we could most effectively participate in the Budget and Planning Process as it seems that there is presently no essential role that this committee plays in that process. We prepared what follows as a memo to be distributed to the LFA membership and
discussed at the May 24 LFA meeting. Unfortunately, there was not
time at the meeting to raise this for discussion, so we pass this
on to next year's Budget and Planning Committee with the hope that
some of these problems might be taken up and resolved by them and
the LFA.

From our April 14, memo to the LFA Executive Committee:

At many points throughout the year we struggled with the
question: how should we as a committee participate in the
budget and planning process? Although we have not arrived at
a clear answer, we would like to share with you some of our
ideas.

In our view the Budget and Planning Committee does not, at
least at present, have a natural role in the library's budget
and planning process. We see budgeting and planning as
essentially administrative functions, carried out by the Dean
of Libraries working with the assistant deans. As the
problems faced by the library become more complex, the Dean
has created committees to work on designated projects (New
Science Library Committee, Database Development Committee,
Automation Committee, etc.), choosing members for their
expertise or point of view. Department heads also have a role
in the budget and planning process, and are consulted by the
library administration to varying degrees. Department heads
prepare budget requests and planning documents, and in other
ways make known their views on the issues, usually through
their assistant deans. Also to varying degrees, department
heads consult their staff and involve them in planning and
preparation of budget requests.

Each year the members of the Budget and Planning Committee
form a reasonably representative cross section of the library
staff. In their individual job assignments members may or may
not participate in and be knowledgeable about the budget and
planning process. Typically the committee lacks sufficient
expertise to address broad budget and planning issues, and
continuity from year to year is limited as committee
membership changes. For these reasons, we believe that it is
difficult or impossible for the committee to contribute
anything essential to the existing budget and planning
process, or to offer knowledgeable criticism of the decisions
that emerge from the administration or from the various
special committees. To a certain extent the committee serves
as a vehicle for expression of "grassroots" concerns, but it
is not particularly effective at weighing, interpreting, or
presenting these concerns.

It does not seem surprising, therefore, that the library
administration has tended in recent years to seek input for
its decisions primarily from the various special committees
and from department heads, and generally not from the LFA and
its Budget and Planning Committee.
We suggest two alternative means of addressing this situation:

1. One alternative is for the LFA Executive Committee to make future appointments to the Budget and Planning Committee only from the ranks of department heads. This could be done while retaining the present committee's structure and charge, and without modifying the code or by-laws. Department heads, because they are in a better position to know library-wide problems and issues, and have some familiarity with the process of planning and preparing budget requests, might be better able to make a contribution. The committee might serve as a forum to further empower department heads. On the other hand this alternative poses certain conflict of interest questions, since it allows members to participate twice in the budget and planning process, once by way of the committee, and again through the administrative hierarchy.

2. A second alternative is to define the Budget and Planning Committee as a project oriented working group that would focus on specific problems or issues to be selected by the LFA Executive Committee in consultation with the library administration. This alternative could be implemented in two different ways:

   a) Each year LFA Exec would be responsible for assigning B&P a specific project, and would make its appointments considering the expertise required for that task. This could be done without modifying the code or by-laws.

   b) LFA Exec would make appointments each year, as it does now, but not necessarily assign B&P a specific project. If no particular issue needed to be tackled, B&P would not meet at all. (This is the way the Grievance Committee operates.) This would probably require a change in the code or by-laws.

All these alternatives presuppose that the Budget and Planning Committee can and should involve itself more directly in the budget and planning process. We have some reservations about whether it is possible for the committee to do so successfully while remaining essentially outside that process. Is more direct participation for the committee even desirable? It could be argued that the committee's present limited role is entirely appropriate under the circumstances, and that this year's modest work of simply stating library budget and planning priorities as seen by staff at all levels, did serve a useful purpose. We believe, however, that if the committee is to make a contribution it should do something that is a functional part of the budget and planning process, something that is actually needed, and not merely duplicate or compete with the work of the administration, department heads, and special committees.

Dan Barkley, Gene Carvalho, Lars Leon, Rachel Miller, Becky Schulte, Kendall Simmons, Suzanne Tronier (Chair)
University of Kansas Libraries

Number 1031 August 24, 1989

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

PERSONNEL

Helene Tricker, Office Assistant III in the Cataloging Department, has announced her resignation. Helene began employment with the Libraries in December, 1987. Her resignation is effective August 31st.

Vickie Bozarth, half-time Program Assistant in the Map Library, will resign from her position effective September 1st. Vickie began employment with the Libraries in February, 1987. She will be moving to Wisconsin.  Sandy Gilliland

FALL PROFESSIONAL DEVELOPMENT SEMINARS, OFFICE OF AFFIRMATIVE ACTION

Attached to this issue of FYI is a schedule of seminars offered by the Office of Affirmative Action during the Fall, 1989 semester. Library staff interested in attending these seminars should register by calling 864-3686.  Sandy Gilliland

CORRECTION IN LIBRARY HOURS

Please note that the Regents Center Library will be closed on Sunday, November 26—a change from the schedule of hours issued 8/10/89. A copy of the corrected schedule is attached.  Mary Hawkins

COURIER SCHEDULE

The K-State based Regent's Schools courier will be resuming connections with the ACCK Libraries' courier as of Monday Aug. 28th. The ACCK Libraries are:

- Bethany College, Lindsborg
- Bethel College, Newton
- Hutchinson Public Library, Hutchinson
- Kansas Wesleyan, Salina
- Marymount College, Salina
- McPherson College, McPherson
- Sterling College, Sterling
- Tabor College, Hillsboro

Judy Brow

CLASSIFIED CONFERENCE COMMITTEES ANNOUNCED

The remaining vacancies on the Personnel Committee have been filled and the Classified representatives for the Orientation Committee have been selected.

Personnel Committee: Janet Anderson-Story, Circulation; Verna Froese, Acquisitions; Susan Hamilton, Exchange & Gifts; Janet Revenew, Periodicals; and Pat Wittry, SPLAT.

Orientation Committee: Bayliss Harsh, Reserve; Carmen Orth, Documents.

Thanks to all who volunteered.  Sue Hewitt

ARL SPEC KITS RECEIVED

The following A.R.L. Spec Kits have been received in 1989, and are now filed in the file cabinets in the Periodicals Reading Room at FC-0038 (some issues may be checked out):

- no.150, Building Security/Personal Safety, January 1989
- no.151, Qualitative Collection Analysis, February 1989
- no.152, Brittle Books Programs, March 1989

An Equal Opportunity/Affirmative Action Employer
In addition, a subject index covering Spec Kit numbers 1-155 is filed in front of Spec Kit no.1.

The following A.R.L. Spec Kits cannot be located and are not checked out. Please review your desks and shelves to see if you have any of the kits listed, and if so, return them to the Periodicals Service Desk return chute or check them out so that we may account for them: no.40 (Skills Training 1/78), no.51 (Professional Development 2/79), no.75 (Staff Development 6/81), no.83 (Approval Plans 4/82), no.86 (Professional Development 7-8/82), no.112 (Reorganization of Technical, Public Services 3/85), no.116 (Organization for Preservation 7-8/85), no.136 (Managing Copy Cataloging 7-8/87).

Thank you for your assistance. Sarah Couch

REMININDER—NEW XEROX 5042 BOOKSAVER COPIER DEMONSTRATION

Anyone interested in viewing a demonstration of the new Xerox 5042 Booksaver Copier, please come to the Circulation Desk of the Science Library on the 6th floor of Malott on Monday morning, August 28th, at 9:00 a.m. This copier will be in the Science Library as a demonstration unit for approximately 2 weeks beginning August 28-September 8, 1989.

Kathleen Neeley

JOURNAL WORLD IN STAFF LOUNGE

I will be on vacation from September 2 through September 19, and will not be furnishing the Journal-World in the staff lounge during those dates. Perhaps one of you J-W subscribers would be willing to bring yours to share after you have read yours during those dates. Thanks. Verna Froese

ATTACHMENTS

Minutes, LFA Executive Committee, 8/14/89 meeting (below); Affirmative Action Seminars Schedule; State Promotion and Transfer List; Corrected Schedule of Fall Semester Library Hours.

MINUTES: LFA EXECUTIVE COMMITTEE
AUGUST 14, 1989

Present: Mike Biggins, Marilyn Clark, Paulotte DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.
Absent: Nicolette Bromberg.

Minutes of the committee's August 7 meeting were approved with revisions.

1. Review of LFA standing committee annual reports for 88-89: reports had been received from the Budget and Planning (B&P) Committee, the Committee on Salaries and Benefits, and the Library Committee on Promotion and Tenure (LCPT). The executive committee agreed that a serious review of the function of B&P (as proposed by B&P itself) should take place this year, and that the executive committee should arrange to meet with B&P soon to prepare for a discussion of the issue at the October LFA general meeting. The annual reports for LCPT and Salaries and Benefits were discussed and minor changes were suggested, among them greater specificity in LCPT's record of the changes to the LFA code which it proposed this past year.

2. Report of the Unclassified Professional Staff committee: Rob Melton had received a copy and asked executive committee members to review it for discussion at next week's meeting.

3. Watson vending machines: no further copies of correspondence on this issue had been addressed to Rob Melton as LFA chair.

4. LFA Code revisions: there was further discussion of ways to resolve the differences between the LFA membership and the Dean over LFA code changes voted on last FY. This concern will take priority in the executive committee's business in coming weeks.

Submitted by Mike Biggins
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Seminar Title</th>
<th>Room</th>
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<tr>
<td>August 30</td>
<td>Wednesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room</td>
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<td>Kansas Union</td>
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<td>September 6</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>D.H.B. Training (Members Only)</td>
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<td>2:00-3:30</td>
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<td>Thursday</td>
<td>2:00-4:00</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>Pine Room</td>
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<td>October 4</td>
<td>Wednesday</td>
<td>2:00-4:00</td>
<td>Preventing Sexual Harassment</td>
<td>Pine Room</td>
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<td>October 17</td>
<td>Tuesday</td>
<td>2:00-4:00</td>
<td>Valuing Diversity II - Diversity at Work</td>
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<td>October 25</td>
<td>Wednesday</td>
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<td>International Room</td>
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<td>November 9</td>
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<td>Valuing Diversity III - Communicating Across Cultures</td>
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PROMOTION AND TRANSFER LIST

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

August 21, 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, August 25, 1989

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td></td>
<td>DODGE CITY</td>
<td>Department of Transportation</td>
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<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>HUTCHINSON</td>
<td>Department of Transportation</td>
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<tr>
<td>R-21</td>
<td>*Librarian I</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<tr>
<td>R-21</td>
<td>Refrigeration and Air Conditioning Service Technician II</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372) Kansas State Industrial Reformatory</td>
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<tr>
<td>R-28</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>LANSING</td>
<td>Department of Transportation</td>
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<tr>
<td>R-28</td>
<td>*Physician Specialist</td>
<td>Judy Randolph (913) 727-3553</td>
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<tr>
<td></td>
<td>(Unclassified)</td>
<td>Kansas Correctional Institution at Lansing</td>
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<td>R-28</td>
<td>*Psychologist IV</td>
<td>Judy Randolph (913) 727-3553</td>
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<td>LAWRENCE</td>
<td>Kansas Correctional Institution at Lansing</td>
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<td>R-17</td>
<td>*Museum Exhibit Technician</td>
<td>Lynn George (913) 864-4942</td>
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<td>MOUND CITY</td>
<td>Kansas University</td>
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<td>SALINA</td>
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<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
</tbody>
</table>

TOPEKA

| R-24         | Accountant III                 | Ric Silber (913) 296-4986           |
| R-18         | Data Control Technician III    | Department on Aging                 |
| R-19         | Engineering Technician IV      | Mark Peralta (913) 296-4032         |
|              | (2 Positions)                  | Department of Administration         |
| R-29         | Environmental Geologist II     | Mike Ramirez (913) 296-3721         |
|              | (Forbes Field)                 | Department of Transportation         |
| R-19         | Equipment Mechanic II          | Jo Ann Moran (913) 296-1290         |
|              |                                | Department of Health and Environment |
| R-11         | Keyboard Operator I            | Mike Ramirez (913) 296-3721         |
|              |                                | Department of Transportation         |
| R-13         | Keyboard Operator II           | Margaret Vasquez (913) 296-7281     |
|              | (Forbes Field)                 | State Reception and Diagnostic Center |
| R-11         | Office Assistant II            | Jo Ann Moran (913) 296-1290         |
|              | (Forbes Field)                 | Department of Health and Environment |
| R-13         | Office Assistant III           | Vic Hill (913) 296-3140             |
|              | (Recruitment and Employment    | Department of Administration         |
|              | Information Office)            | Division of Personnel Services       |
| R-13         | Office Assistant III           | Ginny McCord (913) 296-4171         |
|              | (Typing Skill Required)        | Board of Agriculture                 |
| R-13         | Office Assistant III           | Jo Ann Moran (913) 296-1290         |
|              | (Forbes Field)                 | Department of Health and Environment |
| R-15         | Office Assistant IV            | Jo Ann Moran (913) 296-1290         |
|              | (Forbes Field)                 | Department of Health and Environment |
| R-21         | Psychologist I                 | Margaret Vasquez (913) 296-7281     |
|              |                                | State Reception and Diagnostic Center |
| R-26         | *Social Worker V               | Linda Kraus (913) 296-3936          |
|              | (Chief Social Worker)          | Youth Center at Topeka               |

WINFIELD

| R-15         | *Licensed Practical Nurse      | Farrel Oard (316) 221-1200          |
|              | (3:00 p.m. to 11:00 p.m.)      | Winfield State Hospital and Training Center |
| R-24         | *Pharmacist I                  |                                  |
|              | (50% Position)                 |                                  |
| R-25         | *Registered Nurse III          |                                  |
|              | (3:00 p.m. to 11:00 p.m.)      |                                  |

EQUAL OPPORTUNITY EMPLOYER
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| HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED. PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

W. Gregg Buckner has been appointed on a temporary basis in the Copying Services department, Watson Library. Gregg worked for the Library previously as Head of Copying Services; he resigned from that position in November, 1988.

Wanda Lowe, half-time Office Assistant III in the Science Library, has announced her resignation effective August 25th. Wanda began Library employment in October, 1988. She has accepted a teaching assistant position with the Department of French and Italian, K.U. Sandy Gilliland

TIME CARD DEADLINE ANNOUNCED

Student time cards for the pay period ending September 17th are due in the Library Office by 9:00 a.m. Wednesday, September 13th. Librarians and unclassified staff should submit absence cards by that date; classified staff should submit their time sheets by that date. Please call Sandy or Rex if you have any questions. Thanks. Sandy Gilliland

CAMPUS MAILERS NEEDED STILL!

Once again, I need you to send extra campus mailers (small, regular sized ones). We really appreciate your response and would encourage you to send extra mailers on a continual basis. Thanks a million! Ruth Miller

COURIER SCHEDULE

The K-State based Regents' Schools Courier will not run Monday Sept. 4th, due to the Labor Day Holiday. Deliveries will be made Tuesday Sept. 5th instead. Judy Brow

CSR FICHE

Many thanks to everyone who has sent me their old issues of the CSR Fiche. Anyone else with old CSR Fiche on their hands is encouraged to send them to Judy Brow, c/o ILS. We send these fiche sets out to various libraries for use in preparing Interlibrary Loan requests. Thanks for your help! Judy Brow

MEMORIAL CONTRIBUTION SUGGESTION

We are saddened to learn of the death of Gaele Gillespie's mother, Frances Ford Gillespie, August 26th. Contributions to the Asthma and Allergy Research Center, Inc. are suggested and may be made to: Asthma and Allergy Research Center, Inc.; 500 Walter Street, S.E.; Albuquerque, NM 87102. (Gaele is the Assistant Serials Librarian in Watson Library.) Sandy Gilliland

ATTACHMENTS

State Promotion and Transfer List; C.R.E.E.P. year-end report to Library Faculty Assembly Executive Committee; Nominating and Ballot Committee year-end report; LFA Executive Committee minutes of 8/21/89 meeting; LFA Standing Committees Membership, 1989-90; LFA Executive Committee Annual Report; Science Library Update.
LFA EXECUTIVE COMMITTEE: MINUTES
AUGUST 21, 1989

Present: Mike Biggins, Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.
Absent: Nicolette Bromberg, Marilyn Clark.

1. LFA Code changes: Rob Melton reported on his recent conversations with the university's General Counsel Victoria Thomas concerning the extent of the dean's prerogative to approve or disapprove code changes voted by the LFA membership. He also reported on a meeting with Dean Ranz on this issue. It was the Counsel's opinion that both recent versions of the LFA code clearly imply the administration's prerogative to approve any code changes voted by the membership; in this sense the LFA code parallels that of the University Senate. She said that the university has a strong commitment to collegial government, but stressed that faculty members' communications to their administrators take the form of advice. The executive committee then undertook to draft a statement to be sent to the LFA membership to inform them of the current status of the code changes. Final formulation of this statement was postponed until the full membership of the executive committee meets next week.

Minutes from the committee's August 14 meeting were approved.

The committee's next meeting was set for Tuesday, August 29 at 10:00 a.m. Submitted by Mike Biggins

LFA STANDING COMMITTEES
MEMBERSHIP, 1989-90

Budget and Planning: Dan Barkley, Nancy Jaeger, Kent Lewis, Rachel Miller, Saralinda Rhodes, Becky Schulte, Kendall Simmons.

Staff Development: Norma Bishop, Rick Clement, Linda Evans, Rosemary McDonough, Rhonda Neugebauer, Connie Powell.

Nominating and Ballot: Shelley Miller, Suzanne Tronier, Julie Waters.

Salaries and Benefits: Ken Lohrentz, Kathleen Neeley, John Richardson.

Staff Orientation: Judith Emde, Susan Hitchens.

Promotion and Tenure: Sandra Brandt, Gene Carvalho, Kent Miller, Lorraine Moore, Mary Roach, Mary Rosenbloom, Margaret Wilson.

(Officers of these standing committees and the members' terms of office will be announced at a later date.)

Executive Committee: Rob Melton, Chair; Sherry Williams, Vice-Chair/Chair-Elect; Mike Biggins, Secretary; Kathy Snell, LI Representative; Paulette DiFilippo, LII Representative; Marilyn Clark, LIII Representative; Nicolette Bromberg, Unclassified Professional Staff Representative.
The year began with the immediate consideration of the charge from the Spring General Meeting to form a new ad hoc committee to review the annual evaluation process. Much of the first half of the month of August was taken up with the process of finding a proper balance for the committee. Appointments were made by the middle of the month and the Executive Committee met with the new committee to discuss its charge and to urge it to complete its work by the end of the calendar year.

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

The major item for the October General Meeting was a proposal by the Executive Committee that section 4.1.1 of the Bylaws be changed to allow a Code change to pass if two-thirds of the members voting approve, providing that at least 50% of the membership vote. The membership agreed to send the proposed amendment to a mail ballot. The amendment was subsequently approved by the membership.

The Executive Committee was finally able to meet with the previous year's LFA Chair, Sandra Brandt, to discuss the following recommendations from last year's Committee.

1) Attempt to make the Code workable by allowing changes to be made more easily.
2) Follow the recommendations of the Staff Orientation Task Force.
3) Give the Committee on Salaries an additional charge on benefits.
4) Make the benefits charge part of the Code.
5) Monitor the second year of the Margin of Excellence.
6) Study ways to increase funding for staff development.

The first three items had already been addressed. Item four would be part of a major revision of the Code to be undertaken in the Spring. The Executive Committee agreed to monitor closely the budget process and the Margin of Excellence. Soon after this meeting the Chair met with Executive Vice-Chancellor Ramaley to seek assurances that librarians would not be excluded from the Margin of Excellence pay raises. She assured him that librarians would be included.

By the end of the calendar year, it was obvious that CRFEP (the ad hoc Committee to Review the Entire Evaluation Process) was not going to be able to recommend a new system for annual merit review, and so its work would necessarily continue into the new year. Thus it fell to the Executive
### PROMOTION AND TRANSFER LIST

**State of Kansas - Department of Administration**

**DIVISION OF PERSONNEL SERVICES**

Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278

August 28, 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, **September 1, 1989**

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<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td><strong>LANSING</strong></td>
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<td>Physician Specialist (Unclassified) (Psychiatrist)</td>
<td>Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing</td>
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<td>Psychologist IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td><strong>MANHATTAN</strong></td>
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<td>Assistant Director of Personnel (Unclassified) (Deadline September 28, 1989)</td>
<td>Kim Hartnett (913) 532-6277 Kansas State University</td>
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<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Civil Engineer I</td>
<td>Farrell Maichel (913) 296-4171 Board of Agriculture</td>
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<td>Civil Engineer II (3 Positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Registered Nurse II (3 Positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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**EQUAL OPPORTUNITY EMPLOYER**

TOPEKA (cont.)

- Civil Engineer III
- Community Program Consultant II (Licensed Attorneys Preferred)
- Computer Systems Analyst III
- Cook
- Data Control Technician III
- Engineering Technician IV (2 Positions)
- Income Maintenance Administrator
- Keyboard Operator II
- Office Assistant II (Typing Skill Required)
- Office Assistant III
- Programmer III
- Psychologist II
- Social Service Administrator III (Director of Operations and Security)
- Social Worker II
- Social Worker III
- Speech Pathologist/Audiologist I (2 Positions)
- Transportation Manager I (Division of Engineering and Design) (Assistant to Director)

WINFIELD

- Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)
- Pharmacist I (50% Position)
- Registered Nurse III (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)

**Equal Employment Opportunity**

**Lola Triff (316) 672-5911 (Ext. 104)**
Department of Wildlife and Parks

**Lyndon Drew (913) 296-4986**
Department on Aging

**Bob Grochowsky (913) 296-3343**
Department of Administration
Division of Information Systems & Communications

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

**Don Massey (913) 296-2699**
Department of Administration
Division of Information Systems & Communications

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

**Carla Nakata (913) 296-2970**
Department of Social and Rehabilitation Services

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

**Helen Ramsey (913) 296-3116**
Department of Administration
Division of Facilities Management

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

**Melvin Fritz (913) 296-3877**
Department of Social and Rehabilitation Services

**Lois Dixon (913) 296-5351**
Kansas Neurological Institute

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

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

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

**Seleria Williams (913) 296-5452**
Kansas Neurological Institute

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

**Farrel Oard (316) 221-1200**
Winfield State Hospital and Training Center
TO: Library Faculty Assembly Executive Committee
FR: Gordon Anderson, secretary, Committee to Evaluate the Entire Review Process (CREEP)
RE: Year-end report of committee's work

The CREEP began its work in August 1988, when it was formed. Our work until 1 June 1989 is detailed in a special report prepared for the LFA General Assembly in support of our recommendations on merit-review procedures.

In late June the LFA members voted on the ballot presented and approved at their 13 June meeting Option B, which calls for the supervisor to evaluate and rate the librarian's job performance, and for a Service & Research (S&R) Evaluation Committee to evaluate service & research of each librarian. Option B received a simple majority of the votes cast.

After tabulating and announcing the results, the Committee met twice in July to continue work indicated in the 1 June report. So far, the Committee has decided on the composition of the appeals & grievance committee to be used in cases of disputed ratings. This committee will be called by the grievant's opposite Assistant Dean (i.e., the AD not in charge of the librarian's division), and will consist of both assistant deans, the librarian's supervisor and/or one or more members of the S&R committee, to be decided by the opposite assistant dean and the librarian. The appeals & grievance committee will forward their recommendation to the Dean of Libraries.

The Committee is also preparing wording for a ballot which, if approved by the LFA, will give legal standing to the S&R committee called for in Option B. CREEP continues to work on instructions and procedures for the merit-review process (August 1989).

Nominating and Ballot Committee
End of Year Report

The Nominating and Ballot Committee for 1988-89 consisted of Rosemary McDonough, Suzanne Clement (partial term), and Geoff Husic (Chair). The Committee performed the following tasks:

1) Called for nominations for upcoming vacancies on LFA Exec and LCPT, issued a mail ballot based on these nominations, tabulated the results and reported them to LFA Exec.

2) Issued and tabulated a ballot on a change to Bylaw 4.1.1 of the LFA Code.

3) Issued and tabulated a ballot on the composition of the new Appeals Committee.

4) Issued and tabulated a ballot on changes in the evaluation process for Librarians.

5) Issued and tabulated a ballot on changes to the LFA Code of Governance.

Respectfully submitted
Geoff Husic
Committee, in consultation with the Libraries Administration, to devise an interim system of administrative review. The Committee drew up a system that was then submitted to Dean Ranz who accepted it with some modifications. It was decided that the membership should decide by mail ballot the composition of the Appeals Committee. The result of the ballot was that LCPT was given the additional charge of hearing appeals. The Executive Committee drew up a detailed charge to guide LCPT in its new capacity, but in fact no appeals were made.

The major work of the Executive Committee during the Spring Semester was to initiate a thorough evaluation of the Code and it requested each standing committee to make recommendations for revisions to its charge. The recommendations were further evaluated by the Executive Committee and then formulated into a series of proposed amendments to the Code. This document formed the basis for discussion at the Spring General Meeting, held on May 24. After considerable discussion and some changes, the membership agreed to send the proposed amendments to a mail ballot. All of the amendments were subsequently approved.

At about the same time, CREEP formulated two possible review systems and several other related documents, and asked that the Executive Committee arrange a special General Meeting to discuss its recommendations. At the meeting, held on June 13, the membership agreed to send the recommendations to a mail ballot. As a result of the ballot, a new merit review system was adopted.

The year ended with two extraordinary announcements. The first was the announcement of the establishment of the Chancellor's Award for Distinguished Librarianship. The creation of this award certainly is an indication of the Chancellor's high regard for KU librarians, but, even more, the recognition given to its recipients will give greater visibility and stature to all LFA members alike and to the Libraries as a whole. The second announcement was the creation of the Anschutz endowment for acquisitions support. Likewise, this endowment, and perhaps others to follow, indicates the acknowledged centrality of the Libraries to the University.

I wish to thank the members of the Executive Committee, members of LFA committees, and the membership for supporting the change to the Bylaws that created a more realistic process for amending the Code. In the short term, this made possible the major revisions of the Code that were made at the end of the year, but, more importantly, this change has made the Library Faculty Assembly a more responsive and in turn more responsible organization.

Richard W. Clement
Chair
Library Faculty Assembly
1988-1989
Sometime in September, we will begin moving collections from the Science Library and Watson Library into the new Anschutz Science Library. Hopefully, we will be able to open the new library sometime in October. Until we open the new library, we will provide circulation, reserve and reference services in the Science Library. The Math and Computer Science Library will be moved just before we open the new library. We expect the Science Library to be closed for several days just before we open the new library, while we move reference, circulation, reserve and our offices.

Paging

Undoubtedly, some of you will want books or journals which have been moved to the Anschutz Science Library. Since the new library will not be open until the move is completed, a system of paging will be used to obtain books from the new location. Request forms will be available at the Circulation Desk in the Science Library. Materials will be paged several times a day. We ask that patrons expect a 24 hour turn-around from the time the request is made until the item is available for them at the circulation desk.

Online Searching News

Chemical Abstracts online searching can only be done after 5 p.m. on weekdays, at the academic discount rate, due to a change in the hours of availability by Chemical Abstracts Service.

Medline searching can now be done FREE in the Science Library on our new CD-ROM product. Updates to our product are monthly and we can search back to 1966. Please come to or call the Science Library (864-4928) to make an appointment for a search.

Online Catalog News

The Retrospective Conversion project to reclassify all our books to Library of Congress call numbers and put them on the Online Catalog is almost complete. Please consult the Online Catalog or ask at the desk for additional assistance. The journals will be added to the Online Catalog when we move to the Anschutz Science Library. At that time we will have all of our book and journal records online!
New Staff

We have added several new staff members during the summer. They are Andi Kounas, Reserve and Photocopy, Lorraine Knox, Assistant Science Librarian and Julie Waters, Assistant Science Librarian.

Conference Room

It has been necessary to convert the conference room in the Science Library to offices for our new staff. Use of the anatomy bones will be located on the tables beside the photocopiers.

Shift

We have shifted the front two rooms of the Science Library this summer again. New maps are available at the Reference and Circulation desks.

Duplicate Exchange and Donations

We have suspended our duplicate exchange program until we are moved into the Anschutz Science Library. However, there are several journal issues we need in order to bind. If anyone is able to donate these issues we would greatly appreciate it. Please contact Toni Taylor, Science Library.

American Pharmacy
Chemical and Engineering News
Vol. 27 1987 July
Vol. 65, no.13,27,36,52 (1987)
Vol. 64, no.5,48 (1986)

Journal of the American Chemical Society
Biochemistry
Vol.110, no.7 (Mar 30,1988)
Vol.26, no.2 (Jan 27,1987)
Vol.26, no.4 (Feb 24,1987)
Vol.27, no.11(May 31,1988)
TIME CARD DEADLINE REMINDER

Student time cards for the pay period ending September 17th are due in the Library Office by 9:00 a.m. Wednesday, September 13th. Librarians and unclassified staff should submit absence cards by that date; classified staff should submit their time sheets by that date. Please call Sandy or Rex if you have any questions. Thanks.

CIVIL SERVICE EXAMINATION CALENDAR FOR SEPTEMBER

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of September. 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 Sandy Gilliland for additional information.

CDC EXECUTIVE COMMITTEE MEETING ANNOUNCED

The Collection Development Executive Committee will meet on Monday, 9/11/89, in conference room A, Watson Library at 1:30 p.m. The main topic on the agenda will be Endowment Funds.

POST-NSL RETROSPECTIVE CONVERSION

The report of the Database Development Committee concerning retrospective conversion priorities after science is attached. Dean Ranz has indicated his concurrence with the recommendations outlined in this report.

SERIALS AND SERIAL HOLDINGS IN THE ONLINE CATALOG

If nothing unforeseen happens, the following is the schedule for loading serials and displaying serial holdings in the online catalog: (1) on Monday, September 11, the catalog will contain all the serials that have been designated to go into the catalog, but they will appear with the current instruction to "Consult the Central Serials Record for holdings and locations"; (2) on Friday, September 22, holdings will begin to display online. Users will be prompted to use the "dh" (display holdings) command on both the full record display and on all title-level browse displays.

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An Equal Opportunity/Affirmative Action Employer
It should not follow too long after September 22, but we really won't know until KU Telecommunications schedules its work. The terminals have begun to arrive and the new ports at the computer center end should be available by Mid-September, so the installation of jacks and data circuits in the libraries becomes the key variable.

We will keep you posted on all of this. Enter "help news" on the online catalog for the most recent information.

John Miller

**TITLE II-C GRANT FOR THE O'HEGARTY IRISH LIBRARY**

The Department of Special Collections has been awarded $178,398 for the first year of a U.S. Department of Education Title II-C grant to catalog the books, serials, and ephemeral materials in the P.S. O'Hegarty Irish Library, one of the four largest Irish collections in the Western hemisphere, and to continue performing essential conservation of fragile materials. Acquired in 1955 and 1959, the collection contains major holdings of Irish imprints, works on Irish topics, and works by Irish authors, dating from the 17th to the early 20th century. Through this project, which is designed to cover a three-year period, approximately 14,000 titles of books and pamphlets and 430 serial titles (a total of about 15,500 volumes) will be cataloged and made internationally accessible through the OCLC database. This project will provide access to unique primary resources which will support research in the areas of Irish history (political, economic, and social), Irish revolutionary politics, Anglo-Irish literature, Irish printing and publishing, Anglo-Irish relations, and Irish culture in general. It will also provide the basis for checklists (to be generated from the cataloging tapes) in areas particularly rich in the collection, such as Irish revolutionary publications, contemporary works on the Union of Great Britain and Ireland in 1800, Irish poetry, and Irish provincial imprints.

The project director is Sandy Mason, and the project leader is Rick Clement. The search process has already begun for three catalogers (Librarian I) and two Program Assistants, who will begin on January 18, 1990. (For information on these positions contact Rick Clement, 864-4334.) The O'Hegarty Project will be housed in the space now occupied by the Map Library in the basement of the Spencer Library. During the first year of the project, once staff training is completed, approximately 4,500 items will be cataloged and entered into the OCLC database. In each of the succeeding years, approximately 5,000 items will be cataloged and entered in to OCLC. During the three-year period, necessary minor conservation will be carried out on an estimated 2,000 pamphlets, broadsides and other fragile and unbound items. Cataloging and conservation of the remainder of the collection, some 1,500 items, will be worked off after completion of the grant period.

A copy of the first year's grant proposal is available at the Reference Desk in Watson Library.

Rick Clement

**ATTACHMENTS**

Database Development Committee Report and September Civil Service Testing Calendar.
Our recommendation for retrospective conversion from the completion of the New Science Library until about five years into the future is outlined in the Table below. Briefly, the recommendation consists of two concurrent processing streams, one primary and committed and the other secondary and flexible. The primary stream, occupying about three-quarters of the retrocon unit's time over the next five years, would be processing of all LC materials except music books and scores and foreign language literature and associated secondary material. The secondary stream, using the remaining one-quarter of time, would be devoted to a flexible program of special projects to be adjusted as developing circumstances indicate. This secondary stream would not commence until about 13 months into the project, however, by which time primary stream processing would have completed the LC social sciences.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>100% 1970-1976 LC social sciences (complete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 2-5</td>
<td>75% Remaining 1970-1976 LC except music and foreign language literature (complete)</td>
</tr>
<tr>
<td></td>
<td>25% Special projects</td>
</tr>
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Among the factors weighed in developing our recommendation were the relative use of various collections, relative per-title processing costs for various categories of materials, breadth of the affected user constituencies, uncertainties regarding future retrocon staffing levels, expected longevity of the project, the appropriateness of current staffing for various types of projects, and, perhaps most importantly, the Library's likely catalog needs upon its occupancy of a renovated Hoch Auditorium. An adequate catalog must be provided for the materials located in Hoch Auditorium (or else the materials located there will be dictated by the catalog available). In either case, upon the occupancy of Hoch, all other considerations will likely seem minor by comparison.
We recommend that the LC social sciences be done first based on our belief that among all Watson collections LC social sciences are the most likely to be transferred to Hoch. Additional advantages to doing these first are that they are among the cheapest (fastest) to process and are among the more heavily used collections.

The choice of what to do next, after the LC social sciences are complete, is less clear. On the one hand, we might continue to devote all retrocon resources to LC materials. Such a course would have obvious benefits: more and higher-use titles processed, a larger database, lower per-title costs, and more equitable distribution of the advantages of online catalog records among the various disciplines.

On the other hand, we might want to reserve a portion of our time to carrying out certain special projects which, while they cannot be justified in such sweeping terms, nevertheless have value which should be recognized. The previously mentioned advantages of broad-scale LC conversion are, after all, only generalizations. LCs are cheaper to convert and more heavily used only on average. Some relatively small and discrete categories of materials that did not happen to be cataloged between 1970 and 1976 (the years represented by the remaining LCs) are almost certainly more deserving of conversion, for one reason or another, than some of those that were.

For example, a key issue is whether certain older (i.e. Dewey) as well as the newer (i.e. LC) materials will be transferred from Watson to Hoch. This is of interest because Deweys are, on average, more than twice as expensive to convert as LCs and because Deweys are, on average, used only about half as much (within these averages there are wide variations among classes and dates of publication). While a complete plan for which collections will go into Hoch does not yet exist, our Committee considers it more likely that, once developed, such a plan would call for splitting collections between Watson and Hoch on the basis of discipline (meaning Deweys would be included), rather than along the line of the year in which the items in those collections were cataloged (as would happen if only LCs were done). In particular, the Dewey 150s (psychology) and 310s (statistics) seem especially likely candidates for transfer to Hoch.

Other special projects for which arguments could be made include Art Deweys, Music Dewey monographs, Watson Dewey biographies, other high-use Watson Deweys, reference collections, or other collections with special needs not now apparent.

Such special projects would comprise the secondary stream of retrocon processing. Because of the staffing uncertainties previously mentioned as well as other possible changes in circumstances, options would be kept open as long as possible (recognizing the needs of the retrocon unit to plan its activities in advance). The various potential special projects would compete for priority on the merits of their cases at the time. The exact proportion of time committed to the secondary stream could vary.

Our recommendations are based on the following assumptions. First, all estimates of time and titles processed assume a retrocon unit of 5 staff, two 20-hour student monthlies, and 150 regular student hours per week. Second, all projects exclude serials, Slavic, East Asian, and Spencer Library materials, and music scores. Inclusion of any of these would require hiring additional,
specialized staff. Third, the renovated Hoch Auditorium, projected to open in summer of 1994, will house a working library, not a remote storage facility. While Hoch planning is not finished, it is known that documents and maps will be there and that the New Science Library will be adjacent. Given the relationship of these collections, it is believed that better service will result if social sciences are located there rather than humanities. Fourth, in the case of Dewey collections, reclassification is preferred to simple conversion because a single-sequenc collection yields better public service. Reclassification would require remarking, however, and would also require either shifting, to integrate reclassed Deweys with existing LCs, or the creation of a temporary, out-of-sequence holding location in Watson until Hoch opens. Some transfers may also result. But the cataloging costs should be the same because in either reclassification or simple conversion the books must be physically examined since in most cases existing Dewey shelflist cards alone provide inadequate bibliographic information.
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Database Development Committee Report and September Civil Service Testing Calendar.
DATE: August 28, 1989  
TO: Dean Ranz  
FROM: Database Development Committee  
RE: Post-NSL Retrospective Conversion  

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<thead>
<tr>
<th>Year</th>
<th>Recommended Retrocon Project</th>
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<tbody>
<tr>
<td>1</td>
<td>100% 1970-1976 LC social sciences (complete)</td>
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PERSONNEL

Jim Ranz will be resigning as Dean at the end of this fiscal year, 30 June 1990.

Nancy Hawkins has resigned from her Library Assistant II position in the Cataloging Department effective September 1st. She began employment with the Libraries in June, 1978. Nancy has resigned to pursue a self-employment opportunity.

ADDRESSING MAIL

When sending items out (either federal mail or inter-departmental) please make certain that they are clearly labelled.

When sending things via campus mail, make certain that you include the individuals name, department and building. This will help insure prompt delivery and save all concerned time and energy.

LIBRARY BOOK SALE

The Libraries Duplicate Book Sale will be held next Thursday and Friday, September 21st and 22nd. Hours are 8:00 - 4:00 each day in the Courtyard to the right of the front entrance. In case of rain, the sale will be moved inside to the 2nd floor study area.

STATUS OF PUBLIC CATALOGS' PURGE AND COMPACTION

The purge of OCLC cards and cards for Retrocon-reclassed and/or -processed materials is essentially finished. You may still find some missed cards particularly from the second phase of the purge which entailed the removal of science Deweys (500s, 610-619s, 630s-640s) and LCs (Q, R, S). These will be especially prevalent in the Subject Catalog where the purge was done only by selected broad topics. If you find any Watson and its branches OCLC cards or any of the appropriate Retrocon-affected manually produced cards, you may pull them and drop them in the box found at the Reference desk.

From mid-May to Sept. 8, the Catalog Dept., Serials Cataloging and Reference volunteers removed approximately 1,346,000 cards from the public catalogs. That is 11,200 yards or a little over 2 miles of cards. A more graphic illustration of this gargantuan accomplishment is that if arranged upright along the sidelines that amount of cards would stretch the length of 37 football fields!

The Subject Catalog has been compacted (from 30 cabinets to 21 cabinets). The Author/Title Catalog compaction is underway and nearing completion. We plan to reduce this catalog from 60 cabinets to 42. The total reduction will amount to a loss of 27 cabinets or 1711 drawers (from the original 5400). Compaction will be accomplished by the end of this week if all goes well. The final move and reconfiguring of the public catalogs will probably be done sometime next week. Thanks for bearing with disruption and confusion.

MANY, MANY THANKS TO ALL THOSE WHO GAVE GENEROUSLY OF THEIR TIME AND TALENTS.

Catalog Dept., Authorities Unit

An Equal Opportunity/Affirmative Action Employer
FYI, 9/14/89

STAFF DEVELOPMENT NEWS

The FY89 Staff Development Committee annual report is attached to this FYI. In addition to information regarding Staff Development Committee activities for FY89, this report also contains information about staff development projects and programming for FY90. We encourage staff members to detach and read this report, noting in particular the attached survey results and Staff Development Committee budget documents. The Staff Needs Assessment Survey, returned by staff members to the committee in May, documents an overwhelming, crucial need for more staff development activities, such as on-the-job training, computer training and travel support. The Survey of Peer Institutions' Staff Development Budgets verifies that KU ranks the lowest in monetary commitment to staff development activities among all the respondents. The Staff Development Committee budget and travel report illustrate our plight, that while the need for staff development activities has increased, the funding for staff development activities has decreased over 50% in the last six years. Please read through the report and feel free to respond to it and/or offer new suggestions.

Our new members for this year (FY90) are:

   Norma Bishop, Staff Development Committee representative to the Committee on New Staff Orientation
   Rick Clement, Tours Coordinator
   Linda Evans, Travel Fund Coordinator
   Rosemary McDonough, Secretary
   Rhonda Neugebauer, Chair
   Connie Powell, Budget Research Coordinator

THANKS!

My sincere thanks to all the friends and colleagues who gave condolences and support after the death of my mother.

Gaele Gillespie

ATTACHMENTS

State Promotion and Transfer List; LFA Executive Committee minutes of 8/29/89 meeting; Staff Development Committee Annual Report; Time Schedule for Production CICS and Library CICS.
**PROMOTION AND TRANSFER LIST**

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

September 11, 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, September 15, 1989.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-25</td>
<td>Public Health Nurse IV</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
</tbody>
</table>
| R-25         | Physician Specialist  
               (Unclassified for a Psychiatrist) | Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing |
| R-13         | Power Plant Operator I | Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing |
| R-28         | Psychologist IV | Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing |
| R-13         | Engineering Technician II | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-13         | Assistant Director of Personnel  
               (Unclassified)  
               (Deadline September 28, 1989) | Kim Hartnett (913) 532-6277 Kansas State University |
| R-26         | Civil Engineer II | Mike Ramirez (913) 296-3721 Department of Transportation |

| TOPEKA | | |
| R-31 | Active Treatment Program Director | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-21 | Administrative Officer I | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-26 | Civil Engineer II  
               (3 Positions) | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-28 | Civil Engineer III | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-19 | Engineering Technician IV | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-22 | Engineering Technician V  
               (2 Positions) | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-13 | Office Assistant III  
               (Night Shift - 12 Midnight to 8:00 a.m.) | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-15 | Secretary II | Donna Krier (913) 296-3077 Department of Revenue |
| R-25 | Social Service Administrator II | Loretta Vande Velde (913) 296-2459 Department of Social and Rehabilitation Services |
| R-28 | Social Service Administrator II  
               (Unclassified) | Elaine Schlank (913) 296-3471 Department of Social and Rehabilitation Services Mental Health and Retardation Services |
| R-21 | Social Worker II  
               (4:00 - Midnight, Tuesday - Saturday) | Jim Fairchild (913) 296-2196 Department of Social and Rehabilitation Services Youth Services Screening Unit |

| WICHITA | | |
| R-21 | Disease Intervention Specialist | Jo Ann Moran (913) 296-1290 Department of Health and Environment |

| WINFIELD | | |
| R-15 | Licensed Practical Nurse  
               (3:00 p.m. to 11:00 p.m.)  
               (11:00 p.m. to 7:00 a.m.) | Farrel Gard (316) 221-1200 Winfield State Hospital and Training Center |
| R-24 | Pharmacist I  
               (20% Position) | |
| R-25 | Registered Nurse III  
               (3:00 p.m. to 11:00 p.m.)  
               (11:00 p.m. to 7:00 a.m.) | |

**EQUAL OPPORTUNITY EMPLOYER**
LFA EXECUTIVE COMMITTEE: MINUTES
August 29, 1989

Present: Mike Biggins, Nicolette Bromberg, Marilyn Clark, Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.

Minutes of the August 21 meeting were approved with minor corrections.

1. Standing and Ad Hoc Committee Annual Reports: reports for AY 1988-89 had been received from the Committee to Review the Entire Evaluation Process (CREEP), last year’s Executive Committee, the Nominating and Ballots Committee, and the Staff Development Committee; the reports were reviewed and discussed. All committee reports are now on file in University Archives and have been or soon will be published in FYI.

2. Agenda for LFA October general meeting: it was suggested that the executive committee begin compiling an informal list of current topics for discussion to be distributed to the LFA membership, and that members be encouraged to submit their concerns in writing to the executive committee. These suggestions will then help to establish the agenda of the fall meeting.

3. Frequency of LFA general meetings/informational meetings: some members of the executive committee suggested that more regular meetings of the entire Library Faculty Assembly (two, three, or four per year) might result in a less hurried agenda and a more relaxed atmosphere in which members could be encouraged to raise issues of concern to them. In addition, periodic informational meetings (e.g., on the state of automation projects in the library) would help keep members better informed of the direction the library is taking. It was determined that the executive committee can, at most, make a recommendation on such meetings to the entire LFA.

4. LFA code changes: Rob Melton reported that he had met with the Library Committee on Promotion and Tenure (LCPT) last Tuesday to advise them of the status of recent code changes affecting LCPT. The executive committee then drafted a memorandum to accompany the revision of the LFA code which will be distributed to LFA members in the near future.

The next meeting will be Tuesday, September 5, at 10:00 a.m.

Submitted by Mike Biggins
STAFF DEVELOPMENT COMMITTEE ANNUAL REPORT TO THE LFA EXECUTIVE COMMITTEE FOR YEAR ENDING JUNE 30, 1989

As stated in the LFA code (2.2.4), the Staff Development Committee (SDC) is to concern itself "with the improvement of library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research and publication for and by the library staff." For this year, the committee also followed up on and implemented some of the recommendations made by the Ad Hoc Committee on New Staff Orientation.

The Committee began its activities by establishing a working definition of staff development. We concluded that the broadest definition possible was mandated by the code and that many types of activities could be pursued in support of improving library staff service to the University. After reviewing the professional literature, especially the SPEC kits provided by the Association of Research Libraries' Office of Management Studies, we defined staff development to include professional and career development; continuing education and coursework; job training; workshops for skills enhancement; panel and paper presentations; conference attendance and planning; professional reading, writing, editing and publishing; committee work and other types of service; and research and professional publications. The committee thought that librarians and library employees would be interested in a series of programs discussing staff development and its role in library organizations. Hence two brown bags were organized on the topic of staff development with Staff Development Officers from area libraries.

Staff Development Funding

After developing a broad definition of staff development to guide our work, we embarked on a series of discussions aimed at improving professional development opportunities in the library and increasing an extremely important aspect of staff development: funding. We studied KU's peer institutions and found that KU ranked very low in its budgetary commitment to staff development. Indeed, travel funds have decreased markedly in the last few years (from $4,300 to $2,000 for FY89), while the number of staff requests have ranged from 19 to 43, and the total amount of money requested has been as high as $28,381.40 (FY86) in the same period.

We also analyzed KU staff needs through a needs assessment survey and documented very high levels of support for more training, travel funds, and for other professional activities such as research and service activities. Our survey respondents and the respondents of the budget priorities survey distributed by the Budget and Planning Committee, commonly cited the low budget for staff development as a serious problem for librarians and staff who must remain prepared to use new technologies and offer new services and products in order to best serve the University.

We held a meeting with Dean Ranz on June 22 to advocate increased funding for all types of staff development activities in our library system. Based on the data we gathered from the library staff needs assessment survey, we asked for funds for programs that would benefit the University's greatest numbers of library staff. Our request included funds for speakers ($5,000); funds for travel for professionals ($250 per person per year); a pool of money for classified staff to be used for staff development and job training; a budget line for the committee to purchase appropriate videos, journals, etc.; and an annual 10-day creative leave for professionals and librarians doing research or publishing. The meeting left us with the hope that the funding issue could be addressed. We learned that it would be possible to insert a budget line for staff development activities and funds directly into the library's "Other Operating Expenses" budget. The main drawback to this action would be that the funds might be perceived as competing with book funds. Still, it is the opinion of the committee that the libraries will need to address staff training, education, and professional preparedness soon, especially now that libraries are no longer defined as "just books." Indeed, a library needs trained personnel and knowledgeable professionals who are up-to-date in the new technologies, products, and services of the 1990s in order to acquire useful publications and effectively offer them to the University community.

In addition to defining staff development and attempting to justify an increased budget for staff development in the library, the committee engaged in other successful activities for the year. These include:

1. Holding semi-monthly and sometimes weekly meetings to plan staff development activities and to solicit ideas, support and feedback from interested staff.
2. Organizing an Orientation Lunch for newcomers to meet library staff, administration, and governance officials (see calendar).
3. Hosting brown bag lunch presentations with local and area speakers (see attached calendar for topics, dates and speakers).
5. Allocating $2,000 worth of travel funds for travelling KU staff (see travel fund report).
6. Planning tours or area libraries (see calendar).
7. Researching staff development activities and funding levels of KU's peer institutions (see attached report).
8. Developing a needs assessment survey for KU library staff in order to enhance our knowledge of the staff development, education and training needs of staff (see attached survey results).
9. Promoting an increase in committee membership and the establishment of a new committee on Staff Orientation (approved in LFA vote, June 1989).
While the committee has accomplished many of its goals for this year, much work is left to be done. The dismal low budget for professional development has only begun to be addressed. Even though support is widespread in the library for a budgetary increase, no action has been taken to increase the funds for staff development. The committee will continue discussing how to make funds for staff development a priority in the library budget.

The committee has identified various projects which will improve communication with staff about professional development, education, and travel opportunities. We want to publish a brochure identifying all sources of non-library and library-administered money for travel, research, and coursework, and to fully understand and publicize the criteria used to decide whether to grant this money. We are encouraged by the creation of a new campus-wide committee promoting staff development at the University. We understand that this committee is working with Judith Ramsay's office to ensure that university employees know about and participate in educational, training, and other personal and professional growth opportunities offered here. We want to contact this committee and work with them if possible.

We want to improve our communication with library staff about our work and about opportunities for training, education, conferences, etc. We hope to continue publishing the Staff Development News, including perhaps columns on "Staff Activities" or "The Library Workplace" or "Librarianship as a Career." We plan to write a Staff Development Philosophy and Programming Statement which would clarify the objectives of our committee work and the objectives of staff development in a library setting. Along with this statement, we would like to publish a "Manual of Staff Development" which would serve as the definitive place to look for growth and learning opportunities. It also could be a place to file information on procedural questions which seem to come up for most committees.

These questions might include:

- how does the committee decide the amount of a "share"; how does the committee rate requests with regard to participation in the meeting; how should the committee respond to requests from employees who have received money from the administrative office; what obligation does the committee have for requests from money that are received after the deadline due to late conference announcements; what obligations does the committee have for requests that have received partial funding from "other sources" (other than the Staff Development Committee funds); how can the committee decide on first-quarter requests when the committee actually does not know how much money will be allocated for the fiscal year (this is typically the case); how do we answer the question: is the SDC the first source of money a library employee should consider, or the last source?

There are other worthwhile projects that this year's SDC would like to see receive continued support. We will continue working with the new joint LFA-Classified Conference Committee on New Staff Orientation. One of our committee members will work as a liaison with this committee. We would like to work more on encouraging librarians to do research and publishing. We would also like to investigate a mentoring program, an idea of the Task Force on New Staff Orientation. Recognizing and stressing that it would have to be done with a spirit of voluntary cooperation between colleagues, we would need to investigate the issue, read more about it, and understand how it would work and impact on staff. Other suggestions which have received support but which may need study and coordination are the personal computer user's group, a second tour of Allen Press, compilation of a directory of library PC users, and training in and promotion of use of e-mail (electronic mail) accounts which are available to all university employees at the computer center at no charge.

The members of the committee were: Judith Emde (Surveys Coordinator), Nancy Hawkins (Secretary and Editor of Staff Development News), Rosemary McDonough, Rhonda Neugebauer (Chair), and Saralinda Rhodes (Travel Fund and Library Tour Coordinator).

Date: August 15, 1989

Attachments: Calendar of Events; Travel Fund Report; Results of Needs Assessment Survey; Results of Study of Peer Institutions Staff Development Budget and Activities;

CALENDAR OF STAFF DEVELOPMENT COMMITTEE ACTIVITIES, FY 1989

Sept. 19 First official meeting of new SDC committee
Oct. 5 LFA Fall meeting, committee report given
Oct. 12 Tours of Topeka libraries: State Library, Kansas State Historical Society (19 attended)
Oct. 19 First "annual" Brown Bag Orientation Lunch for New Library Staff Members with Administrative staff, LFA and Classified Conference representatives (35 attended)
Nov. 1 SDC members attended workshop on Staff Development organized by KLA's Staff Development and Trainers Roundtable, West Wyandotte Public Library
Nov. 3 Brown Bag with Bonnie Campbell, Topeka Public Library Staff Development Officer on "Staff Development Philosophy and Programming at Topeka Public Library (35 attended)
Dec. 13  Brown Bag with Susan Craig, Art Library, about
book buying and conference in Europe
Jan. 19  Brown Bag with Kathleen Neely, Science Library, on
the layout, services and products in the NSL
Jan. 24  Brown Bag with staff who attended ALA Midwinter,
Washington, DC
Feb. 1   Brown Bag with Gene Carvalho, East Asian Library,
on "Libraries and Life in Japan"
Feb. 22  Brown Bag with Virginia Quiring, Library Development
Services, Kansas State University on "Staff
Development at K-State"
March-May  Developed, distributed and tabulated survey to
assess the professional development needs of
staff in the KU library system
April-May  Prepared changes for code revision concerning
Staff Development Committee and New Committee
on Orientation
May 3  Sponsored tour of Truman Presidential Library and
Archives, and Truman Home, Independence, Missouri
(43 attended)
May 10  Brown Bag with Rhonda Neugebauer and Shelley
Miller on "Libraries in Cuban Society"
June 7   Sponsored tour of Nelson-Aktins Art Museum Library
and Exhibit of Thomas Benton (23 attended)
June 22  Held meeting with Dean Ranz and LFA officers
about increasing library budget for Staff
Development activities and travel funds
June 24-28  Sponsored van trip to American Library Association
conference in Dallas, Texas
July 14  Final official meeting of FY89 committee
July 27  Brown Bag with staff who attended ALA, Dallas

STAFF DEVELOPMENT COMMITTEE TRAVEL REPORT -- FY89

The Staff Development Committee's Out-of-State Travel Fund
allocation for FY89 was $2,000, including $1,000 from State Funds
and $1,000 from Endowment. In addition, $217.80 was carried over
from FY88 from Endowment funds to make the total available $2,217.80.
All but $86.00 of this was used. The $86.00 left, due to two
cancellations late in the 4th quarter, will not be carried over
to FY90.

The SDC received 40 requests for travel during the year at a
total of $22,209.45 requested. The allocation of $2,217.80
available to be distributed was about 10% of the total requested.
The average grant per trip was $81.80, down 50% from the level it
was three years ago and 60% from what it was six years ago,
although the number of people requesting funds remained the same
during those years (FY83, FY86, and FY89).

It seems imperative that one of the priorities of the SDC in
the coming months and years should be to investigate ways of
increasing the SDC travel fund and to inform staff of other
sources that may be available to them for travel such as the
Faculty Development Fund, the Administrative Office, etc.

KU Libraries staff attended many worthwhile conferences,
seminars and meetings in FY89, including the following:

ALA Annual Meeting, New Orleans, LA
ACRL Conference, Cincinnati, OH
SALALM, Charlottesville, VA
Midwest Sociological Society Conference, St. Louis, MO
Special Library Assn. Meeting, New York, NY
Ad Litteras, Notre Dame Univ.
Midwest Archives Assn. Spring Meeting, Chicago, IL
Society for Photographic Education, Rochester, NY
ALA Mid Winter, Washington, D.C.
Depository Library Council, Pittsburgh, PA
Art Libraries Society of No. America, Phoenix, AZ
Music Library Assn., Cleveland, OH
Assn. for Asian Studies Annual Meeting, Washington, D.C.
Midwest Archives Fall Meeting, Cincinnati, OH
Society of American Archivists, Atlanta, GA
16th Century Studies Conference, St. Louis, MO
Regional Federal Depository Libraries Seminar, Rosslyn, VA
ALA Annual Conference, Dallas, TX

prepared by Saralinda Rhodes, SDC Travel Fund Coordinator,
July 1989
<table>
<thead>
<tr>
<th>Year</th>
<th>Total Allocation</th>
<th>Total $ Granted</th>
<th>Total $ Requested</th>
<th>Percentage Granted of $ Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY83</td>
<td>$4,300.00</td>
<td>$4,300.00</td>
<td>$27,570.60</td>
<td>15.6%</td>
</tr>
<tr>
<td>FY84</td>
<td>3,175.00</td>
<td>2,120.00</td>
<td>12,394.25</td>
<td>20.3%</td>
</tr>
<tr>
<td>FY85</td>
<td>3,155.00</td>
<td>2,120.00</td>
<td>20,381.40</td>
<td>14.4%</td>
</tr>
<tr>
<td>FY86</td>
<td>1,850.00</td>
<td>2,019.00</td>
<td>22,119.50</td>
<td>9.1%</td>
</tr>
<tr>
<td>FY87</td>
<td>1,875.00</td>
<td>1,657.20</td>
<td>16,199.68</td>
<td>11.4%</td>
</tr>
<tr>
<td>FY88</td>
<td>2,000.00</td>
<td>2,217.80</td>
<td>22,099.45</td>
<td>10.2%</td>
</tr>
</tbody>
</table>

Includes $169 carry over from FY85.
Includes $1,000 State funds.
Includes $1,000 Endowment funds due to two ALA meetings.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total # of Requests</th>
<th># of Requests Funded</th>
<th># of Trips Taken</th>
<th># of Different Meetings Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY83</td>
<td>40</td>
<td>34</td>
<td>26</td>
<td>18</td>
</tr>
<tr>
<td>FY84</td>
<td>30</td>
<td>29</td>
<td>24</td>
<td>17</td>
</tr>
<tr>
<td>FY85</td>
<td>19</td>
<td>17</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>FY86</td>
<td>40</td>
<td>39</td>
<td>34</td>
<td>16</td>
</tr>
<tr>
<td>FY87</td>
<td>43</td>
<td>38</td>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>FY88</td>
<td>29</td>
<td>29</td>
<td>26</td>
<td>17</td>
</tr>
<tr>
<td>FY89</td>
<td>40</td>
<td>39</td>
<td>36</td>
<td>20</td>
</tr>
</tbody>
</table>

Average Request: $689.26
Average Amount of Grant: $151.57
Average Grant by Level of Participation: High $169.65, Medium $135.75, Low $85.18

SUMMARY OF STAFF DEVELOPMENT NEEDS ASSESSMENT SURVEY

The Staff Development Committee distributed a needs assessment survey to all library staff members during the month of May, 1989. The input from the survey will guide next year's committee in planning activities. The feedback will also inform the committee as to the sentiments of the staff regarding the relevance of staff development to job satisfaction and what facets of staff development should be improved. The survey addressed six segments of staff development activities: training, educational activities, tours, current awareness, out-of-state conferences, and individual coursework.

Out of 185 surveys sent, 57 were returned, or 34% of the total. Of the 57 returned, 27 surveys were received from the unclassified staff and 30 from the classified. The following statistics provide further characteristics of the respondents:

<table>
<thead>
<tr>
<th>TOTAL UNCLASSIFIED</th>
<th>CLASSIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watson Technical: 20.6</td>
<td>9</td>
</tr>
<tr>
<td>Watson Public: 8</td>
<td>2.5</td>
</tr>
<tr>
<td>Watson: 8</td>
<td>2</td>
</tr>
<tr>
<td>Branches: 16.5</td>
<td>9.5</td>
</tr>
<tr>
<td>Administration: 2</td>
<td>2</td>
</tr>
</tbody>
</table>

Length of Employment:
- Less than 1 year: 9
- 1-3 years: 14
- More than 3 years: 34

Less than 1 year: 2.5
1-3 years: 5.5
More than 3 years: 7

1. TRAINING: INCLUDES BCR WORKSHOPS THAT PROVIDE AN INTRODUCTION TO PROCEDURES OR SKILL ENHANCEMENT, WORKSHOPS AT THE COMPUTER CENTER, WORKSHOPS SPONSORED BY VENDORS PROVIDING ONLINE SERVICES, OR ANY UNIVERSITY SPONSORED WORKSHOPS.

Within the past two fiscal years, 14 of the unclassified respondents and 11 of the classified respondents had attended workshops.

The workshops addressing online literature searching were listed the most frequently by the unclassified staff with the Computer Center workshops falling second. The KU Personnel Department workshops were listed the most frequently by the classified staff with the Computer Center workshops attended by several people. Most people believed that the workshops were helpful in enhancing searching and computer skills or human relation skills. Several people believed that the workshops either were not directly helpful to their job responsibilities or were poor presentations. For those workshops requiring a fee, 3 respondents received full funding from the library, 5 paid their own fees, and 5 were partially funded by the library.

The workshops requiring full funding from the respondents were usually those given by the Computer Center. Thirty people would like to enroll in future workshops, and the area mentioned the most for training is computer skills with specific hardware or software listed. Online searching enhancement and the KU Personnel Department workshops also received several votes. Thirteen staff members are interested in enrolling in the Computer Center workshops but are unable to afford them.
the fee and would like to see some funding available from the library for the workshops.

2. EDUCATIONAL ACTIVITIES: INCLUDES BROWN-BAG LUNCH PRESENTATIONS AND LECTURES SPONSORED BY LIBRARY COMMITTEES. TOPICS MAY BE LIBRARY RELATED OR COVER DAY-TO-DAY LIVING SUCH AS HEALTH, COMMUNICATION, STRESS, ETC.

Nineteen respondents had attended presentations sponsored by library committees during the past two fiscal years. Nearly everyone believed that the presentations were educational and applicable to their jobs or their own personal development. Forty-one respondents would like suggested future presentations including health topics, human relations, computer skills, speakers outside of KU with library subject specialties, CD-ROMs, relations with technical and public services, and travel talks. Scheduling prevented several people from attending and another person advised the committee to stick to specific library topics only.

3. TOURS: INCLUDES TOURS IN KU LIBRARY DEPARTMENTS AND AREA LIBRARY TOURS.

Thirteen of the unclassified and 12 of the classified had participated in department and area tours during the past 2 years. Everyone believed that the tours were worthwhile and informative, and developed interpersonal relations within the KU libraries and with area libraries. A few people believed that the area tours are great for morale and provide an opportunity to meet other KU library staff educational reasoning behind the tour planning. Thirty-seven respondents would like to see the activity continue. Expanding tours the most. Some of the area libraries suggested to visit were UMKC, repeat visits to KU and Eisenhower, Linda Hall, KU Med., a public library, a corporate library, LHS Library, plus on campus tours of museums and departments outside of the libraries.

4. CURRENT AWARENESS: INCLUDES ANNOUNCEMENTS OF STAFF DEVELOPMENT OPPORTUNITIES WITHIN AND OUTSIDE OF THE LIBRARIES.

Forty-seven respondents believed that the committee provides adequate information in advance for activities sponsored by the library and university with one answering no. A few people stated that there could be improvement. Twenty-six staff members would like to see more announcements for opportunities offered outside of the library and 10 local and state activities, including KLA; expanded explanations with development announcements; create a manual for widespread distribution in libraries for staff to get acquainted with staff development; reporting on staff development opportunities at other state/regents libraries.

5. OUT-OF-STATE CONFERENCES: INCLUDES ALA CONFERENCE AND OTHER PROFESSIONAL MEETINGS.

Twenty-six unclassified members believed that conference attendance is important or, as two members stated, absolutely essential for professional development, and 1 person stated that it was not essential at this point in his/her career. Six classified respondents stated that attendance is important, 3 people said that conference attendance would be helpful, and 2 responded that it was not important. Twenty-six of the unclassified respondents and 19 of the classified felt that the funding allotted for out-of-state travel is completely inadequate. The unclassified members expressed the strongest disapproval to the current state of funding. One person stated that the lack of travel funding hampers professional development and career growth of KU librarians. Twenty-four unclassified respondents stated that funding is a factor in determining whether or not to attend a conference and 3 stated that it is not. Several librarians are active committee members and/or give presentations and, therefore, are required to attend. Seventeen classified respondents replied that funding is a factor in attending. Again, the strongest comments were written by the unclassified staff. Several people feel that it is essential to attend conferences and pay nearly all of the expenses themselves, but are extremely unhappy about the lack of funding and support. The present salaries for librarians are not considered sufficiently adequate to supplement payment for all expenses accrued during a conference trip.

6. INDIVIDUAL COURSEWORK: INCLUDES ENROLLMENT IN UNIVERSITY OR COLLEGE CLASSES AND CONTINUING EDUCATION.

Nine unclassified members and 12 classified had enrolled or audited university classes during the past two years. Ten people were required to make up the time. Several people commented that staff members should not be required to make up the time if content of classes will enhance job performance. Another person asked for specific rules about making up time since the requirements seem to be different across departments.

7. WHAT OTHER STAFF DEVELOPMENT BENEFITS DO YOU BELIEVE THE LIBRARY SHOULD PROVIDE?

Unclassified: Again, the point mentioned the most was encouragement and funding for conference attendance with release time for research second. Other suggestions were: sponsor library courses at KU; staff development positions with ample budget and a program for new and existing staff; thorough orientation for new staff relevant to their work assignments; bibliographic instruction for staff; a library-wide program to instruct individuals in MARC tagging; time off for class attendance; consistent training to provide a common body of knowledge for all.
8. ACTIVITIES THAT STAFF IS INTERESTED IN, GIVEN THE APPROPRIATE ADMINISTRATIVE AND SUPERVISORY SUPPORT:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Class.</th>
<th>Unclass.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conducting original research</td>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>2. Participating in a mentoring program</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>3. 10-day creative leave time for research, etc.</td>
<td>17</td>
<td>7</td>
</tr>
<tr>
<td>4. Internships in other library depts., etc.</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>5. Internships in other university units.</td>
<td>13</td>
<td>10</td>
</tr>
<tr>
<td>6. Job rotation/job exchange</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>7. Reviewing books</td>
<td>17</td>
<td>10</td>
</tr>
<tr>
<td>8. Indexing</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>9. Preparation of exhibits on library services, etc.</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>10. Planning education forums about librarianship</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>11. Teaching a class</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>12. Other: Every third summer off with pay; translating; cooperative staff development activities with other Regents institutions; taking language classes; bibliographic instruction for staff; training staff in CD-ROM, OLAF, LGER, LCAT, etc.</td>
<td>11</td>
<td>1</td>
</tr>
</tbody>
</table>

Several members already participate in some of the activities listed above.

Some of the comments included: do not have enough time to complete job responsibilities, therefore, cannot think of adding more; increase bibliographic instruction in all academic depts.; attempt to instruct minority students or potential KU students in the use of the library; on-the-job training in order to make it possible to do the work of a colleague during his/her absence or job promotion.

FINAL COMMENTS:

Develop philosophy and goals statement; workshops by experienced staff on applying for grants, doing research, getting work published, use of microcomputers, and a directory of colleagues who have done research, had it published, gotten grants, and made effective use of microcomputers; more staff development assistance in orientation area, since supervisors are unable to carry entire load; more library support for professional development.

SUMMARY OF SURVEY RESULTS:

The staff members responding to the survey appreciate the activities organized by the staff development committee and definitely want the tours, presentations, and current awareness announcements to be continued.

The two areas receiving the strongest reactions and requests for improvement were training and travel funding. The respondents indicated a strong interest in computer training and would like to see funding from the library available for workshops or personnel available for addressing the computer needs of the library staff. The respondents were most dissatisfied with the current status of out-of-state travel funds. Many unclassified staff members agreed that attending conferences is essential to remaining current in their respective areas of librarianship. The lack of funds influences decisions on whether or not to attend conferences. The respondents, particularly the unclassified members, want this area addressed by the staff development committee and the library administration.

A frequently repeated suggestion which will be addressed by the new Orientation Committee is organizing a schedule of tours of departments in Watson and the branch libraries and to establish a core of information to be extended to all new employees.

The respondents indicated that they would like the opportunity to participate in activities such as conducting original research or internships in other departments as a chance to develop and expand their skills and interests.

The Staff Development Committee of FY88/89 wants to thank everyone who participated in this survey.
STAFF DEVELOPMENT SURVEY OF PEER INSTITUTIONS

The Staff Development Committee conducted a survey of libraries at our designated peer institutions and Kansas State in December, 1988. The survey requested information on staff development activities and funding at these institutions. Surveys were sent to the appropriate personnel at the University of Iowa, University of North Carolina-Chapel Hill, University of Oklahoma, University of Colorado, University of Oregon, and Kansas State University. K-State was included since the staff also has to cope with meager out-of-state travel funds budgeted from the State, and has instituted a creative staff development program there. All surveys were returned, except from the University of Oregon, during January 1989. A compilation of the responses will be sent to each participant.

QUESTIONS AND ANSWERS:

1. APPROXIMATE NUMBER OF FTE STAFF FOR PROFESSIONALS AND PARAPROFESSIONALS IN YOUR LIBRARY SYSTEM.

<table>
<thead>
<tr>
<th>University</th>
<th>Professionals</th>
<th>Paraprofessionals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>KU</td>
<td>85</td>
<td>100</td>
<td>185</td>
</tr>
<tr>
<td>IOWA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>48</td>
<td>80</td>
<td>128</td>
</tr>
<tr>
<td>COLORADO</td>
<td>50</td>
<td>100</td>
<td>150</td>
</tr>
<tr>
<td>UNC-CH</td>
<td>38</td>
<td>157</td>
<td>225</td>
</tr>
<tr>
<td>KSU</td>
<td>37</td>
<td>66</td>
<td>103</td>
</tr>
</tbody>
</table>

(*Total includes student assistants)

2. DOES YOUR INSTITUTION HAVE A STAFF DEVELOPMENT COMMITTEE THAT RECOMMENDS AND ORGANIZES EVENTS AND/OR ALLOCATES TRAVEL FUNDS?

KU - Yes, a staff development committee organizes some events and allocates out-of-state travel funds.

IOWA - No. A travel committee reviews requests for partial funding to support professional development.

OKLAHOMA - No.

COLORADO - A staff development committee recommends and organizes staff development events and publicizes campus opportunities.

UNC-CH - Yes, a committee that recommends and organizes events, but does not allocate travel funds.

KSU - No.

IF YES, WHO APPOINTS THE MEMBERS OF THE COMMITTEE? IS THE COMMITTEE COMPRISED OF BOTH PROFESSIONALS AND PARAPROFESSIONALS?

KU - Professionals appointed by Executive committee of the Library Faculty Assembly. The classified rep is elected by the Classified Conference.

IOWA - Travel committee is appointed by the Administrative Group (UL & AULS)

COLORADO - The staff development committee is a subcommittee of the elected Library Advisory Board (to the Director) and includes both professionals and paraprofessionals. The five-member Travel Committee is elected to staggered 2-year terms by the Library Faculty.

UNC-CH - Library Director. Each library committee has representatives from all levels of staff.

DOES YOUR INSTITUTION EMPLOY AN INDIVIDUAL WHOSE RESPONSIBILITIES INCLUDE STAFF DEVELOPMENT?

KU - Yes, one of the many responsibilities of the Assistant to the Dean for Personnel.

IOWA - Yes, but not sole responsibility (AUL Admin. Service)

OKLAHOMA - No.

COLORADO - Assistant Director for Administration.

UNC-CH - Personnel administrator is an ad hoc member of the staff development committee.

KSU - Yes.

PLEASE DESCRIBE THE RESPONSIBILITIES AND ACTIVITIES OF THIS COMMITTEE OR INDIVIDUAL.

KU - To encourage and support educational opportunities for library staff; to collect information about staff development opportunities; to plan and coordinate educational programs for staff; to oversee the distribution of funds which are available to the committee.

IOWA - Committee reviews requests for attendance to professional conferences, etc. Greater support is given to those who participate in conferences, e.g. present a paper.

COLORADO - (See earlier questions)

UNC-CH - (Included the written charge and annual report of the committee) The Staff Development Committee is to serve as a coordinating body for training and development activities of all sorts in the library system. Responsible for identifying unmet training and development needs of the staff. Particularly, responsibility for training in supervisory and managerial skills and in other skills that cut across departments. Promote encouragement of interested SPA (paraprofessional) staff to pursue professional careers in librarianship. Responsible for the design, monitoring and revision, as appropriate, of the performance appraisal instrument used for the annual evaluation of employees' performance. Serves as a clearinghouse of information about pertinent training activities offered on campus and in the area.

KSU - Develop policy; develop and manage programs and budget; publicize staff development opportunities; meet with each new full-time staff member to explain policy, procedures, forms, etc.; serve on university committee for staff training and development; periodically analyze staff participation in staff development opportunities.

3. WHAT WAS THE TOTAL FUNDING ALLOTTED FOR STAFF DEVELOPMENT, INCLUDING TRAVEL FUNDS THIS FISCAL YEAR AT YOUR INSTITUTION? IF THERE IS A DIVISION BETWEEN FUNDING FOR A STAFF DEVELOPMENT PROGRAM AND TRAVEL FUNDING, WHAT WAS THE ALLOCATED AMOUNT FOR EACH?
5. DOES YOUR INSTITUTION HAVE A WRITTEN STAFF DEVELOPMENT POLICY FOR THE ENTIRE LIBRARY STAFF?

   KU - No written policy. Hope to write one in the future.
   IOWA - No.
   OKLAHOMA - No.
   COLORADO - No.
   UNC-CH - No policy per se, but the charge of the committee was attached. The Staff Development Committee has compiled a 25-page directory of staff development opportunities in the area and on campus.
   KSU - Yes.

6. HOW DO YOU COMMUNICATE STAFF DEVELOPMENT OPPORTUNITIES TO YOUR STAFF?

   KU - Through an internal library newsletter and through regular updates to the newsletter devoted to staff development issues.
   IOWA - University staff development office has well developed program of courses, which are advertised monthly.
   OKLAHOMA - Faculty meetings, department head meetings, memos.
   COLORADO - Library newsletter, bulletin boards.
   UNC-CH - Flyers announce events; staff will be surveyed to determine areas of interest; evaluations are distributed after each presentation requesting feedback and suggested program ideas; staff newsletter describes upcoming programs.
   KSU - Daily bulletin circulated to all departments; special advertising for specific workshops, announcements in general staff meetings, meet with each new full-time employee to explain policy, procedures, and forms to be completed for respective activities; meet as requested with Classified Caucus, branch libraries, or general staff meetings.

7. COULD YOU DESCRIBE THE IMPACT OR SIGNIFICANCE OF YOUR STAFF DEVELOPMENT PROGRAM ON EMPLOYEE MORALE, PERFORMANCE, AND JOB SATISFACTION?

   KU - Staff development opportunities are welcomed by staff and many programs are seen as essential for training and execution of job responsibilities.
   IOWA - We are in the process of expanding participation in staff development opportunities. Staff development is well received, but there is a general feeling that there is not enough time to expand participation, even in worthwhile endeavors without giving up service to the public.
   OKLAHOMA - We hope that it is significant. PC training and supervisory skills workshops have been especially well received, and contribute to both morale and performance.
   COLORADO - Overall three areas have been affected in a positive manner. Programs specifically related to job performance (1.e. goal setting, time management, stress reduction) have had a direct effect on performance and an indirect effect on job satisfaction and morale.
   KSU - The written policy and better coordination has definitely improved staff morale and job satisfaction. One of the reasons for developing the written policy was to satisfy complaints of classified staff. With written guidelines and one person in charge, there is far more publicity and awareness of opportunities.
The University of Kansas

Computing Services

TO: Administrative Computing Users
FROM: William J. Pesek Jr., Operations Production Manager
DATE: August 18, 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 August 28, 1989 through June 4, 1990. Also included is a list of exceptions to the standard schedule.

Please note that all systems and CICS connections will be unavailable on May 26, 27 and 28, 1990 Memorial Day weekend and holiday for installation of processor upgrade.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>8 A.M. to 9 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 A.M. to 5 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon to 9 P.M.</td>
</tr>
</tbody>
</table>

Library CICS Schedule

File availability for Circulation, Serials, Catalog and Retrospective Conversion

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8 A.M. to Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8 A.M. to 10 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 A.M. to 10 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon to Midnight</td>
</tr>
</tbody>
</table>

Availability for the Online Catalog System

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>8 A.M. to 3 A.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 A.M. to Midnight</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 A.M. to 3 A.M.</td>
</tr>
</tbody>
</table>
AVAILABILITY EXCEPTIONS
FOR PRODUCTION CICS, LIBRARY CICS AND THE ONLINE CATALOG SYSTEM

Production CICS

Production CICS will be unavailable on all holidays observed by the University.

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26, 27 and 28 1990 Memorial Day weekend and holiday for installation of processor upgrade.

Library CICS

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26, 27 and 28 1990 Memorial Day weekend and holiday for installation of processor upgrade.

Library CICS will be available from 8 A.M. to 5 P.M. on the following dates.

November 23 and 24
December 22 and 29
January 1, 5, 12 and 15
May 28

From 8 A.M. to 10 P.M. on:
November 22
December 26, 27 and 28
January 2, 3, 4, 8, 9, 10 and 11
March 12, 13, 14, 15 and 16
May 17, 18, 21, 22, 23, 24, 25, 29, 30 and 31
June 1 and 4

From 9 A.M. to 5 P.M. on:
November 25
December 23 and 30
January 6 and 13
March 17
May 19 and 26
June 2

From Noon to 5 P.M. on:
December 24 and 31
January 7 and 14
March 11
May 20 and 27
June 3

Library CICS will be unavailable on December 25, 1989 Christmas Day.

Online Catalog

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26, 27 and 28, 1990 Memorial Day weekend and holiday for installation of processor upgrade.
UNCLASSIFIED VACANCIES

The Department of Special Collections, Spencer Research Library, has been awarded a Title II-C grant from the Department of Education to process the O'Hegarty Irish Collection. Five full-time positions are being advertised (see below) to support this project and will be available January 18, 1990 for one year, with possible continuation for an additional two years. Library staff interested in being considered for these positions should contact Sandy Gilliland, 502 Watson, by November 15th. Please submit a letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references. For additional information about the project and/or positions, contact Rick Clement, 4-4334.

Cataloging Librarian (3 positions). Performs original monographic and serials cataloging on Spencer Library/Department of Education Title II-C funded project to catalog the O'Hegarty Irish Library of some 16,000 Irish imprints and works concerning Ireland, 17th-20th century. Requires ALA-accredited MLS; cataloging coursework, knowledge of AACR2, OCLC, and the MARC formats for bibliographic description. Prefer experience in rare books cataloging; academic background in Irish or English history or literature; knowledge of Latin and French. Annual salary: $21,000. Applications received by November 15, 1989 will be given first consideration. Applications will be reviewed monthly thereafter until the positions are filled.

Cataloging Assistant (2 positions). Provides bibliographic searching; performs simple cataloging from copy; inputs original cataloging from worksheets into the OCLC database; compiles and maintains project records and budget; orders supplies; files catalog and authority cards into the departmental branch catalog; and supervises student assistants on Spencer Library/Department of Education Title II-C funded project to catalog the O'Hegarty Irish Library of some 16,000 Irish imprints and works concerning Ireland, 17th-20th century. Requires B.A. and one year's library experience in a technical services department. Prefer experience with OCLC, AACR2, MARC formats for bibliographic description; computer skills (word processing, spreadsheet, and data entry); and academic background in Irish or English history or literature. Annual salary: $19,800. Applications received by November 15, 1989 will be given first consideration. Applications will be reviewed monthly thereafter until the positions are filled.

PERSONNEL

W. Gregg Buckner has been appointed as Copying Services Supervisor (Office Assistant IV). Gregg worked previously for the Libraries as Copying Services Supervisor from January 1985 until November 1988. His appointment is effective September 18, 1989.

CHANGES IN THE KU LIBRARY AUTOMATION STAFF

Due to Gary Susott's wish to change the nature of his position, there will be changes in the makeup of the Libraries' automation team. The structure from now on will be the following: (1) With 1/3 of his time, Gary will serve as one of three project managers within the Systems and Programming department of the Office of Information Systems. He will supervise programmer/analysts working...
for the Library, the KU Telecommunications Department, Continuing Education, Facilities Operations, and Parking Services. He will train and supervise the library staff, including deciding who works on what project, but he will not be involved directly in the analysis and programming of any library projects. The other 2/3 of his time will be devoted to special Computer Center projects. (2) Annamarie Hill and two other programmer/analysts will devote full time to the analysis, design, programming, and problem resolution of library projects. The two other staff will be hired from the pool of applicants for a currently-open position. Interviewing for those positions should begin shortly. (3) John Miller will continue as Automation Librarian with responsibility for coordinating automation planning within the library, for acting as the library liaison with computer center staff, and for a variety of other duties relating to microcomputers, local area networks, and other automation equipment and projects.

Gary's new position is strictly a computer center position and is not funded in any way by the library. Of the other four positions, John's and one of the other three are funded directly by the library. The other two are positions that were transferred from the library to the computer center in the late 1970's on the understanding that they work only on library projects.

The disadvantage of these changes is that in the short run all of the programmer/analysts working on the library team will be relatively inexperienced. Annamarie has been at KU only a little over a year and the other two will be brand new. Please be understanding if some projects move slowly for awhile. No matter what one's experience and training is outside KU, it takes quite awhile to learn how the local KU library systems work. The advantage of the changes is that in the long run there is a net gain in the number of staffing available to work on library projects.

The principal project delayed by this change is the portion of the Online Access to Serials project that will link headings in non-OCLC cataloging records to the KU authority file. This project was already delayed, in part due to John devoting most of his time to new science library projects. The other half of the project should be completed this Friday the 22nd when serial holdings become available on the online catalog.

John Miller

BROWN BAG LUNCH MEETING FOR NEW STAFF MEMBERS

All new staff members are invited by the Orientation Committee to a brown bag lunch meeting at noon, Tuesday, October 3rd, in Conference Rooms A & B, Watson Library, to meet members of the library administration and representatives from library committees. The meeting will provide the opportunity to learn more about the responsibilities of the administrative positions and the membership and charges of the committees. Even though the meeting is an introduction for new staff, all library staff members are welcome.

Judith Emde

CURRENT EXHIBITION

ALLONS, ENFANTS DE LA PATRIE! The new Special Collections exhibition in the Main Gallery at Spencer Library is entitled "Allons, Enfants de la Patrie! Aspects of the French Revolution". The exhibition, by Alexandra Mason, offers a number of vignettes on the Revolution, illustrating the Terror by the use of the official lists of victims and their "crimes", the economic crisis by samples of inflationary paper money, the conditions in the Bastille by original letters from the Marquis de Sade, and the valuable legacy of the Revolution by drafts of the Droits de l'Hommme (the French Bill of Rights). It also includes contemporary engravings of the Bastille and the guillotine, and a 1739 map of Paris showing the Bastille.

L. E. James Helyar

KULSA UPDATE

Many thanks for returning all the questionnaires. With luck the responses will be tallied and the results in FYI shortly.
Meanwhile, however, it is overwhelmingly obvious from reading what you have sent us, that we can raise the dues to $4. Marilyn Landon has offered to serve as treasurer, so you will soon be asked to send her your dues. It was also obvious that the subscription to the Kansas City paper can be allowed to expire in June, 1990.

Many good suggestions were made and there is one we can act on immediately: we shall have a TGIF party on the last Friday of each month. Mark your calendar now for September 29th, 4-6pm, in Alcove D of the Kansas Union. Annie Williams

ATTACHMENTS

Minutes of Libraries Committee on Promotion & Tenure 8/22/89 meeting; Minutes of LFA Executive Committee 9/5/89 meeting; Travel Report by Rick Clement; State Promotion and Transfer List.

31 August 1989
TO: Staff Development Committee
FROM: Richard W. Clement

With combined funding from the Staff Development Committee, the Libraries Administration, and the conference sponsors (who provided two-thirds of the cost of the trip), I was able to attend the Mediterranean XII Conference in Athens, Greece, July 7-10. The Mediterranean conferences are small, invitational gatherings of scholars who specialize in the field of Mediterranean Studies. The sponsoring institution, Dowling College (NY), strives to create a mixture of senior and junior scholars, and even an odd librarian or two. I had the great good fortune to have been invited to attend the previous meeting in Budapest, Hungary, last year, where I gave a paper on our Portuguese manuscript holdings. [This paper, which constitutes valuable publicity for the KU Libraries, has been published in a volume of papers from the conference, Iberia & the Mediterranean, reprinted in the Bulletin of the Society of Spanish and Portuguese Historical Studies, translated into Portuguese and published in the Jornal de letras, artes e ideias and reprinted in Cultura.] This year I was invited back and delivered a paper on "Sir William Stirling-Maxwell and his Cervantes Collection at the Spencer Library."

The sponsoring institutions for the Athens meeting were Dowling College, the Hellenic-American Union, the Del Mar Foundation of Washington, D.C., and Central Missouri State University. The conference site was the Hellenic-American Union on the campus of the University of Athens right in the center of the city. Over the course of four days, 64 papers were given, some extremely good. The topics ranged from "Books and Reading in Late 5th-Century Athens" and "Isocrates' Attitudes Toward Wealth and Poverty" to "Dean Acheson and the Cyprus Question" and "Spanish Anarchists in Australia during the Civil War."

As is often the case at conferences, it is the interchange of ideas in an informal setting that is most valuable. The sponsors of these conferences recognize this and strive to provide a variety of such fora, e.g., a reception at the Spanish Embassy, a reception at the Mayor of Athens' Palace, a reception on a yacht in Piraus harbor, and a dinner at a swank golf club given by the Greek Olympic Committee (apparently they thought we were important people who could bring influence to bear on the International Olympic Committee to select Athens as the site of the 1996 games). At the end, each of us was given a medal (I'm not really sure why-- I gave mine to my three-year old daughter who greatly appreciated it). I attempted to seek out antiquarian book dealers and second-hand bookshops but discovered almost nothing. The conference itself was very stimulating, in spite of the heat and pollution of Athens in July.
LIBRARIES COMMITTEE ON PROMOTION & TENURE

Minutes of meeting, Aug. 22, 1989

Present: Miller, Moore, Roach, Rosenbloom, Carvalho, Wilson, Brandt, Melton (guest)

A preliminary meeting of the 1989/90 LCPT was held at 2:00 p.m. Aug. 22, 1989. Rob Melton was present as chair of LFA Executive. He reported on the status of the LFA code and the membership of LCPT.

The committee elected officers: Lorraine Moore is chair and Margaret Wilson is secretary. (Other continuing members are Gene Carvalho and Kent Miller; new members are Sandra Brandt, Mary Roach, and Mary Rosenbloom.)

The committee briefly discussed the coming year's calendar of business and then adjourned at 3:00 p.m.

Respectfully submitted,
Margaret Wilson, secretary

LFA Executive Committee: Minutes

September 5, 1989

Present: Nicolette Bromberg, Paulette DiFilippo, Rob Melton (Chair), Kathy Snell, Sherry Williams, Marilyn Clark.

Absent: Mike Biggins

Rob Melton opened the meeting and requested a discussion of the Report of the Committee on Unclassified Professional Staff, which was prepared at the request of the Dean. A copy of the report was sent to Rob, as Chair of LFA. Rob outlined that the Dean has received a copy of the report, and will be responding to it, and will send copies of his response to the same people that received the report.

A general discussion ensued. Nicolette provided background information on the report. Rob suggested that as the Executive Committee of LFA, we should focus our discussion of the report on issues important to the LFA, such as questions concerning qualifications for membership in LFA. It was decided that the Committee would like to discuss the report with the Dean, and obtain his view, and possible response. It was decided that this would be done at the next LFA Executive meeting, and that we would also take the opportunity to discuss with the Dean issues raised by last year's Budget and Planning Committee. Rob asked Committee members to reread the Budget and Planning report.

The August 29 LFA Executive Committee meeting minutes were approved, and the meeting was adjourned.

Respectfully submitted
Sheryl Williams
**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 agency will be doing outside advertising for this position. Not restricted to 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, September 22, 1989

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-25</td>
<td>*Public Health Nurse IV</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-22</td>
<td>Corrections Counselor I (2 Positions)</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
<tr>
<td>R-19</td>
<td>Correctional Officer II (2 Positions)</td>
<td>Robert Hudson (913) 472-5501 Ellsworth Correctional Facility</td>
</tr>
</tbody>
</table>

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.

| R-22         | Correctional Specialist I (2 Positions) | Robert Hudson (913) 472-5501 Ellsworth Correctional Facility |

Correctional Specialist 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-23         | *Facilities Maintenance Supervisor (Carpentry) | Robert Hudson (913) 472-5501 Ellsworth Correctional Facility |

| HORTON       | Civil Engineer II | Mike Ramirez (913) 296-3721 Department of Transportation |
| LANSING      | *Physician's Specialist (Unclassified for psychiatrist) | Judy Randolph (913) 727-3553 Kansas Correctional Institution at Lansing |
| MANHATTAN    | *Assistant Director of Personnel (Unclassified) (Deadline September 28, 1989) | Kim Hartnett (913) 332-6277 Kansas State University |
| NORTON       | Food Service Supervisor I | Mary Stanton (913) 877-3380 Norton Correctional Facility |
| SCOTT CITY   | Equipment Operator III | Mike Ramirez (913) 296-3721 Department of Transportation |
| TOPEKA       | *Active Treatment Program Director | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
|             | *Civil Engineer II | Mike Ramirez (913) 296-3721 Department of Transportation |
|             | *Clinical Chaplain II (Applicants for this position must be ordained in an established church at time of appointment.) | Sandy Mills (913) 296-6646 Kansas Correctional Vocational Training Center |
|             | Computer Systems Analyst | Donna Krier (913) 296-3077 Department of Revenue |
|             | Cook | Sandy Mills (913) 296-6646 Kansas Correctional Vocational Training Center |
|             | Custodial Supervisor I (Judicial Center) (Forbes) (6:00 a.m. to 10:30 p.m.) | Bob Menish (913) 296-1116 Department of Administration Division of Facilities Management |

**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, September 22, 1989.
INTERNAL AUDITOR

Emporia State University invites applications for the position of Internal Auditor. The Internal Auditor will be responsible for a system of independent appraisal to assess and recommend improvements in the University's financial operations. Reporting to the Associate Vice President for Fiscal Affairs, the Internal Auditor will review internal control procedures, conduct audits, and assist and advise in the establishment of automated administrative systems.

A bachelor's degree with at least eighteen hours of coursework in accounting and auditing is required, along with a minimum of two years audit, accounting and automation experience in a large organization environment. A master's degree and CPA and/or CIA certification are desirable. Salary range for this unclassified position is $28,000 to $35,000 annually.

Applicants should submit a letter of qualifications, a resume, and the name, address and telephone number of three current references, postmarked no later than September 27, 1989 to:

Morgan R. Olsen
Associate Vice President for Fiscal Affairs
Emporia State University
1200 Commercial
Emporia, KS 66801
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

CLASSIFIED VACANCY

Due to Nancy Hawkins' resignation, the Cataloging Department has announced the availability of a full-time Library Assistant II position in the Authorities Unit. Responsibilities include: 1) resolution of online subject authority conflicts; 2) evaluation and processing of topical subject headings; 3) proofreading of authority records; 4) card catalog revision and filing; 5) training and resource person; 6) review and update of Library of Congress weekly lists. Required Qualifications: Five years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. Strongly Preferred: Broad educational background or substantial college coursework; reading knowledge of one or more major European languages; demonstrated initiative; demonstrated ability to analyze and interpret detailed information; ability to organize work effectively, to work independently, and to maintain a steady flow of material through the work unit; demonstrated ability to function effectively within a large work unit; cataloging experience or coursework including authority control. Preferred: Accurate typing skills; good verbal and written communication skills; supervisory experience; knowledge of and experience with Library of Congress subject headings; familiarity with Anglo-American Cataloging Rules, 2nd Ed., OCLC, KU Libraries' filing rules, a variety of cataloging tools, and KU's Online Records Management System.

The Library Assistant II classification is funded at salary range 18 of the State civil service salary scale, at a beginning annual salary of $19,560. Library staff interested in applying for this vacancy should contact Rex Hargis, 4-3601, by 5:00 p.m. Wednesday, October 4th, 1989. Interviews will be held during the week of October 16th. 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

TIME CARD DEADLINE

All student time cards, librarian absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m. Friday, October 13th. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

AMERICAN EXPRESS INFORMATION MEETINGS ANNOUNCED

As announced in the recent issue of Staff Benefits News, four sessions will be held on Wednesday, October 4th to inform University staff of the American Express charge card services. The sessions will be held in the Pioneer Room of the Burge Union at the following times:

Session 1: 8:30 a.m.
Session 2: 10:00 a.m.
Session 3: 1:00 p.m.
Session 4: 3:00 p.m.

All University staff are invited to attend.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
OPEN ENROLLMENT PERIOD ANNOUNCED FOR HEALTH INSURANCE

Staff who desire to make changes in their current health insurance coverage for calendar year 1990 may do so during the Health Insurance Open Enrollment Period, October 2 through 31. According to the recent issue of Staff Benefits News, health insurance premiums will increase as will the employee's portion for prescription drugs. Additional information regarding the health insurance contract will be forthcoming. Because the same health insurance companies (Blue Select and HMO Kansas) will be offered in 1990, staff who do not wish to make any changes do not need to complete any forms.

Sandy Gilliland

OPTIONAL GROUP LIFE INSURANCE OPEN ENROLLMENT PERIOD

All faculty and staff, appointed 50% or more, are eligible for the State's life and disability insurance coverage, at no cost, (life insurance is equivalent to your current annual salary). Staff who elect to purchase additional life insurance coverage may now do so during the Optional Group Life Insurance Open Enrollment, September 27 through October 10, 1989. Staff who are presently enrolled in the Optional Group Life Insurance Program may, during this open enrollment period, increase or decrease their coverage. All enrollment forms must be submitted to the Office of Staff Benefits, Carruth-O'Leary Hall no later than 5:00 p.m. Tuesday, October 10th. Late applications cannot be accepted. (No forms or processing are required if you wish your coverage to remain the same.)

As a reminder, an additional optional life insurance program is offered through the Teacher's and Employee's Association of K.U. For additional information about the TEA life insurance program and/or Optional Group Life Insurance, contact Sandy Gilliland, 4-3601.

Sandy Gilliland

LOST PERIODICALS

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

Janet Revenew

CD-ROM ACCESS TO DISSERTATION ABSTRACTS

The Watson Reference Department has just received the retrospective CD-ROM discs for Dissertation Abstracts OnDisc. We now have CD-ROM access to Dissertation Abstracts from 1861 to December 1988. Only the discs covering 1981-1988 include the full abstracts, but all the discs can be searched by keyword, subject, school, author, date, or any combination of these search-keys.

Mary Rosenbloom

BROWN BAG LUNCH MEETING FOR NEW STAFF MEMBERS — REMINDER

All new staff members are invited by the Orientation Committee to a brown bag lunch meeting at noon, Tuesday, October 3rd, in Conference Rooms A & B, Watson Library, to meet members of the library administration and representatives from library committees. The meeting will provide the opportunity to learn more about the responsibilities of the administrative positions and the membership and charges of the committees. Even though the meeting is an introduction for new staff, all library staff members are welcome.

Judith Emde

INFORMATION MEETING ON NETWORKING

On Friday, September 30, from 9:00 a.m. until approximately 10:30, Academic Computing Services staff will conduct an information session on computer networking in the Computer Center Auditorium. The session will cover all kinds of networks: local area networks, the KU campus networks (both packet switch and Ethernet), and national networks such as BITNET and the Internet. The session will discuss the goals of the different networks, their costs, and their advantages and disadvantages. Anyone who is interested in this topic may attend. No previous knowledge is assumed.

John Miller
Agenda for LFA General Meetings, Oct. 18 and Nov. 8

At its meeting on September 25th, the LFA Executive Committee adopted the following agenda for the meetings on October 18th and November 8th. It is anticipated that one meeting will not allow for adequate discussion of these issues and that a second meeting will probably be necessary. (The date of the second meeting could, if necessary, be changed at the first meeting if the membership wishes.) The suggested order of the agenda reflects the issues which the Exec feels are of the most pressing nature in terms of probable time deadlines. As outlined in Rob's letter of September 22nd, the time schedule for the formation of a search committee for the Dean of Libraries is not known at this point, but will most likely be known before the October 18th meeting. It is anticipated that we may not have much time to formulate the method by which we submit names of LFA members for possible inclusion on the search committee; thus, this item, although it is new business, is more pressing than other older and equally important issues.

I. Introduction of New Members

II. Brief reports from standing and ad-hoc committees.
   (Several committees have been working--or, in the legitimate case of Budget & Planning, not working--on substantive issues which require considerable discussion. We propose that those discussions follow item III.)

III. LFA's role in the search procedure for a new Dean of Libraries.

IV. The immediate future role of the Budget & Planning Committee.
   (Among other suggestions has been one which would give B&P some role in gathering information or opinion which might be useful for the search committee for a new Dean. If so, this issue would come naturally after III.)

V. Report from the ad-hoc Committee to Re-evaluate the Entire Evaluation Process (CREEP) on its deliberations since the spring ballot at which a system of evaluation was adopted. This report will include a proposal to amend the Code to establish the function and membership of a new LFA standing committee to provide peer review of research and service.

VI. Discussion of the report of the Dean's committee to make recommendations regarding the Unclassified Professional (Non-Tenure Track) category of university employees, particularly within the Libraries and particularly as it relates to LFA.

VII. Discussion of recent proposals made by the Staff Development Committee to Dean Ranz regarding increased funding and possible release time for library staff.

Documents relating to one or more of these issues will be circulated to LFA members within the next two weeks. As all of these are very important issues, please make every effort to attend these meetings.

Rob Melton and Mike Biggins,
Chair and Secretary, LFA
LFA EXECUTIVE COMMITTEE: MINUTES
September 11, 1989

Present: Mike Biggins, Nicolette Bromberg, Marilyn Clark, Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams, Jim Ranz (guest)

Dean Ranz attended the meeting at the committee's request to clarify the library administration's views on two issues:

1. 1989 annual report of the Budget & Planning (B&P) Committee: last year's B&P report indicated that committee members felt the committee, as it is presently constituted, was not performing a useful or necessary function in the budget and planning process. Suggestions for future change put forward in the B&P report included: assigning only heads of departments to membership on the committee, on the assumption that they are best informed about library-wide budget issues; or, charging the group with specific tasks (which would vary from year to year) as determined by the executive committee in consultation with the administration. Assuming the latter option, members of the executive committee then suggested: charging the committee to compose a document on the future direction of the library, in anticipation of pending changes in the library administration; or, charging the committee to compile and make available to the library faculty budget and planning information from all areas of the library, as an aid to coordinating the work of our various planning committees; or, instructing the committee to make no major changes just now, given imminent administrative changes in the library.

It was the Dean's opinion that the planning committees in the library are so highly specialized that one group is not necessarily able to assess the others' activities; he did feel, though, that there was a need for faculty to get an overview of their work. Some members of Exec said that the library faculty do not always see the minutes or even know the charges of those working groups, and suggested that B&P's function might be that of a clearing house for such information. The Dean said that B&P reports in the past have been valuable to the library administration, and that he would like to see them continued in the future. He expressed his agreement with asking B&P to prepare a document that would be helpful in the search for a new Dean of Libraries, identifying the library's strengths and weaknesses and enumerating priorities for future development.

2. Report of the committee to evaluate the status of unclassified professional staff: this committee had been set up about eighteen months ago by the Dean, and reflected his concern that this category of library employees was not being treated equitably. The committee's report has been sent to other offices in the university, but there has been no response yet. He said that if he does not receive a response from the university administration soon, he would take up the issue with Academic Affairs, but would prefer to have a statement from LFA before approaching the Vice-Chancellor for Academic Affairs. Ways of remedying the situation were discussed, including new job titles, stricter
correlation of job titles with job responsibilities and qualifications in the future, and reclassification of some of the positions. Nicolette Bromberg said that over the years some employees in this category have been assigned ever greater responsibilities without commensurate compensation. She said the committee's recommendation is that there should be parity (in salary and other respects) between the qualified professionals in this class and the library faculty.

It was proposed to devote the next executive committee meeting to formulating statements on these issues that LFA can then provide the Dean.

The next meeting will be Monday, September 18, at 10:00 a.m.

Submitted by Mike Biggins

University of Kansas Libraries
Staff Development Committee Minutes
August 31, 1989

Present: Rhonda Neugebauer, Rick Clement, Connie Powell, Norma Bishop, Linda Evans

Rhonda opened the meeting with a discussion of the committee's agenda. It was decided to publish SDC's annual report in the FYI rather than mailing it to library staff only.

Connie distributed a draft of a questionnaire to committee members. Discussion followed. Norma, liaison for the Orientation Committee, highlighted the issues of that committee's first meeting.

Members discussed the agenda for SDC meetings in the near future: assigning of shares, possible tour destinations, review of goals and mission statement, future brown bag topics, and meetings with Mick Quinn. All are topics the committee intends to cover in the following months.

Submitted by Linda Evans
LFA EXECUTIVE COMMITTEE: MINUTES
September 18, 1989

Present: Mike Biggins, Marilyn Clark, Paulette DiFilippo, Rob Melton, Kathy Snell.
Absent: Nicolette Bromberg, Sherry Williams.

Minutes were approved for the September 5 meeting; revised for September 11. Minutes of two meetings of the Salary & Benefits committee were approved. Minutes of Staff Development were referred back to the committee for clarification.

I. LFA October meeting agenda: Rob Melton set out a tentative agenda for the LFA fall meeting which had as its major points:
1. Codification of the proposal made by the Committee to Review the Entire Evaluation Process (CREEP) on constituting a peer review committee for future annual evaluation procedures.
2. Discussion of the future of the Budget & Planning (B&P) committee.
3. Discussion of the report of the committee to evaluate the status of unclassified professional staff.
4. Discussion of possible proposals from the Staff Development committee.
5. Follow-up on university policies regarding the extent of deans' participation in the various schools' promotion and tenure processes.

II. CREEP's peer review option: it was suggested that CREEP should be advised to consider the possible overrule of any peer review committee that does not include the dean of libraries. It was also proposed that Exec make a statement of clarification on when exactly the new evaluation system would take effect (i.e., 1989 or 1990?), since there had been some confusion on that question.

III. Future of B&P: Rob reported that there had already been some support for using the committee as a fact-finding and suggestion-making group to anticipate the search for a new dean. Paulette was asked to draft a charge for this year's B&P which would be discussed at the next meeting of Exec.

IV. LFA participation in search for new dean: it was asked whether LFA should make a proposal about which librarians should be on the search committee for a new dean. Rob would check university regulations on searches for heads of schools before making a proposal.

V. LFA October meeting: It was agreed that this year's lengthy agenda be scheduled over two meetings, one on Wednesday, October 18, and the second (if needed) on Wednesday, November 8, both beginning at 9:30 a.m.

The next meeting of Exec was set for 10:00 a.m., Sept. 25. Submitted by Mike Biggins
Minutes: Salaries and Benefits Committee

Date: July 21, 1989

Present: Ken Lohrentz, Kathleen Neeley, John Richardson, Sandy Gilliland (ex officio)

As the first order of business in FY90, the newly reconstituted committee named Ken Lohrentz chairperson and John Richardson secretary for the coming year.

Ken, who served on last year’s committee, reported briefly on the activities of the committee in FY89. He suggested that the committee follow through on the work done by that committee on two issues in particular: disability benefits and health insurance benefits. He stated that Shelley Miller and Susan Craig, members of last year’s committee, had inquired into these two issues and could probably make their findings available to the committee shortly.

The committee discussed the salary to be offered to the candidate chosen to fill the Spanish cataloger position.

The committee reviewed current faculty vacancies and searches. Prospects are good that all three unclassified vacancies will be filled in the near future.

John Richardson, Secretary

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Minutes: Salaries and Benefits Committee

Date: July 28, 1989

Present: Sandy Gilliland, Kathleen Neeley, John Richardson

Absent: Ken Lohrentz

The committee discussed the salary offers for the French cataloger and the science reference librarian.

The committee discussed the salary range for the new assistant dean.

The question of when the option of deducting day care expenses from gross salary would be available to KU employees was raised. Sandy will check into the status of this option, which, though a federal law, must be implemented at the state level and has not yet been implemented in Kansas.

John Richardson, Secretary
Present:  Judith Emde, Bayliss Harsh, Carmen Orth, Susan Hitchens, Norma Bishop

Judith Emde was unanimously elected chairperson. The position of secretary will be rotated among the other members of the committee.

Various orientation programs were discussed, including brown bag lunches, orientation tours, mentoring and an afternoon or evening presentation at Barb Gaeddert's house.

It was decided that the first event should be a brown bag lunch, specifically for new people, but also open to all library staff, the purpose of which would be to introduce the new people to the ways of the library. Present at this lunch and expected to make their functions known, would be all deans, chair of LFA, chair of Classified Conference, chair of each committee, one KULSA representative, Sandy Gilliland and Nancy Jaeger. This brown bag would be held the first week in October, the day to be determined by the availability of the people concerned.

It was suggested that orientation tours of all libraries be done every quarter.

Mentoring was discussed briefly, but was considered to be a Staff Development program.

It was suggested that Barb Gaeddert be invited to the next meeting since she was chairperson of the Orientation Task Force.

It was also suggested that it would be very helpful to the committee if we could persuade Sandy Gilliland to attend Orientation Committee meetings.

Next meeting was set for Thursday, September 7, at 1:30 pm.

Submitted by Norma Bishop.
## PROMOTION AND TRANSFER LIST

**State of Kansas -- Department of Administration**
**DIVISION OF PERSONNEL SERVICES**
**Landon State Office Building, 901 S.W. Jackson Street**
**Topeka, Kansas 66612-1251**
**913-296-4278**
**September 25, 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, September 29, 1989.

<table>
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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td><strong>EMPORIA</strong></td>
<td></td>
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<tr>
<td>R-13 <em>Internal Auditor</em> (Application Deadline September 27, 1989)</td>
<td>Emporia State University</td>
<td>Emilia Schlink (913) 296-3471</td>
</tr>
<tr>
<td><strong>LAWRENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-18 <em>Laboratory Educational Technician</em> (Course work in microbiology and chemistry preferred. Submit letter of application, resume and transcript.)</td>
<td>Lynn George (913) 854-4942</td>
<td>Elaine Schlink (913) 296-3471 (Unclassified)</td>
</tr>
</tbody>
</table>

| MANHATTAN |                  |                |
| R-22 *Registered Nurse II* (Nights) | Kim Bowker (913) 532-6277 | Elaine Schlink (913) 296-3471 (Unclassified) |

| NORTON |                  |                |
| R-21 Administrative Officer I | Mary Stanton (913) 877-3380 | Elaine Schlink (913) 296-3471 (Unclassified) |

| TOPEKA |                  |                |
| R-21 Administrative Officer I (Inventory Experience) | Sue Aschenbrenner (913) 296-3247 | Elaine Schlink (913) 296-3471 (Unclassified) |
| R-22 Computer Systems Analyst I | Susan Grant (913) 296-4999 | Elaine Schlink (913) 296-3471 (Unclassified) |

| WICHITA |                  |                |
| R-25 Technical Support Programmer I | | |

| WINFIELD |                  |                |
| R-24 *Pharmacist I* (50% Position) | | |
| R-25 *Registered Nurse III* (Nights) | | |

**TOPEKA (cont.)**

- *Education Program Specialist* (Unclassified)
  - Department of Social and Rehabilitation Services
  - Mental Health and Retardation Services
- *Programmer III*
  - Department of Administration
  - Division of Information Systems & Communications
- Psychologist IV
  - Youth Center at Topeka

**WICHITA**

- *Facility Maintenance Repairman* (Unclassified - $1,630 monthly)
  - (2 Positions)
  - (1 Carpenter and 1 Mechanical)

**WINFIELD**

- *Licensed Practical Nurse* (3:00 p.m. to 11:00 p.m.)
  - (11:00 p.m. to 7:00 a.m.)
- *Pharmacist I* (50% Position)
- *Registered Nurse III* (3:00 p.m. to 11:00 p.m.)
  - (11:00 p.m. to 7:00 a.m.)

**INTERNATIONAL AUDITOR**

Emporia State University invites applications for the position of Internal Auditor. The Internal Auditor will be responsible for a system of independent appraisal to assess and recommend improvements in the University's financial operations. Reporting to the Associate Vice President for Fiscal Affairs, the Internal Auditor will review internal control procedures, conduct audits, and assist and advise in the establishment of automated administrative systems.

A bachelor's degree with at least eighteen hours of coursework in accounting and auditing is required, along with a minimum of two years audit, accounting and automation experience in a large organization environment. A master's degree and CPA and/or CIA certification are desirable. Salary range for this unclassified position is $25,000 to $35,000 annually.

Applicants should submit a letter of qualifications, a resume, and the name, address and telephone number of three current references, postmarked no later than September 27, 1989 to:

- Morgan R. Olsen
  - Associate Vice President for Fiscal Affairs
  - Emporia State University
  - 1200 Commercial
  - Emporia, KS 66801

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**EQUAL OPPORTUNITY EMPLOYER**
TIME CARD DEADLINE—REMINDER

All student time cards, librarian absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m. Friday, October 13th. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

VERIFICATION OF PERSONNEL AND PAYROLL RECORDS

All staff, librarians and students will soon receive a computer print-out containing information regarding name, social security number, home address/phone, etc. for you to verify and return to the Library Office. An instructional memo will be included with the information. Please contact Sandy Gilliland if you have any questions.

HEALTH INSURANCE OPEN ENROLLMENT

The Open Enrollment for 1990 Health Insurance contracts is now underway and extends through October 31, 1989. All librarians and staff should have received in their mail an informational packet describing the 1990 health plan. According to the Staff Benefits Office, no major changes have occurred to the basic coverage—we will continue to have two health plans from which to choose: HMO Kansas and Blue Select. Premiums have increased significantly; please refer to the premium chart contained within your packet. If you wish to make a change from your existing coverage, you must complete the health insurance enrollment form, also contained in the packet of material. If you wish to retain the same coverage you have now for 1990 you do not need to return any forms whatsoever. Please feel free to contact Sandy Gilliland if you have any questions.

FACULTY RIGHTS FORUM

Several University offices are sponsoring "Faculty Rights—Tenure and Governance: Negotiation vs. Litigation", the first of five nationwide satellite media forums presented by "Black Issues in Higher Education". The live forum will be video-taped and will be available for viewing on Wednesday evening, October 11th, from 7:00 p.m. to 10:00 p.m. in Dyche Auditorium. There is no admission charge. For more information, call the Office of Affirmative Action, 4-3686.

CIVIL SERVICE EXAMINATION CALENDAR FOR OCTOBER

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

An Equal Opportunity/Affirmative Action Employer
KULSA FALL PICNIC REMINDER

Don't forget to attend the KULSA Fall Picnic this Saturday, October 7th, at 3:00 p.m. (dinner at 5:00 p.m.) at Gene and Pam Carvalho's. Please bring a covered dish, beverage, lawn chair, and spouse, friend, etc. KULSA will provide plates, forks, napkins, and cups. Lots of activities are planned including a "cider pressing", softball, volleyball, etc. (The party is cancelled in the event of threatening weather.) Contact Sandy Gilliland, Annie Williams, or Gene Carvalho for additional information.

ATTACHMENTS

October Civil Service Testing Calendar; Minutes of the following meetings: LFA Executive Committee, 9/25/89; Staff Development Committee, 9/14/89 and 9/21/89; State Promotion and Transfer List.
LFA EXECUTIVE COMMITTEE: MINUTES
September 25, 1989

Present: Mike Biggins, Nicolette Bromberg, Marilyn Clark
Paulette DiFilippo, Rob Melton, Kathy Snell, Sherry Williams.

Minutes of the September 11 and 18 meetings of the executive committee were approved with some changes.

1. Search for new dean of libraries: Rob Melton reported on the September 21 letter which he had sent out to the LFA membership concerning participation by the library faculty in the search procedure. A meeting between him and Vice-Chancellor Brinkman was scheduled for October 4, when presumably the administration’s timetable for the search and preferences for library faculty participation would be clarified. The executive committee scheduled a meeting October 5 to hear Rob Melton’s report on his meeting with the vice-chancellor. The issue of library faculty participation in the search will be an item on the agenda of the fall LFA general meeting.

2. Follow-up on deans’ participation in promotion and tenure process: Marilyn Clark and Kathy Snell had consulted with the administrative offices of a half-dozen schools in the university to determine the schools’ practices. In all but one case, it was found, the deans set up promotion and tenure committees, but do not subsequently meet with them; however, heads of schools do retain the prerogative of sitting in on committee proceedings.*

3. Agenda for October general meeting: proposals for the agenda were discussed, and the sequence of agenda items was finalized; the agenda would be published in the September 28 FYI.

The next two meetings of Exec are scheduled for Monday, October 2 at 10:00 a.m., and Thursday, October 5 at 1:00 p.m., both in Watson conference room A. There will be no meeting October 9.

*October 2 update: Kathy Snell reported she had contacted two additional deans within the university who reported that they do sit in on their schools’ promotion and tenure deliberations.

Submitted by Mike Biggins
Staff Development Committee
Meeting of Sept. 14, 1989

Present: Rhonda Neugebauer, Chair, Rick Clement, Norma Bishop, Connie Powell, Linda Evans, Rosemary McDonough.

Rhonda distributed copies of (1) the committee's charges, (2) a letter which will go to staff receiving staff development funding, and (3) a request form to be used by staff applying for funding.

Rhonda reported on a meeting she and Rick had with the Dean. They learned that the Committee will be getting more money, but they do not know how much. There is a cap set by the University on use of state funds for travel; the cap is $1030 for the Libraries. The state funds are supplemented by endowment money.

Norma reported on a meeting of the Orientation Committee. The Orientation Committee had discussed the box of materials shown to new staff. Rhonda suggested that an index to the box would be helpful. Connie mentioned the importance of ready on-going access to contents of the box.

Norma mentioned also the brown bag meeting on October 3 at which those attending will meet library administrators and officers in library organizations.

SDC discussed possible revision of pages about the Committee in the Handbook. It was suggested that funding for travel at a higher than minimum level be available for staff who are going to regional or national meetings as members of committees or for people with editorial responsibilities. Striking out maxima at which staff are eligible for funding was suggested.

Linda described briefly requests for travel funding she had received. The Committee will act on these at the next meeting.

Connie asked that the Staff Development Questionnaire be put on the agenda for the next meeting.

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Staff Development Committee
Meeting of Sept. 21, 1989

Present: Linda Evans, Rick Clement, Rhonda Neugebauer, Chair, Norma Bishop, Connie Powell, Rosemary McDonough.

It was noted that the Committee has received no allocation of funds for staff development. The need to know how much money is available for distribution to those requesting travel funds was discussed.

The minutes of the meeting of Aug. 31, 1989 were approved. The minutes of the meeting of Sept. 14 were approved with minor amendments.

Rhonda reviewed the scheduling of staff members' obtaining funds for travel. Academic Affairs must know 30 days in advance of the date of a meeting. If a request is not received by Academic Affairs 30 days in advance of a meeting date, there are some late procedures, but they impose an administrative burden.

The Committee worked on a draft of descriptions of participation in meetings that will justify levels of funding. The point was made that when people need to attend workshops to carry out their library assignments well, full funding of the attendance should be received from the Libraries, but this funding cannot be made from the Staff Development fund because the fund is too small.

The Committee worked on a revision of the form letter which notifies people how much they are to receive from the Staff Development fund.

The Committee voted on the level of funding for the five people who had applied for travel funds, though the amounts could not be determined because the size of this year's fund was not known.

Norma reported on a meeting of the Orientation Committee. OC had talked about the preservation slides. OC members believe that these slides should be shown periodically to everyone, including student assistants, but OC does not have anyone now who can show the slides. OC people wanted to know if SDC would provide the showing. Rhonda suggested that OC and SDC co-sponsor the showing of the slides each semester. Rick suggested that, besides showing the slides, we do more with preservation programs.

The next meeting will be Thursday, September 29 at eleven a.m. in Conference Room B.
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, October 6, 1989.

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<tr>
<td>R-16</td>
<td>Engineer Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Engineer Technician II (2 Positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-22</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-22</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-22</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-27</td>
<td>Architect II</td>
<td>Lanny Gaston (913) 296-3906 Department of Education</td>
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<tr>
<td>R-28</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Data Control Technician I (Night Shift)</td>
<td>Donna Krier (913) 296-3077 Department of Revenue</td>
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<tr>
<td>R-13</td>
<td>Engineering Technician II (Statewide Travel)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-16</td>
<td>Engineering Technician III (2 Positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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**JUNCTION CITY**

- R-16   Engineering Technician III  
  Mike Ramirez (913) 296-3721 Department of Transportation

**MANHATTAN**

- R-22   *Registered Nurse II (Nights)*  
  Kim Bowker (913) 532-6277 Kansas State University

**NORTON**

- R-22   *Correctional Industries Manager II*  
  Mary Stanton (913) 877-3380 Norton Correctional Facility

**STOCKTON**

- R-22   Highway Maintenance Supervisor  
  Mike Ramirez (913) 296-3721 Department of Transportation

**TOPEKA**

- R-31   *Active Treatment Program Director*  
  Jo Ann Moran (913) 296-1290 Department of Health and Environment

- R-27   *Architect III*  
  Lanny Gaston (913) 296-3906 Department of Education

- R-28   Civil Engineer III  
  Mike Ramirez (913) 296-3721 Department of Transportation

- R-12   Data Control Technician I (Night Shift)  
  Donna Krier (913) 296-3077 Department of Revenue

- R-13   Engineering Technician II (Statewide Travel)  
  Mike Ramirez (913) 296-3721 Department of Transportation

- R-16   Engineering Technician III (2 Positions)  
  Mike Ramirez (913) 296-3721 Department of Transportation

**KANSAS CITY**

- R-16   Equipment Operator II  
  Mike Ramirez (913) 296-3721 Department of Transportation

**LAWRENCE**

- R-16   Engineering Technician III  
  Mike Ramirez (913) 296-3721 Department of Transportation
TOPEKA (cont.)

R-19  Engineering Technician IV
      (2 Positions)
      Mike Ramirez (913) 296-3721
      Department of Transportation

R-22  Engineering Technician V
      Mike Ramirez (913) 296-3721
      Department of Transportation

R-26  EEO Consultant II
      Vicki Harding (913) 296-3140
      Department of Administration
      Division of Personnel Services

R-18  Equipment Operator III
      Mike Ramirez (913) 296-3721
      Department of Administration

R-13  Keyboard Operator II
      Teresa Parsons (913) 266-1462
      Adjutant General's Department

*Management Analyst II
      (Unclassified)
      Ben Coates (913) 296-3317
      Kansas Sentencing Commission

*R-22  Microbiologist II
      Jo Ann Moran (913) 296-1290
      Department of Health and Environment

R-13  Office Assistant III
      Teresa Parsons (913) 266-1462
      Adjutant General's Department
      Division of Emergency Preparedness

Office Assistant III
      (Typing)
      Kay Jones (913) 296-2974
      Kansas State Historical Society

Office Assistant III
      (Bookkeeping skills required)
      Sandy Mills (913) 296-6646
      Kansas Correctional Vocational Training Center

*Office Specialist
      (Unclassified)
      Ben Coates (913) 296-3317
      Kansas Sentencing Commission

R-25  *Programmer III
      Bob Grochowsky (913) 296-4996
      Department of Administration
      Division of Information Systems & Communications

R-23  *Research Analyst III
      Carla Rowley (913) 296-4720
      Department of Social and Rehabilitation Services
      Administrative Services

WICHITA

R-13  Engineering Technician II
      Mike Ramirez (913) 296-3721
      Department of Transportation

R-16  Engineering Technician III
      Mike Ramirez (913) 296-3721
      Department of Transportation

R-11  Office Assistant II
      Mike Ramirez (913) 296-3721
      Department of Transportation

WINFIELD

R-15  *Licensed Practical Nurse
      (3:00 p.m. to 11:00 p.m.)
      (11:00 p.m. to 7:00 a.m.)
      Farrel Oard (316) 221-1200
      Winfield State Hospital and Training Center

R-24  *Pharmacist I
      (50% Position)

R-28  *Psychologist IV

R-25  *Registered Nurse III
      (3:00 p.m. to 11:00 p.m.)
      (11:00 p.m. to 7:00 a.m.)
**UNCLASSIFIED VACANCY**

Due to Roy Olausson's resignation (see PERSONNEL below), the Regents Center Library has announced the availability of a full-time Program Assistant (unclassified professional staff) position. Responsibilities include:

- Responsible for the daily operation of the library in the librarian's absence.
- Maintains Library serials collection of more than 600 titles, including ordering, receiving, claiming and disposing of superseded issues. Coordinates and performs database searches utilizing computerized bibliographic files.
- Responsible for intralibrary and interlibrary transfer of materials to meet user needs. Hires, trains and supervises student assistants as well as one staff member working at the main library in Lawrence. Provides patron assistance.

**Required Qualifications:**
- Public service experience; experience with detailed tasks; ability to supervise the work of others; effective communication skills.
- Strongly Prefer: Academic library experience; knowledge of KU Libraries automated systems; supervisory experience. Prefer: Baccalaureate degree; ability to formulate and conduct database searches via DIALOG and/or BRS; knowledge of serial operations. Annual Salary: $16,000 - $19,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, and names of three references to Nancy Burich, Regents Center Librarian, 9900 Mission Road, Overland Park, KS 66206. Applications must be received by 5:00 p.m. Tuesday, October 24th.

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**

Roy Olausson, Program Assistant with the Regents Center Library has announced his resignation. Roy began employment with the Libraries in July, 1985. He and his wife will be moving to Chicago. Roy's resignation date is October 17, 1989. Sandy Gilliland

**ART AND ARCHITECTURE LIBRARY INTERNSHIP**

Susan Craig, Murphy Art and Architecture Librarian, has been awarded a Sabbatical Leave for the Spring 1990 semester. During her leave, Susan will complete the research and editing of a biographical dictionary of Kansas artists active before 1945. Susan will begin her leave January 2, 1990 and will return August 3, 1990, but she will also work several weeks in the Art Library during the Spring semester. The possibility of an Internship arrangement now exists for a member of the Library staff to perform a variety of responsibilities for several hours per week during the Spring and Summer semesters. These responsibilities would likely include reference assistance, daily supervision of the Library, and Circulation Desk coverage. Responsibilities may also include a collection development assignment depending upon the person's interests. Several factors will be considered in determining the possibility of an intern in the Art Library such as the feasibility of releasing that person from his/her current assignment, the individual's qualifications for the assignment, etc. If

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ART LIBRARY INTERNSHIP (continued)

An intern arrangement can be mutually agreed upon, the intern will experience no change in his/her current salary or benefits, and the performance of the intern will be taken into consideration in his/her annual performance evaluation. Library staff interested in this internship opportunity or who desire additional information should contact Sandy Gilliland, 4-3601, immediately. Sandy Gilliland

STUDENT MONTHLY VACANCY

Attached is an announcement of a student monthly vacancy in the Library Administrative Office. Please bring this announcement to the attention of your student staff. Thank you. Sandy Gilliland

REMEMBER—TIME CARD DEADLINE

All student time cards, librarian absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m. Friday, October 13th. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information. Rex Hargis

STATE EMPLOYEE HELPLINE

Attached is information concerning the EMPLOYEE HELPLINE and LIFELINE programs offered by the State Division of Personnel Services. The EMPLOYEE HELPLINE primarily provides personnel information and is staffed between 8:00 a.m. and 5:00 p.m. Monday–Friday. The telephone number is (Kans-A-N) 561-6666, or toll free 1-800-255-3555.

LIFELINE staff provide counseling for staff who call with work, financial, or family problems. A professional counselor is available 24 hours a day. Calls to LIFELINE are kept in the strictest confidence. The LIFELINE number is 1-800-284-7575. Sandy Gilliland

COURIER NEWS

Please note that Friends University in Wichita has joined the ACCK courier group (Accredited Colleges of Central Kansas). The ACCK Libraries access the K-State based Regents' Courier in Wichita. Place Library materials going to Friends University (and the other ACCK Libraries) on the appropriate shelf in the ILS office before 2:00 p.m. on Mondays and Thursdays. Remember to label your envelopes and packages clearly and to indicate the number of items in the envelope/package on the outside for statistics purposes. Thanks for your help. Judy Brow

LFA NEWS

The fall general meeting of LFA will be held on Wednesday, October 18, beginning at 9:30 a.m. in the conference rooms on the fifth floor of Watson Library. LFA members will soon be receiving an envelope of background materials to accompany various points on our agenda. Owing to the large number of issues to be dealt with, an additional general meeting has been scheduled for Wednesday, November 8.

The agenda as it now stands consists of the following items:

I. Introduction of new members.
II. Brief reports from standing and ad-hoc committees.
III. LFA's role in the search for a new Dean of Libraries/visit from Vice-Chancellor Brinkman and Associate Vice-Chancellor Burchill.

(continued)
LFA NEWS (continued)

IV. Report from the ad hoc Committee to Review the Entire Evaluation Process (CREEP), including a discussion of CREEP's recommendations for a service/research peer review committee.

V. The future role of the Budget and Planning Committee.

VI. Discussion of the report on the status of Unclassified Professional Staff (Non-tenure track) within the Libraries.

VII. Discussion of proposals made by the Staff Development Committee to the Dean regarding increased travel allocations and possible release time for staff. Rob Melton and Mike Biggins

VOLUNTEERS NEEDED

The LFA Executive Committee is calling for volunteers interested in serving on the Budget and Planning Committee. There is now one vacancy on the committee which must be filled by a member of LFA. The appointment to the committee would be only for the remainder of this fiscal year. If you are interested, please contact Mike Biggins at 4-3957. Mike Biggins

BROWN BAG LUNCH PRESENTATION

The Orientation and Staff Development Committees invite all staff members to a special showing of "Famous Neighbors: Eastern Kansas and Western Missouri" by Barb Gaeddert on Thursday, October 19th, at noon in Watson conference room A, level 5. Barb will speak on the houses and books associated with historical figures such as George Washington Carver, Carrie Nation, General Pershing, Damon Runyon and several others. This presentation is scheduled to be shown at the CULS conference in Manhattan on November 9th. Please join us with your brown bag lunch for an informative and entertaining presentation next Thursday. J.Pmd

GRIEVANCE COMMITTEE ELECTION FOR LFA MEMBERS

The LFA ballot for 1989-1990 Grievance Committee members has been mailed and is due back to Shelley Miller in SPLAT by Tuesday, October 17 at 5 p.m. Yes, the committee year runs from July 1989 to June 1990. Because the Grievance Committee is not an LFA committee (it's administrative) we tend to forget to hold the appropriate election on time! Pending a discussion at a general LFA meeting, we may move this committee's term to correspond with the calendar year, or have the Grievance Committee election be one of the first or last actions of each Nominating and Ballot Committee. Shelley Miller

COMMITTEE ON PERSONNEL

The Committee on Personnel of the Classified Conference requests concerns, feedback, suggestions, or information regarding personnel issues it might address during FY90. Please contact Janet Revenew, Verna Froese, Susan Hamilton, Pat Wittry, or Janet Anderson-Story. Janet Anderson-Story

UPDATED LIBRARY DIRECTORY

Attached is an updated Library Directory for your use. Please call Ruth Miller if there are any corrections, 4-3601. Thank you. Ruth Miller

PROFESSOR HOWEY RETIRES

Professor Emeritus Richard S. Howey has retired as library representative for the Department of Economics, a position he has held since 1930. Professor Howey has been an exceptionally active library representative, personally searching many thousands of dealer catalogs and other sources for materials in economics, business, and social history. As a result of his work, the University of Kansas Libraries now possess one of the two or three largest collections in the world on the history of economics. He was responsible for discovering the availability and arranging the purchase of the John Crerar social sciences (continued)
PROFESSOR HOWEY RETIRES (continued)

collection, including the Gerritsen materials. From 1953 until 1973 he served as a member of the Governing Board of Directors of the Midwest Inter-Library Center, now the Center for Research Libraries.

Professor Howey's long service and many accomplishments have been recognized by the establishment of the Howey Collection in the Department of Special Collections (1978), by the naming of the Howey Reading Room in Summerville Hall (1981), and by being named a Major Benefactor on the Friends of the Library plaque in the Watson Reference Room.

We wish Professor Howey well in his future pursuits and hope to see him in the library often. Jim Neeley

BIRTH ANNOUNCEMENT FROM THE CATALOGING DEPARTMENT

Suzanne Tronier and Stan Goldstein became the parents of a baby girl Wednesday, October 11. Lorraine Moore

ATTACHMENTS

Student Monthly Programmer Position Description; HELPLINE & LIFELINE memo; LFA Elected Committees; LFA Executive Committee minutes for 10/2/89 meeting; Personnel Committee minutes of 10/5/89 meeting; report on the Process for Selecting LFA Members for the Dean Search Committee; Updated Library Directory. Ruth Miller
The University of Kansas

Position Description:

Assist library office personnel in the continued programming activities of the business operations. Responsible for maintaining existing programs on dBase III Plus, dBase IV, and Lotus 1-2-3 including modifications or enhancements to these programs as deemed necessary.

Design and prepare layout information for the proposed development of new programs on dBase IV, dBase III Plus, or Lotus. Implement new programs as requested.

Develop adequate procedural instructions for new program development and update existing user manuals, systems and program documentation reports for successful continuation of these programs.

Job Information:

Rate of Pay - 50% appointment starting November, 1989, at $400/month.

Work Schedule - prefer morning schedule of 4 hours per day, 20 hours per week, between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Appointment Dates - beginning November, 1989 - employment will be continued through June 30, 1990, with possible continuation dependent upon completion of job duties and funding.

Requirements:

K.U. Student - computer programming classwork and experience as needed to assume the above job duties.

Preferred Qualifications:

Ability to communicate effectively with library office staff.
Understanding and knowledge of double-posting bookkeeping system.
Familiarity with university accounting records and budgeting system.
Experience with computer languages, programming, and micro-computer equipment.

Application Deadline: Applications must be received by Friday, October 20th, at 5:00 p.m.

Contact Person: Jo Nell Proctor, Administrative Office, 502 Watson Library (864-3601).

THE UNIVERSITY OF KANSAS LIBRARIES IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
DO YOU HAVE A QUESTION, CONCERN or NEED HELP WITH A PROBLEM?

If you are a State employee and have a problem, question, or concern, you may contact your supervisor or your agency's personnel representative for assistance.

If your problem is personnel-related and your agency doesn't have a personnel representative, reaching the personnel representative is difficult, or you need further information, you may contact your agency's representative in the Agency Services and Planned Assistance Unit in the Division of Personnel Services in Topeka, at (913) 296-3581 or (Kans-an) 561-3581.

Another contact for personnel information, particularly if you wish to remain anonymous, is the EMPLOYEE HELPLINE. The HELPLINE is staffed between 8:00 a.m. and 5:00 p.m., Monday through Friday. Calls received after hours or on weekends will be recorded and returned the next working day, if you leave a telephone number where you can be reached between 8:00 a.m. and 5:00 p.m.. The telephone number is 296-6666 in Topeka, 561-6666 Kans-an, or 1-800-255-3555 toll-free.

If you need help coping with family, work or financial problems, the LIFELine is available at 1-800-284-7575 toll-free. The LIFELine is answered 24 hours a day, every day of the year, by a professional counselor and calls are kept in the strictest confidence.
LIBRARY FACULTY ASSEMBLY
FY 89/90

ELECTED COMMITTEES

Executive Committee

Chair: Rob Melton
Vice-Chair/Chair-Elect: Sherry Williams
Secretary: Mike Biggens
Librarian I Representative: Kathy Snell
Librarian II Representative: Paulette DiFilippo
Librarian III Representative: Marilyn Clark
Unclassified Professional Representative: Nicolette Bromberg

Library Committee on Promotion and Tenure

Chair: Lorraine Moore
Secretary: Margaret Wilson
L I: Mary Rosenbloom (FY 89-91)
L II: Sandra Brandt (FY 89-91)
      Kent Miller (FY 88-90)
L III: Gene Carvalho (FY 88-90)
      Lorraine Moore (FY 88-90)
      Mary Roach (FY 89-91)
      Margaret Wilson (FY 88-90)
Dean of Libraries: Jim Ranz (ex-officio)

APPOINTED COMMITTEES

Committee on Budget and Planning

Dan Barkley (FY 88-90)
Nancy Jaeger (FY 89-91)
Saralinda Rhodes (FY 89-91)
Becky Schulte (FY 89-91)
one vacancy (FY 88-90)

Classified Conference Representatives: Kent Lewis (FY 89-91)
                                      Kendall Simmons (FY 88-90)

Committee on Staff Development

Chair: Rhonda Neugebauer
Secretary: Rosemary McDonough
Rick Clement (FY 89-91)
Rosemary McDonough (FY 88-90)
Rhonda Neugebauer (FY 88-90)
Connie Powell (FY 89-91)

Classified Conference Representatives: Norma Bishop (FY 89-90)
                                      Linda Evans (FY 89-90)
Nominating and Ballot Committee
Chair: Shelley Miller
Secretary: rotating
Shelley Miller (FY 89-90)
Suzanne Tronier (FY 89-90)
Julie Waters (FY 89-90)

Committee on Salaries and Benefits
Chair: Ken Lohrentz
Secretary: John Richardson
Ken Lohrentz (FY 88-90)
Kathleen Neeley (FY 89-91)
John Richardson (FY 89-91)

Committee on Orientation
Chair: Judith Emde
Secretary: rotating
Judith Emde (FY 89-90)
Susan Hitchens (FY 89-91)

Committee on Appointment Criteria
Chair: Rob Melton
Chair of LFA: Rob Melton
Chair of LCPT: Lorraine Moore
Chair of Salaries & Benefits: Ken Lohrentz
Personnel Officer: Sandy Gilliland

COMMITTEE WITH APPOINTED AND ELECTED MEMBERS

LFA REPRESENTATIVES ON OTHER COMMITTEES

Senate Libraries Committee: Rob Melton

Library Grievance Committee: TBA
LFA EXECUTIVE COMMITTEE: MINUTES
October 2, 1989

Present: Biggins, DiFilippo, Melton, Snell.
Absent: Bromberg, Clark, S. Williams.

Minutes from Staff Development (two meetings) were reviewed and accepted.
Minutes of the September 25 Executive Committee meeting were approved with minor changes.

1. LFA support for .50FTE professional librarian in Government Documents and Maps: a letter of support which Rob Melton had drafted to the assistant dean for public services was discussed and approved with minor changes. The half-time librarian position, requested by Donna Koepp, would replace the present unclassified professional position now opening due to Vickie Long's resignation.

2. Charge to Budget & Planning Committee (B&P) for 1989-90: Rob Melton reported that Rachel Miller had informed him of her resignation from B&P. Exec had earlier proposed issuing B&P two charges for this fiscal year: 1) to assess the library's long-range needs, particularly as these might affect the search for a new dean of libraries, and 2) to act as a clearing house for information on the activities of various specialized library committees. It was agreed that both assignments would overload B&P; of the two, Exec members were more inclined to assign B&P the second task during the coming year. Other means would be sought for making recommendations pertinent to the hiring of a new dean.

The next meeting of Exec was scheduled for Thursday, October 5, at 1:00 p.m.

Submitted by Mike Biggins
Minutes: Personnel Committee
Date: October 5, 1989

Present: Janet Revenew, Verna Froese, Susan Hamilton, Pat Wittry, Janet Anderson-Story, and Nancy Rake, invited guest.

Nancy Rake, out-going chair, presented the committee’s records to the new group. She indicated that the only item of business left incomplete from the last term was the automation of the classified time card. The chair will consult with Sandy Gilliland and Lars Leon on this issue.

Introduction of members followed.

Janet Revenew was elected chairperson and Janet Anderson-Story secretary.

Discussion of issues which the committee felt needed to be addressed followed. It was decided that J. Revenew would draft a letter to the Orientation Committee 1) asking if they had a written charge yet 2) requesting that they include information about the Kansas Library Association and the American Library Association to all new classified and unclassified staff and 3) suggesting that a list of the committee members for the Classified Conference be distributed to new classified employees.

The next meeting will be held Nov. 15, 1989, at 10 a.m. Agenda topics will include the availability of building keys and expectations of group representatives.

The minutes were approved as corrected.

[Signature]
Janet Anderson-Story
On Wednesday, October 4th, I met with Vice-Chancellor Del Brinkman and Associate Vice-Chancellor Brower Burchill to learn their intentions regarding the selection of the Search Committee for Dean of Libraries. I learned the following things: a) The Vice-Chancellor hopes to have the entire committee chosen by November 1st; b) He personally prefers to keep search committees as small as possible; c) There will probably be a minimum of three librarians on the committee (and I bet that's all); d) He would like at least six names of librarians forwarded to him by the end of the month, with a brief resume of each nominee's experience, qualifications, etc.; e) Although he understands our internal need to have various balances, e.g. rank, gender, or type of librarianship, his own principal criterion for selecting members for the committee will be the candidates' "breadth of vision" and desire to serve the entire University community by selecting the best person for the position. The question of classified representation came up, but as I saw myself as representing only the LFA, I gave him Lars Leon's name. Both Dr. Brinkman and Dr. Burchill will be attending our meeting next Wednesday to hear your questions. f) Associate Vice-Chancellor Burchill will be on the committee.

The LFA Executive Committee had a special meeting the next day to hear and discuss this news. Because of the limited time we have both to determine the selection process and actually come up with six or more names to submit to him before the end of the month, the Exec proposes the following method of selecting nominees: In order to give every member of LFA a chance for equal consideration by all his/her peers, every LFA member who doesn't inform us that s/he does NOT wish to be a potential nominee for serving on the Search Committee will have his/her name placed on a ballot to be distributed on or about Monday, October 23rd. This ballot will not be divided in any way (i.e. by rank, type of library position, branch/Watson, gender, etc.). The top six vote-getters will automatically be forwarded to the Vice-Chancellor for his consideration. The Exec would, however, in our proposal retain the right to add up to three additional nominees if, in its view, the top six vote-getters as a group under-represent any of the categories mentioned above. We believe that this would be the fairest and most direct method for presenting everyone who wishes to be considered a chance of being nominated and selected, while providing some safeguard for the representation of various points of view. Other methods may be proposed at the October 18th meeting or by contacting me before hand. However, time is of the essence and alternative proposals must be practical within a period of about 12 days and will have to be determined at the meeting itself.

Even if another method for selecting nominees is decided upon, it would still be useful for any method adopted to know in advance those persons who, for whatever reason, are not interested in serving. Therefore, we are asking that all LFA members who are NOT interested in serving identify yourselves to either Shelley Miller, Chair of Nominating/Ballot, or Mike Biggins, Secretary of LFA, by 4:30 p.m. on Friday, October 20th. Then, if our proposed method is adopted at the October 18th meeting, a list of all remaining names will be distributed the following Monday. You would then have only about 5 days, given the time constraints, to return your ballots.

Once again, I urge you to attend this general meeting to discuss this and other issues and to ask questions, if you have any, to Vice-Chancellors Brinkman and Burchill.

Rob Melton, Chair
Library Faculty Assembly
CANDIDATE FOR PROMOTION AND TENURE

Library staff are invited to submit letters regarding qualifications of librarians who are scheduled for tenure or promotion review, for consideration by individuals involved in the review process. This fall, Shelley Miller (Librarian I), Head, Department for Spain, Portugal and Latin America, is scheduled for tenure review and for promotion to the rank of Librarian II. Letters should be submitted to Rachel Miller, Acquisitions, by November 22nd. LCPT's review will begin November 27th.

Sandy Gilliland

NOTES TO THE CLASSIFIED CONFERENCE

1) By now, you should have received a ballot of those classified library staff interested in serving on the Dean of Libraries search committee. If you have not, please contact your representative immediately. Ballots should be returned to your representative by 4:00 p.m. Thursday, October 19. Thanks!

2) There will be a general meeting on November 2 from 1:30 to 3:00 p.m. in the Watson conference rooms, level 5. Please plan now to attend. There is some important business to discuss. The agenda is as follows:
   A. Dean Search Committee — Suggest questions/concerns that you would like the classified representative(s) to address;
   B. Any new information on Food and Drink;
   C. Committee Reports;
   D. Proposed Constitutional Amendments (proposed changes underscored):

   Article V, Section 2B. Committee on Staff Development: This committee shall be concerned with the improvement of library staff service to the University, pursuing the aim by the encouragement and support of continuing education, research, and publication for and by the library staff. This committee shall be composed of six members. Four members shall be appointed by the L.F.A. Executive Committee. Two members shall be elected from the Classified Conference membership. Members shall serve two-year overlapping terms.

   Article V, Section 2C. Committee on Budget and Planning: The Committee on Budget and Planning, in consultation with the library administration, the Library Faculty Assembly, and the Classified Conference, shall formulate recommendations on general priorities planning for the Library. This committee shall be composed by the L.F.A. Executive Committee, and two members from the classified staff, elected by the Classified Conference. Members shall serve two-year overlapping terms. The committee members shall select their own presiding officer.

   Article V, Section 2D. Committee on Orientation: The Committee on Orientation shall be concerned with library employee orientation to the library facilities, library services, elected library governance officials and their duties, library administration officials and their duties, and other activities as deemed necessary to familiarize new

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employees with the library system as a whole. The committee shall consist of four members, two elected from LFA and two elected from Classified Conference. One Classified Conference member shall be from Watson and one from a branch location. The Committee on Orientation shall also include one individual appointed by the Committee on Staff Development. This person shall act as liaison between the two committees. Members shall serve 1-year terms.

P.S. The executive board will provide refreshments. Lars Leon

**LFA NEWS**

Search Committee for new Dean of Libraries: Please note a change in the deadline for notifying the Executive Committee that you do not wish your name to be on the ballot for LFA nominations to the search committee. Those LFA members who wish to disqualify themselves should contact Mike Biggins (4-3957) or Shelley Miller (4-3351) by 4:30 p.m. today (Thursday, October 19). The ballots will then be hand delivered to LFA members tomorrow (Friday). Marked ballots should be returned to Mike Biggins in Watson Library (Slavic Department) by 3:30 p.m. on Tuesday, October 24 at the very latest. (We suggest you hand deliver your ballot, or if you prefer to use campus mail, please send it in the Friday afternoon dispatch, if your department has one.) The six candidates receiving the most votes will be notified on Tuesday afternoon, and should have a brief conspectus of their professional activities ready to submit to Vice-Chancellor Brinkman by Wednesday, Oct. 25.

Mike Biggins

**KU LIBRARIANS PARTICIPATING AT CULS**

Several KU librarians are giving papers or programs at the College and University Libraries Section fall conference, November 9-10, in Manhattan. Sherry Williams will discuss the resources for Kansas library history available in the Kansas Collection. Mary Rosenbloom and Kathy Snell will present their research on the Seekers of Light and Knowledge, a ladies' library society in Troy, Kansas. John Miller will participate in a joint presentation on accessing Regents libraries' online catalogs through KARENET. Finally, Barb Gaeddert will give a slide presentation entitled "Famous Neighbors: Developing Collections of Kansas and Missouri History". Rhonda Neugebauer and Jim Neeley served on the conference planning committee.

Anyone who would like a conference program and registration form or a KLA/CULS membership application should contact Jim Neeley, Reference Department 4-3366. The deadline for preregistration is October 25.

Jim Neeley

**BROMBERG A WINNER!**

Nicolette Bromberg, Photo Archivist, in the Kansas Collection has won second place in the "Architecture in Focus" photographic competition, sponsored by the Council on Architecture of The Oakland Museum Association. Nikki's entry title "Eureka California" was of a staircase taken in Eureka. Congratulations, Nikki, on your great photography work.

Nancy Jaeger

**ATTACHMENTS**

Minutes of the following meetings: Classified Conference Executive Board, 10/13/89; LFA Executive Committee, 10/5/89; State Promotion and Transfer List.

Ruth Miller
MINUTES, Classified Conference Executive Board
October 13, 1989

Food and Drink -- Sandy Gilliland, Mary Hawkins, Kent Miller, Rachel Miller, and Lorraine Moore have prepared a proposal regarding the use of food and drink in Watson Library. They have sent this proposal on to Dean Ranz. Before any plan is implemented, those who will be effected will have an opportunity to add their input. The status of this proposal will be discussed at the Classified Conference general meeting scheduled for November 2.

Committee Reports -- The PERSONNEL committee welcomes any suggestions you might have about areas they might pursue. The ORIENTATION committee is discussing the difference in the purpose of the Staff Development committee and the Orientation committee. The Orientation committee has been sending personal invitations to new employees for brown-bag lunches. They recently co-sponsored a brown-bag lunch with Staff Development to orient new staff members. They are also helping to promote a brown-bag lunch for Thursday, October 19, with Barb Gaeddert. Some activities the Orientation committee has proposed include showing preservation programs on a regular basis, updating the Who's Who in the Libraries, and updating the orientation box in Sandy's office.

Dean of Libraries Search Committee -- Del Brinkman has requested the names of three classified library staff to serve on the Dean of Libraries search committee. From this list, the representative for the search committee would be selected. The Executive Board recommended that we give Brinkman four names and respectfully request two classified representatives on the search committee. It was decided that each representative would ask their constituents if they were interested in serving on this committee. A ballot would be made up of all those who were willing AND any who they could not contact. The four top vote-getters would be referred to Del Brinkman. Please have ballots returned to your group rep by October 19 at 4:00 p.m.

Proposed Constitutional Amendments -- Because of additional representation on the Committee on Staff Development, the need to clarify the membership term on the Committee on Budget and Planning, and the addition of the Committee on Orientation, the following amendments have been proposed. They will be voted on at the general meeting on November 2. Proposed changes are underscored.

Article V. Section 2B. Committee on Staff Development: This committee shall be concerned with the improvement of library staff service to the University, pursuing the aim by the encouragement and support of continuing education, research, and publication for and by the library staff. This committee shall be composed of six members. Four members shall be appointed by the L.F.A. Executive Committee. Two members shall be elected from the Classified Conference membership. Members shall serve two-year overlapping terms.

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shall serve two-year overlapping terms. The committee members shall select their own presiding officer.

Article V. Section 2D. Committee on Orientation: The Committee on Orientation shall be concerned with library employee orientation to the library facilities, library services, elected library governance officials and their duties, library administration officials and their duties, and other activities as deemed necessary to familiarize new employees with the library system as a whole. The committee shall consist of four members, two elected from L.F.A. and two elected from Classified Conference. One Classified Conference member shall be from Watson and one from a branch location. The Committee on Orientation shall also include one individual appointed by the Committee on Staff Development. This person shall act as liaison between the two committees. Members shall serve 1-year terms.

General Meeting -- The next general meeting is scheduled for November 2 from 1:30 to 3:00 p.m. Refreshments will be provided by the Executive Board. Below is the proposed agenda:
1) Dean's Search Committee -- Suggest questions/concerns you would like the library classified representative(s) to address.
2) Proposed amendments
3) Food and Drink -- Discuss any new information about the food and drink proposal.
4) Committee Reports

Verna Froese
Secretary
Classified Conference
LFA EXECUTIVE COMMITTEE: MINUTES
October 5, 1989


Minutes of the committee from October 2 were approved.

1. Library grievance committee for 1989-90: It had been brought to Rob Melton's attention that the election of a grievance committee for this FY was overdue. Exec would ask the Nominating & Ballots committee to draw up a ballot of LFA members eligible to serve on the committee and distribute it to the membership soon. The Classified Conference conducted a separate election of its representatives to the committee in July.

2. LFA Chair's meeting with Vice-Chancellor Brinkman on search procedures for new dean of libraries: Rob Melton reported that the vice-chancellor planned to have the search committee in place by November 1, and that the search procedure (including composition of the committee) would most likely conform to that of the most recent dean search, in which several LFA members had participated on the search committee. He suggested that LFA submit the names of at least six of its members to him, from which a smaller number would be selected for the committee. He also said he would like to speak to the LFA membership about the search process at its October 18 meeting.

3. LFA candidates for dean of libraries search committee: Rob Melton suggested first of all asking those LFA members not interested in serving to disqualify themselves, then submitting a list of the remaining names to the entire LFA membership for a vote. Each individual would select any six names. If necessary (i.e., if the top six vote-getters posed any egregious demographic imbalance), Exec could then supply up to three additional names (for a total of nine) in the interests of equity. This proposal would be put before the LFA general assembly October 18 for a vote.

The next meeting of the Executive Committee was scheduled for Monday, October 16, at 9:00 a.m.

Submitted by Mike Biggins
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, **October 20, 1989**

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<td>CIMARRON</td>
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<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-24</td>
<td>*Corrections Counselor II</td>
<td>Robert Hudson (913) 472-5501</td>
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<td>*Registered Nurse II (2 Positions) (3-11 Shift and 11-7 Shift)</td>
<td>Ron Collins (316) 227-2121</td>
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<td>R-21</td>
<td>*Activity Therapist II</td>
<td>Shirley Lawson (316) 662-2321 (Ext. 372)</td>
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<td>*Lock Systems Specialist I</td>
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<td>KANSAS CITY</td>
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<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<td>LAWRENCE</td>
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<td>R-13</td>
<td>Secretary I</td>
<td>Jo Ann Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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**EQUAL OPPORTUNITY EMPLOYER**
(Continued On Back)
NORTON

R-15 Correctional Officer Trainee (3 Positions) Mary Stanton (913) 877-3380
Norton Correctional Facility

Correctional Officer Trainee 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-16 Equipment Operator II Mike Ramirez (913) 296-3721
Department of Transportation

TOPEKA

R-21 Accountant II Frank Niles (913) 296-4986
(3 Positions) Department on Aging

R-26 Civil Engineer II Mike Ramirez (913) 296-3721
Department of Transportation

R-31 Civil Engineer IV Mike Ramirez (913) 296-3721
Department of Transportation

R-11 Cook Linda Kraus (913) 296-3936
Youth Center at Topeka

R-19 Engineering Technician IV Mike Ramirez (913) 296-3721
Department of Transportation

R-27 *Environmental Geologist I Frank Niles (913) 296-1290
(Forbes Field) Department of Health and Environment

R-26 Management Analyst III Don Pesmark (913) 296-4321
Topeka State Hospital

R-23 *Occupational Therapist I Don Pesmark (913) 296-4321
Topeka State Hospital

R-13 Office Assistant III Teresa Parsons (913) 266-1462
(3 Positions) Adjutant General's Department
Typing and Bookkeeping

R-13 Office Assistant III Department of Health and Environment
(3 Positions)

R-13 Office Assistant III Mike Ramirez (913) 296-3721
(3 Positions) Department of Transportation

R-13 Office Assistant III Susan Lambrecht (913) 296-7413
(3 Positions) Board of Healing Arts

R-15 Office Assistant IV Bob McDanel (913) 296-7296
(3 Positions) Board of Emergency Medical Service

(Deadline is October 18, 1989)
TOPEKA (cont.)

R-15 Office Assistant IV
Gail Giordono (913) 296-3666
Department of Social and Rehabilitation Services
Quality Control

R-18 Office Supervisor
Bill Ervin (913) 296-3436
Department of Administration
Division of Accounts and Reports

R-24 *Nutrition Program Specialist
Jo Ann Moran (913) 296-1290
Department of Health and Environment

R-23 Personnel Management Specialist II
(3 Positions)
Mike Ramirez (913) 296-3721
Department of Transportation

R-16 Power Plant Operator II
(Full time position)
(HSL work required during
heating season.)
Helen Ramsay (913) 296-3116
Department of Administration
Division of Facilities Management
Buildings and Grounds Services

R-26 & 27 *Psychologist II & III
(Ph.D. in Clinical/Counseling)
Completion of APA approved program
Don Pesmark (913) 296-4321
Topeka State Hospital

R-22/25 *Registered Nurse II/III
(3-11 Shift)
Don Pesmark (913) 296-4321
Topeka State Hospital

R-13 Secretary I
Homer Johnson (913) 296-4505
Board of Indigents' Defense Services

R-13 Secretary I
Karen Parker (913) 296-3968
Department of Social and Rehabilitation Services
Legal Division

R-13 Secretary I
Mike Ramirez (913) 296-3721
Department of Transportation

R-28 Vocational Rehabilitation Field
Services Administrator
Steve Schiffelbein (913) 296-3911
Department of Social and Rehabilitation Services
Rehabilitation Services

WINFIELD

R-15 *Licensed Practical Nurse
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)

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

R-24 *Pharmacist I
(50% Position)

R-28 *Psychologist IV

R-25 *Registered Nurse III
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
CLASSIFIED VACANCY

Due to Mary Lumley'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 Rex Hargis, Library Office (4-3601) by 5:00 p.m. Wednesday, November 1st. A copy of the position description is on file in the Library Office for review. S. Gilliland

AN AFFIRMATION ACTION/EQUAL OPPORTUNITY EMPLOYER

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

PERSONNEL

Mary Lumley, Office Assistant III in the Serials Department, has announced her resignation effective November 7th. Mary began her employment with the Libraries in August. Sandy Gilliland

DISTINGUISHED LIBRARIAN AWARD COMMITTEE MEMBERSHIP ANNOUNCED

The following individuals have been appointed by Jim Ranz to recommend a K.U. Librarian for the Chancellor's Distinguished Librarian Award, from the nominations received: Sandra Brandt, Chair; Gene Carvalho; Professor Earl Huyser; Barbara Jones; Kent Miller. Jim Ranz

HEALTH INSURANCE OPEN ENROLLMENT DEADLINE APPROACHING

As a reminder, staff who desire changes in their health insurance coverage for calendar year 1990 must complete a health insurance enrollment form (available from Sandy Gilliland) before Tuesday, October 31st. Contact Sandy Gilliland if you have any questions concerning the health insurance coverage offered for 1990. Sandy Gilliland

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. If you are planning to attend an out-of-state conference or workshop during January, February or March of 1990 you must submit a request by November 15th. The Staff

An Equal Opportunity/Affirmative Action Employer
Development Committee has recently revised the travel funds request form. All requests must be submitted on the newly revised form. Please discard the previously-used forms you may have. 

Linda Evans

CLASSIFIED CONFERENCE REMINDER

There will be a Classified Conference General Meeting on November 2nd from 1:30 - 3:00 in the Watson Conference Rooms A & B. The agenda is in last week’s FYI. Please read the amendments in last week’s FYI and be prepared to vote on them. Thank you.

Lars Leon

CLASSIFIED REPRESENTATIVE, DEAN SEARCH COMMITTEE

The four persons recommended for the Dean of Libraries Search Committee are: Diana Dyal, Lars Leon, Al Mauler and Kendall Simmons. Del Brinkman will select one of these. We should know by the general meeting who has been selected. Come prepared with questions you would have asked had you been selected. Thanks to all who voted!

Lars Leon

LFA NEWS

LFA’s five representatives to the Library Grievance Committee were recently designated by a mail ballot. They are Sandra Brandt, Judith Emde, Geoff Husic, John Miller and Mary Rosenbloom.

Barb Gaeddert will be filling the recent LFA vacancy on the Budget and Planning Committee.

Mike Biggins

LFA BALLOT DUE

A ballot for a possible LFA Code change to incorporate the Committee for Evaluation of Service and Research has been distributed to tenure-track LFA members, and is due back in to Shelley Miller (of the Nominating and Ballot Committee, in SPLAT) by Friday, October 27. (Please note that the ballot itself says it is due by Friday, October 30. Not possible—return for tallying by Friday in any case.) The Nominating and Ballots Committee will forward results from this vote to LFA Exec. next week. (A reminder, too, that the election of members to the Dean of Libraries Search Committee is being conducted by LFA Exec. for the sake of speed rather than by the Nominating and Ballot Committee.)

Shelley Miller

UNIVERSITY PLANNING WORKBOOK RECEIVED

The Executive Vice Chancellor, Lawrence Campus, has deposited a copy of "The Lawrence Campus Planning Workbook" at the Reserve Desk in Watson Library. Several sections concern the Libraries, including IV.40-41: "Implementation Plans"; V.48-49: "Planning Review"; and VI.112-113: "State of the Unit". Jim Neeley

HESTER M. BLACK

News has just been received of the death in late September of Hester M. Black. A librarian and a noted scholar of modern Irish literature, Miss Black was brought to Kansas from Dublin in 1957 to catalogue the W.B. Yeats Collection. After cataloguing the collection, mounting a major exhibition of Yeats and writing a catalogue of the exhibition (published by the KU Libraries in 1958, and re-issued in 1966), Hester returned to Europe. She came back to Kansas later for a two-year term, which she spent cataloging English literature. While in the Catalog Department, Hester set the Libraries' all time record for original cataloguing, over 700 titles in one month.

(continued)
A generally silent colleague, Hester was on occasion a brilliant and humorous conversationalist. She was a remarkable source of information about the Irish literary scene—scandal and all.

After leaving KU Miss Black was for many years a member of the Special Collections department of Glasgow University Library before retiring to the Aran Islands where she spent the remainder of her life. At Glasgow she specialized in emblem books and wrote a catalogue of the Glasgow collection, Short title catalog of the emblem books and related works in the Stirling Maxwell Collection of Glasgow University Library, a 2nd edition of which was published by Scolar Press in 1988.

Alexandra Mason

T.G.I.F.

All staff are invited to a T.G.I.F. get-together this Friday, October 27th from 4pm-6pm in Alcove D of the Kansas Union. Come un-wind with us! A. Williams

ATTACHMENTS

Attached to this issue of FYI are minutes of the 10/18/89 LFA General Meeting, 10/16/89 LFA Executive Committee meeting, and 10/10/89 Orientation Committee meeting; a copy of the State's Promotion and Transfer List. Sandy Gilliland

LFA EXECUTIVE COMMITTEE: MINUTES

October 16, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.

Minutes of the October 5 meeting were approved with corrections; minutes of the Staff Development committee meeting of September 28 and the Orientation committee meeting of September 7 were noted.

Discussion centered on implementing the final recommendations of the ad hoc Committee to Review the Entire Evaluation Process (CREEP). The question was whether the peer review element of CREEP's proposed annual evaluation process should be retroactive for calendar year 1989 or go into effect only as of 1990. It was suggested that the issue be presented to the LFA general assembly October 18 in the form of a proposal for a mail ballot by the membership, in addition to proposing a mail ballot to codify the existence of a peer review committee.

Submitted by Mike Biggins
LFA GENERAL MEETING: MINUTES
October 18, 1989


Rob Melton called the meeting to order at 9:30 a.m. Minutes of the May 24 and June 13 LFA general meetings were approved.

I. Introduction of new members: Nicholas Eshelman and David Pardue in Cataloging; Julie Waters and Lorraine Knox in Science; Bradley Schaffner in Slavic; Deborah Dandridge and Becky Schulte in the Kansas Collection.

II. Committee reports (July 1 to present)
1. Executive committee (Melton): made appointments to the LFA standing committees; reviewed the recommendations of last year's executive committee; published the revised LFA code and encountered problems in its interpretation; subsequently issued a second revision of the code; researched the promotion and tenure procedures of other schools within the university, especially the role of deans in that process; established that the membership of two acting assistant deans on the Library Committee on Promotion and Tenure (LCPT) posed no conflict of interests; received, discussed and began taking action on the report of the Dean's committee to review the unclassified professional staff (non-tenure track) category; sought a more effective charge to issue the Budget and Planning committee; developed a procedure to nominate LFA members to the search committee for a new dean of libraries.
2. Nominating and Ballots (S. Miller): had just compiled a ballot to elect LFA members to the library grievance committee.
3. LCPT (Moore): had already had an organizational meeting; one application for promotion/tenure was expected this year; no applications for sabbatical leave had been received.
4. Staff Development (Neugebauer): was planning in-house events (guest speakers) and field trips, and had begun developing a new formula for distributing money for travel to professional events.
5. Budget and Planning: had not met.
6. Salaries and Benefits (Lohrentz): reviewed one salary proposal so far this FY (for the position of Assistant Dean); was monitoring health insurance concerns of staff and would deliver these to the state's health insurance commissioner; was researching disability insurance benefits at KU and elsewhere; and was planning to organize a workshop to convey its findings to the LFA membership.
7. Appointment Criteria (Melton): had not met.
8. Orientation (Emde): organized a brown-bag lunch for new staff members; was making plans to present the library's two slide-tape programs on library materials preservation (acquired
several years ago) to new staff and student assistants at the start of each semester.

Ad hoc committee

9. Committee to Review the Entire Evaluation Process (CREEP) (Carvalho): had dissolved itself, considering that its charge was fulfilled in presenting the professional staff an acceptable new evaluation procedure.

Liaison to university committees

10. Senate Libraries Committee (Melton): held its first meeting of the year on October 17. At this meeting the Chair, at the request of Vice-Chancellor Brinkman, solicited nominees from the teaching faculty for the search committee for a new dean of libraries.

11. University Senate (Moore): the Senate had asked for clarification of the annual evaluation process within schools from Vice-Chancellor Brinkman, who confirmed (in a document which will be issued to all deans) that the faculty of the various schools are free to establish their own evaluation criteria and procedures.

S. Miller moved to suspend the rules of order so that urgent new business could be discussed before old business. The motion was seconded and passed.

III. Method of selecting LFA nominees to search committee for new dean of libraries: Melton announced that the Vice-Chancellor and Associate Vice-Chancellor Burchill would arrive to address the assembly at 11:30. Discussion of the Executive Committee's proposal to ask those members unwilling or unable to sit on the committee to disqualify themselves before a ballot was compiled, and to ask the membership to grant it (i.e., Exec) the prerogative of supplying up to three additional names (for a maximum of nine) in the interests of demographic equity, if necessary. There was discussion of the need for impartiality in search committee members; they would be representing neither their own rank nor other demographic particulars, but rather all KU librarians. Lohrentz moved the assembly accept the plan put forward by Exec. K. Neeley seconded, and the motion passed unanimously.

IV. Annual evaluation procedure (CREEP report): the issue of highest priority was the codification of a Committee on Evaluation of Service and Research (appointed annually by the LFA executive committee). Melton reported that Dean Ranz had told him he would reject the proposal if it came to him with its present wording (i.e., if the committee did not explicitly include the dean). Apart from this, however, the Dean would accept CREEP's overall evaluation procedure for a year, effective for calendar year 1989, if the library faculty desired. The Dean's misgivings about the overall procedure centered on what he saw as its built-in tendency to produce too many very high ratings (assigned by supervisors), and the fact that assistant deans and/or the dean would then feel undue, but unavoidable pressure to lower a large number of ratings. It was pointed out that the amendment as worded was approved by LFA through a mail ballot in spring 1989, as part of the overall proposal. A motion was made and seconded to submit the proposed code change to the membership for a vote. An amendment to the motion was offered
to limit the ballot to tenure-track librarians. The amended motion
to conduct a mail ballot on the proposed code change was passed.

V. Visit by Vice-Chancellors Brinkman and Burchill: Vice-Chancellor
Brinkman listed desiderata for a dean of libraries search committee-
that it should be small (for efficiency’s sake), that its members
should have a university-wide perspective, and that it should
actively solicit some top candidates for the post. In response to
members’ questions about the extent of the library faculty’s input
into the search process after a committee has been designated, he
said that it is the responsibility of the chair of the search com-
mittee to establish formal channels for soliciting opinions, and
that informally there are many ways this can take place. Although
the exact number of search committee members had not yet been
decided, he said this committee would draw heavily on precedent--
i.e., probably 3 to 4 teaching faculty representatives, 3 library
faculty representatives and 1 library classified representative.
Finally, he said he did not anticipate carrying out any major,
formal studies of the university’s future library needs, independent
of the search committee; such studies, he said, would tend to slow
down the search process and restrict the committee to looking at an
unduly limited range of candidates.

A follow-up LFA general meeting was scheduled for Wednesday, Novem-
ber 8 at 9:30 a.m. in the Watson fifth-floor conference rooms.

Submitted by Mike Biggins

ORIENTATION COMMITTEE
Meeting of 10/10/89

Present: Norma Bishop, Judith Emde, Sandy Gilliland, Bayliss
Harsh, Carmen Orth-Allfie

Absent: Susan Hitchens

1. Minutes for the meeting on Sept. 19 were read and approved.

2. The success of the brown bag luncheon to introduce library
administrators and committee chairpersons, Oct. 3 was discussed.
Judith reported that 9 of the 17 new staff members attended the
luncheon. A suggestion to increase attendance at future
luncheons would be to send letters to department heads asking
for support to encourage new staff to attend. The length of the
luncheon and topics covered were also reviewed.

Kansas and Western Missouri” was discussed. The presentation
date has been set for Oct. 19 at noon in conference room A. It
was noted that the Staff Development and the Orientation
Committees are co-presenting this slide show. An invitation to
all library staff will be published in the FYI. The Orientation
Committee will personally invite the new staff members. Names
were divided to make calls. Several committee members agreed to
arrive early to cover the windows.
4. "Social calls" were discussed. It was suggested that social calls would be made to invite new staff members to upcoming events, but that just calling to take one person out to lunch was not necessary. It was then suggested to have an informal group luncheon at the Union. This could be done on a quarterly basis depending on the number of new staff. The first informal luncheon has been set for Nov. 8 from 12:00-1:00. Judith will call to reserve a room. The luncheon should be mentioned when calling new staff for the slide show.

5. The 'preservation slides' were discussed. There is still a question as to who should organize the showing. It was suggested that both the Staff Development and the Orientation Committees work on this. New staff would be personally invited by the Orientation Committee. The conference room in the new science library was thought to be an ideal location for the presentation to avoid windows. To accommodate schedules and number of staff interested in attending, the possibility of showings every semester with 2 or more sections was discussed. It was suggested to have a presenter (such as a member of the old Preservation Committee of Bill Mitchell) to answer questions and go into more detail. Judith or Norma will talk to the Staff Development Committee again.

6. The LFA meeting was announced. Judith will be reporting on the activities of the Orientation Committee.

7. The KLA meeting on Nov. 9 & 10 was discussed. Information will be published in the FYI.

8. "Training aids for the libraries" were discussed. It was suggested that the library purchase a slide projector. The committee will examine this in the future.

9. The "orientation box" was not reviewed as planned. The box will be examined at the next meeting.

10. The next meeting is scheduled for Oct. 17 at 1:30 p.m.

The meeting adjourned at 2:30 p.m.

Submitted by Carmen Orth-Alfie
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

October 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 agency will be doing outside advertising for this position. Not restricted to 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, October 27, 1989

SALARY RANGE      VACANT POSITIONS      CONTACT PERSON

CHANUTE
R-25 *Public Health Nurse IV  Jo Ann Moran (913) 296-1290
       Department of Health and Environment

FORT DODGE
R-22 *Registered Nurse II (2 Positions) (3-11 Shift and 11-7 Shift) Ron Collins (316) 227-2121
       Kansas Soldiers’ Home

HUTCHINSON
R-21 *Activity Therapist II Shirley Lawson (316) 662-2321 (Ext. 372)
       Kansas State Industrial Reformatory

R-21 *Lock Systems Specialist II Shirley Lawson (316) 662-2321 (Ext. 372)
       Kansas State Industrial Reformatory

LAWRENCE
R-24 *Health Facility Surveyor (RN Required) Jo Ann Moran (913) 296-1290
       Department of Health and Environment

SALINA
R-24 *Health Facility Surveyor (RN Required) Jo Ann Moran (913) 296-1290
       Department of Health and Environment

TOPEKA
*Assistant Director for Medical Services (Health Officer II - Unclassified)
Jo Ann Moran (913) 296-1290
Department of Health and Environment

Data Control Technician II
Kay Ellis (913) 296-3906
Department of Education

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

*Environmental Geologist I (Fortes Field)
Jo Ann Moran (913) 296-1290
Department of Health and Environment

Institutional Business Administrator III
Tim Edwards (913) 296-5341
Kansas Neurological Institute

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

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

Office Assistant III (Typing and Bookkeeping)
Angela Castardo (913) 296-4171
Board of Agriculture

Secretary I (Legal experience is preferred)
Ginny McCord (913) 296-4171
Board of Agriculture

Secretary II (Legal experience is preferred)
Ginny McCord (913) 296-4171
Board of Agriculture

*Licensed Practical Nurse
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center

Pharmacist I
(50% Position)

*Psychologist IV

*Registered Nurse III
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
CLASSIFIED VACANCY

The Cataloging Department has announced the availability of a full-time Library Assistant I position in the Authorities Unit, due to Brad Eden's promotion (see PERSONNEL below). This position has the following responsibilities: 1) verification and processing of personal and conference name headings; 2) proofreading of online authority records; 3) input and modification of online authority and bibliographic records; 4) training of students; 5) filing into Library catalogs; 6) statistical reporting. The State of Kansas requires the following minimum qualifications for the Library Assistant I classification: three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years. Strongly Prefer: reading knowledge of one or more major European languages; demonstrated initiative; demonstrated ability to work with detailed information; ability to organize work effectively and to work independently; demonstrated ability to function effectively within a large work unit. Preferred: accurate typing skills; good verbal and written communication skills; experience with KU Libraries' filing rules; knowledge of and experience with OCLC; familiarity with AACR2; experience using other automated library systems, especially the KU Online Record Management System (LCAT) and the KU online public catalog (OCAT).

The Library Assistant I classification is funded at salary range 14 on the State civil service salary scale at a beginning annual salary of $16,116. A copy of the position description is on file for review. Library staff interested in applying for this position should contact Rex Hargis, 864-3601 (502 Watson) by 5:00 p.m. Wednesday, November 8.

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

Brad Eden, Library Assistant I in the Authorities Unit of the Cataloging Department has been hired as the Library Assistant II in that unit effective November 1, 1989. He replaces Nancy Hawkins.

Sandy Gilliland

TIME CARD REMINDER

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m. Monday, November 13th. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

STUDENT EMPLOYMENT PROCEDURES/PAYROLL PROCEDURES TRAINING SESSION

Rex Hargis and Sandy Gilliland will conduct two Student Employment/Payroll Procedure training sessions later this month for Library staff who have responsibilities for student employment/payroll. Department heads are also invited to attend. Additional information, including the dates/times of the sessions will be forthcoming.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
PERSONNEL SERVICES TRAINING SCHEDULE

Attached to this issue of FYI is a copy of the Department of Personnel Services' Training Schedule for the months of November and December. Please note that two new programs—Time Management and Stress Management—have been developed, and although registration is closed for November and December, staff interested in attending are encouraged to call Personnel Services to be added to the waiting list. Advanced registration is required for all programs and may be made by calling 864-4946. Contact Sandy Gilliland in the Library Office or Mick Quinn or Sherry Stump in Personnel Services if you have questions regarding program content.  

Sandy Gilliland

REMINDER—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. If you are planning to attend an out-of-state conference or workshop during January, February, or March, of 1990, you must submit a request by the deadline, November 15th.

The Staff Development Committee has recently revised the travel funds request form. All requests must be submitted on the newly revised form. Please discard any old forms you might have.  

Linda Evans

LIBRARY SYSTEMS WILL COME UP LATE ON SATURDAY, NOV. 4

Due to maintenance work to be done by Facilities Operations, staff at the computer center early next Saturday morning, Nov. 4, all of the computers need to be turned off for several hours. The official estimate is that all CICS systems, including all library systems, will be available by 10:00 a.m. Watson Library and branches that open at 9 a.m. therefore will be without the circulation system and the online catalog for approximately an hour.  

John Miller

MOVE TO AND OPENING OF THE ANSCHUTZ SCIENCE LIBRARY

The move of the library collections to the Anschutz Science Library is in progress! We have moved approximately 40% of the Science Library collection already. We are paging material from Anschutz back to the Science Library until opening. The turn around time is 24 hours.

We will continue moving the collection until Friday, November 10, when we will close at 6 p.m. We will move reference, current periodicals, reserve and our offices during the weekend, and open the Anschutz Library at noon on Monday, November 13. We expect to have at least 75% of the collection moved out of the Science Library by that time. We plan to begin moving the Math and Computer Science Library out of Strong Hall on November 14 between 8am and 5pm and continue with the Science Library move during the evenings and weekends. We hope to have all of the Science Library and the Math and Computer Science Library collections in the Anschutz Science Library before Thanksgiving. We hope to move the Watson Library material between Thanksgiving and Christmas.  

Kathleen Neeley

CDC EXECUTIVE COMMITTEE MEETING

The Collection Development Council Executive Committee will meet on Monday 6 November at 1:30 in conference room A. Topics on the agenda are: endowment funding, approval publisher's list, and the FY90-FY91 acquisitions budget.  

Rich Ring

AGENDA FOR FALL 1989 LFA GENERAL MEETING

A follow-up session of the fall general meeting of LFA will be held Wednesday, Nov. 8, beginning at 9:30 a.m. in the conference rooms on the fifth floor of Watson.

Please review the supporting documents mailed to you before the October 18 general meeting and bring them to this second session, if possible.

(Continued next page)
AGENDA

I. The future role of the Budget and Planning Committee.
II. Discussion of the report on the status of Unclassified Professional Staff (non-tenure track) within the libraries.
III. Evaluation issues (in light of the failure of the code change proposed by the Committee to Review the Entire Evaluation Process to gain the required majority of LFA votes).
IV. Staff Development issues.
V. LFA's role in the search process for a new Dean of Libraries.
VI. New business.

LFA NEWS

Following a ballot of the Library Faculty Assembly, the Executive Committee forwarded the names of seven LFA members to the Office of Academic Affairs to be considered for seats on the search committee for a new Dean of Libraries. The seven nominees are: Sandra Brandt, Gene Carvalho, Susan Craig, John Miller, Rachel Miller, Jim Neeley, and Mary Roach.

In another recent ballot, the proposed LFA code change which would have established a Committee on Evaluation of Service and Research failed to gain the two-thirds majority of ballots cast necessary for passage.

ATTACHMENTS

Minutes of the following meetings: LFA Executive Committee, 10/23/89 and 10/25/89; Staff Development Committee, 9/28/89, 10/5/89, and 10/12/89; Salaries and Benefits Committee, 10/13/89; Orientation Committee, 9/7/89 and 9/19/89; State Promotion and Transfer List; Staff Training & Development Schedule.

LFA EXECUTIVE COMMITTEE: MINUTES
October 25, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Snell, S. Williams. Absent: Melton.

The meeting was held so that Exec could review the slate of LFA nominees to the search committee for a new Dean of Libraries. Vice-Chancellor Brinkman had asked the LFA for the names of at least six professional staff members who would be considered for three, or possibly four seats on the committee. Two LFA members had tied for sixth and seventh places. There was consensus among members of Exec that the top vote-getters represented a near-ideal cross-section of experience within the libraries, and that Exec would not need to contribute the maximum of three additional names mandated by the LFA for equity's sake. It was agreed to submit the names of the top seven candidates to the Vice-Chancellor's office for consideration.

Submitted by Mike Biggins
LFA EXECUTIVE COMMITTEE: MINUTES
October 23, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.

Minutes of the LFA general meeting (October 18) and executive meeting (October 16) were approved with corrections. Minutes of the Orientation Committee's September 9 and October 10 meetings were received and noted.

I. Library grievance committee elections (1989-90): four LFA members had tied for third through fifth place in the ballot. It was decided to draw slips to designate three of them members and one an alternate in case of future vacancies.

II. CREEP follow-up: the committee reviewed and approved a letter Rob Melton had drafted to members of the Committee to Review the Entire Evaluation Process (CREEP) thanking them for their efforts.

III. Budget and Planning (B&P) committee vacancy: Exec agreed to ask Barb Gaeddert to fill the seat on the committee left after Rachel Miller's resignation.

IV. LFA nominations to search committee for new Dean of Libraries: It was observed that at the LFA general meeting October 18 there did not seem to be much concern with achieving an ideal demographic balance among the LFA nominees to the committee. Votes would be tabulated at a special meeting of Exec on Wednesday, October 25. Exec would obtain short (1-page) prose synopses of the nominees' professional qualifications Wednesday afternoon, and then supply these together with a cover letter to Vice-Chancellor Brinkman.

V. LFA code amendment: the changes recommended by CREEP, if passed, would need to be submitted to Dean Ranz under a cover letter from LFA.

VI. General meeting, November 8: Rob Melton would review the sections of the staff handbook affected by CREEP's proposal to determine what would need to be brought into agreement with the code amendment, if passed. Paulette DiFilippo would finalize a charge to B&P from Exec for FY 89-90 that would allow B&P to work out the mechanism for collecting and distributing information on various library working committees. It was agreed that a joint meeting of B&P and Exec was desirable, but that the date would be decided later.

The next regular meeting of Exec was scheduled for Monday, October 30, at 9:30 a.m.

Submitted by Mike Biggins
Staff Development Committee  
Meeting of Sept. 28, 1989

Present: Rhonda Neugebauer, Chair, Linda Evans, Norma Bishop, Rosemary McDonough.  
Absent: Connie Powell, Rick Clement.

The minutes of the meeting of Sept. 21, 1989 were approved.

Rhonda distributed an agenda for the meeting, a list of pending issues, and copies of pages from the Staff Handbook which describe provisions for travel and travel reimbursement.

Discussion of allocation of travel funds. Linda is going over the form used by staff to apply for travel funds. She will put a copy of the form to be used beginning in October, 1989 in FYI. A form letter to go to travel fund applicants was revised. Linda will produce the final version of this. Linda will also find out for the Committee the number of travel fund requests in recent years.

The Committee worked on defining the bases for allocating travel money to applicants. Draft is attached.

Rhonda announced that Rick is working on possible tours by staff to nearby places of professional interest.

Discussion of what Rhonda might say about SDC's work at the upcoming brown bag luncheon.

Norma reported that the Orientation Committee had not met since the last SDC meeting and would not meet again before the brown bag luncheon. Discussion of the role of the SDC member who is liaison with the Orientation Committee. Should this person be on OC as liaison with SDC only or should the person participate fully in the work of OC? A suggestion was made that perhaps OC should have more members. Agreement that for the time the person serving as liaison should determine the extent of her activity.

Rhonda announced that the agenda for the next meeting will be developed from the list of pending issues she had distributed. Committee members are to read part I.2 of pages from the Staff Handbook. Suggestions for revisions will be considered at the next meeting.

The next meeting will be October 5 at eleven o'clock in conference room B.

Rosemary McDonough, secretary
Draft of definition of travel shares and their use in determining allocations of travel funds:

Definition of share: A share is the basic unit of financial support provided through the Staff Development Committee for out-of-state travel. One share is awarded for attendance at a conference or workshop as a member. Three shares are awarded for significant involvement in meetings or workshops (chairs of sessions, President, Vice-Presidence, editorial responsibilities, etc.).

The amount of each share is determined by the total amount of money allocated for the time period (quarter-by-quarter) divided by the number of shares approved for the quarter.

For example: Bob received one share because he was attending ALA as a member. Kathy received three shares because she was attending ALA as the President of ALA. During the quarter, the rest of the library staff travellers (5 staff members) attended various meetings as members, so they each received one share.

The total amount of money available for this quarter was $270. Therefore one share equals $270 divided by 9 total shares, or $30 a share.

Bob and the 5 others travelling as members of organizations received $30 each while Kathy (Pres. of ALA) received $90.

 Staff Development Committee
 Minutes of the Meeting of Oct. 5, 1989

Present: Rhonda Neugebauer, Chair, Connie Powell, Linda Evans, Rosemary McDonough,
Absent: Rick Clement, Norma Bishop.

Rhonda announced that $4,000 has been allocated for travel and payment for
speakers who might be invited during the year. The amount for last year was
$2,000. The Dean altered the budget year for staff development for this year
to run from July 1, 1989 to September 30, 1990, five quarters. The budget year
in future years will run from October 1 to September 30.

This year there is also a $1,000 fund for staff attending workshops. To
receive money from this fund, staff members must have the approval of their
department heads and of the appropriate assistant dean.

Linda presented figures of the number of staff who received travel funds

The minutes of the meeting of September 28 were approved.

The next meeting will be Tuesday, October 10, in conference room B.

Rosemary McDonough, Secretary
Staff Development Committee
Minutes of the Meeting of Oct. 12, 1989

Present: Rhonda Neugebauer, Chair, Rick Clement, Linda Evans, Norma Bishop, Connie Powell, Rosemary McDonough.

Minutes of the meeting of October 5 were approved with some changes.

Rick explained his idea of allocating money for staff who apply for travel funds and for speakers. In each quarter the Committee would look at what is needed for a speaker or speakers for the quarter and allocate shares. One share for a speaker would be worth the same amount as one share for a staff member who applies for travel funding. If the money allocated for a speaker's share(s) is not used, it would be available for later quarters either for people going to meetings or for speakers, just as money allocated for people who have applied for travel funds becomes available for later quarters when an applicant for funding does not attend the meeting. Rick's plan was supported by other members of the Committee.

For the second quarter, three shares were allocated for a speaker and 11 shares for staff members who applied for travel money. Each share for the second quarter is worth $57. Because the worth of a share in the first quarter (before the allocation for July 1, 1989 to September 30, 1990 was known) was $30, an additional amount per share will go to people who received funding for travel in the first quarter.

The Committee worked on a revision of a letter to people who apply for travel funds and also on a revision of the request form people use when they apply for funding.

Rhonda reminded the Committee of the brown bag meeting on October 19.

Judith Emde will attend the next SDC meeting to discuss cooperation between SDC and the Orientation Committee in providing orientation.

The next meeting will be on October 19 at eleven o'clock.

Rosemary McDonough, secretary
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: October 13, 1989

Present: Sandy Gilliland, Ken Lohrentz, Kathleen Neeley, John Richardson

The committee welcomed Ken’s suggestion that it focus attention on benefits issues for the time being and wait for external developments before taking any initiatives with respect to salaries.

The committee members agreed that they want to address the following questions:

**Health insurance**: (1) For both HMO Kansas and Blue Select, why do employees and spouses pay higher premiums than employees and children, regardless of the number of children covered? (2) Why are no HMO-certified psychological counseling services available in Lawrence? (3) Why is the maximum annual coverage for counseling services only $1,000? (4) For Blue Select, referral for psychological counseling must be approved by the primary care physician. It is known that one group practice in Lawrence where a psychological counselor is on the staff has a policy of referring only to that counselor. Shouldn’t patients have greater choice in this matter, particularly when they desire to continue an already established relationship with another counselor?

**Disability insurance**: (1) Coverage is available only in the event of total disability. How would the definition of total disability stated in the policy be applied in individual cases? (2) If a disabled person is capable of performing other duties and is employed at a lower rate of pay, would her/his disability benefit make up the difference? (3) Why is there a six month waiting period before benefits can be received? (4) In the case of a long-term disability, would a cost of living allowance be added annually to the benefit payment to protect the recipient from inflation? If available, is this allowance calculated on a simple or a compounded basis? (5) Would a recipient of disability benefits continue to be eligible for group medical insurance? Who would pay the premiums?

Sandy agreed to try to arrange a meeting of the committee with the Staff Benefits Coordinator to discuss these concerns. The committee is also considering drafting a letter to the disability insurance provider Security Benefit Life, requesting clarification of certain parts of the policy.

Sandy reported on the status of the only job search currently in progress. Applications for the assistant dean’s position are about to undergo initial review by the search committee.

Submitted by John Richardson
Orientation Committee
Minutes of 9-7-89 meeting
Present: Norma Bishop, Judith Emde, Sandy Gilliland, Bayliss Harsh, Carmen Orth, guest Barb Gaeddert
Submitted by Bayliss Harsh

Barb Gaeddert came to this meeting to answer questions and supply background information about staff orientation as it was envisioned by the Orientation Task Force. The Orientation Committee was formed as a result of the recommendations of this task force.

Barb said that the task force had not necessarily envisioned a separate committee to take care of staff orientation. The members thought that these tasks might be taken over by some existing committees. In regard to the recommendation of "mentoring", the task force was referring to social hosting as opposed to professional mentoring. As for orientation tours, they thought perhaps new staff tours could be offered twice a year. These tours should cover branch libraries and departments often ignored by current tours, such as the Administrative Office, Microforms, and the Mail Room. An annual review of publication opportunities could be established. Perhaps we could sponsor a brown bag or workshop on how to write a good article and get it published. Harlan Roedel of University Relations would be a good presenter of such an event. We also need to make sure that people are informed about KLA and other pertinent organizations.

Other ideas and possibilities the committee discussed:

We could do a literature search of in-house organizations to get ideas for our committee.

We plan to have a brown bag on October 3 for new staff and other interested staff. It will feature the Dean, Assistant Dean, head of LFA, LFA executive Board members, Classified Conference Chairperson, Committee chairpersons, a KULSA representative, and other key officials of committees.

Barb has offered to present one of her slide programs for us. She has also offered her home as a place for a TGIF after work. Perhaps we could have a slide showing that evening. Sandy Gilliland said that the Library could allot some money for refreshments, possibly twenty five dollars. March might be a good month for the TGIF.

Another upcoming staff event is the library party on October 7 at the Carvalho's.

We discussed ways that new staff members could be made aware of our committee and related library activities. Perhaps when Sandy gives them her initial in-depth Library introduction she could include some of the following: a copy of their own WHO'S WHO IN THE KU LIBRARIES, a handout stating the purpose of our committee, a calendar of upcoming library activities, and a form to fill out for the next edition of WHO'S WHO. Sandy could also tell them that very soon a member of our committee will be calling them, and then one of us would do so. Sandy suggested we tie in with KULSA regarding some of these activities, as KULSA is a social organization.

We discussed the future of WHO'S WHO. We agreed that our committee should be in charge of future revisions and editions. Perhaps we could revise it completely every two years. Sandy could let us know the names of people who have left the library and should, therefore, be omitted.

Our next meeting is 9-19-89 at 1:30. We will each be given the names of new staff members to call about the Oct. 3 brown bag. Sandy will bring the infamous box of materials that is loaned to newcomers to the Libraries' professional staff.
Orientation Committee
Meeting of 9-19-89

Present: Norma Bishop, Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens

Absent: Carmen Orth

The meeting was convened at 1:30pm.

1. Minutes for meetings on Aug.28 and Sept.7 were read, corrected and approved.

2. The upcoming brown bag luncheon on Oct.3 was discussed. Most presenters have been notified. Whoever is the Chair of Budget & Planning will come. SG will speak for the Grievance Committee. JE will speak for the Orientation Committee. Speakers will be limited to 3-4 minutes. Dean Ranz will also mention that the duties of the Assistant Dean for Technical Services are temporarily assigned to Lorraine Moore, Kent Miller and Rachel Miller. A list was compiled of people who have joined the Libraries' staff since 10/88. This list was divided among Committee members, who will contact new staff members to urge them to come to the luncheon. SG will also send letters of invitation to these new members, and an announcement will appear in FYI. A list of presenters will be handed out at the luncheon.

3. Barb Gaeddert’s presentations were discussed. The program on famous houses in Kansas will probably be presented at Barb Gaeddert’s home sometime next March. JE will contact the Staff Development Committee and suggest co-sponsoring Barb’s presentation on homes of famous Kansans.

4. The preservation slides were discussed. The question as to whether the Orientation Committee should organize periodic showing of these slides was raised. JE will discuss this with the Staff Development Committee.

5. The "Orientation Box" was reviewed. The box contents will be transferred to a more convenient filing box. SG will continue to update the box contents. The box will be made available to new unclassified and classified staff. The box will be examined again at the next meeting.

6. The next meeting was scheduled for Oct.10 at 1:30pm.

The meeting adjourned at 2:45pm.

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

*Indicates 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, November 3, 1989.

Applications are due by 5:00 p.m. on Wednesday, October 31, 1989.

TOPEKA

- Assistant Director for Medical Services (Health Officer II - Unclassified)
- Central Accountant I, Trainee (Governor's Trainee Program) (See Page 4)

CHANDLER

- Chemist II
- Civil Engineer II (Several Positions)
- Civil Engineer III
- Computer Systems Analyst I
- Data Control Technician II
- Engineering Technician III (Several Positions)
- Engineering Technician IV (Several Positions)
- Engineering Technician V
- Engineering Technician VI
- Office Assistant II
- Office Assistant III (Bookkeeping Required)
- Programmer I (COBOL Experience)
- Technical Support Programmer II (Final candidate must pass security clearance conducted by the KBI)
- Transportation Manager II (Comprehensive Highway Office)

BELoit

- Food Service Manager
- Youth Center at Beloit
- Jo Ann Moran (913) 296-1290
- Department of Health and Environment

CHANUTE

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

EMPIRIA

- Engineering Technician III
- Mike Ramirez (913) 296-3721
- Department of Transportation

NORTON

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

OLATHE

- Equipment Operator II
- Mike Ramirez (913) 296-3721
- Department of Transportation

PITTSBURG

- Office Assistant II
- Mike Ramirez (913) 296-3721
- Department of Transportation

**STATE OF KANSAS -- DEPARTMENT OF ADMINISTRATION**
**DIVISION OF PERSONNEL SERVICES**
**LANDON SUITE OFFICE BUILDING, 900 S.W. JACKSON STREET**
**TOPEKA, KANSAS 66612-1251**
**913-296-4278**

**OCTOBER 30, 1989**

**SALARY RANGE**

**VACANT POSITIONS**

**CONTACT PERSON**

**TOPOKE**

- Assistant Director for Medical Services (Health Officer II - Unclassified)
- Central Accountant I, Trainee (Governor's Trainee Program) (See Page 4)

**Violent OPPORTUNITY EMPLOYER**

(Continued On Back)
The State of Kansas, Division of Accounts and Reports is seeking racial minority, or handicapped persons as applicants for a Central Accountant I, Trainee position.

This position is established under the GOVERNOR'S TRAINEE PROGRAM which is designed to facilitate the employment and advancement of qualified minorities in job classes and job categories where they are being underutilized. The trainee selected will be provided on the job training and close supervision.

This position is responsible for processing the large volume of U.S. Levies, Income Withholding Orders, Wage Earner Plans, Court Ordered Wage Assignments, and other documents received by the Division of Accounts and Reports against State of Kansas employee payroll warrants. Other responsibilities include remitting money to the various Federal Courts, State Courts, Attorneys for the plaintiff, and the IRS in a timely manner to meet State regulations, and responding to a large volume of inquiries from state agencies personnel, state employees, district court personnel and others.

Minimum Qualifications: Applicants may have any combination of training and experience which will allow them to qualify for the Central Accountant I classification within a maximum two year period. Applicants that presently meet the qualifications stated below are not eligible for selection as a trainee.

Graduation from an accredited four year college or university with major coursework in accounting or business administration, including or supplemented by at least 20 semester hours in accounting.

Starting Salary: Salary range 20, $1,797 monthly with scheduled increases. Upon successful completion of the trainee requirements, salary increases to Range 22.

Location: Topeka

Application Procedure: Please submit a completed State of Kansas application and college transcript to: Vicki Harding, Room 951-S, Landon State Office Building, 900 S.W. Jackson, Topeka, Kansas 66612.

Application Deadline: November 9, 1989

THE DEPARTMENT OF ADMINISTRATION IS AN EQUAL OPPORTUNITY EMPLOYER
TRAINING SCHEDULE

NOVEMBER

*Time Management 2 10 a.m.-12 noon
New Employee Orientation 3 10 a.m.-12 noon
Promotions & Staff Development 6 10 a.m.-12 noon
Introduction to Supervision 7 & 9 8 a.m.-12 noon
Writing Position Descriptions 8 9 a.m.-12 noon
Policies & Procedures 13 10 a.m.-12 noon
Conflict Management 14 & 16 8 a.m.-12 noon
*Stress Management 15 8 a.m.-10 a.m.
New Employee Orientation 17 10 a.m.-12 noon
Performance Evaluation 20 9 a.m.-12 noon
*Time Management 21 10 a.m.-12 noon
*Stress Management 27 1 p.m.-3 p.m.
*Time Management 30 1 p.m.-3 p.m.

DECEMBER

New Employee Orientation 1 10 a.m.-12 noon
*Time Management 5 2 p.m.-4 p.m.
*Stress Management 7 8 a.m.-10 a.m.
Writing Position Descriptions 13 9 a.m.-12 noon
*Stress Management 14 2 p.m.-4 p.m.
New Employee Orientation 15 10 a.m.-12 noon
*Time Management 18 10 a.m.-12 noon
*Stress Management 19 10 a.m.-12 noon

For reservations call 4-4946. Programs with an * are full but we will be glad to put your name on a waiting list. Please get your supervisor's approval to participate in any of our programs.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

TIME CARD DEADLINE REMINDER

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m. Monday, November 13th. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

OUT-OF-STATE TRAVEL FUNDS — 2ND REMINDER

Both classified and unclassified staff are eligible to apply for out-of-state travel funds to attend conferences and workshops. If you are planning to attend an out-of-state conference or workshop during January, February, or March of 1990, you must submit a request by the deadline, November 15th.

The Staff Development Committee has recently revised the travel funds request form. All requests must be submitted on the newly revised form. Please discard any old forms you might have.

Linda Evans

CAMPUS DIRECTORY

The new faculty, staff, and student directory, has been distributed to Library employees. Please review your personal listing to make sure that it is correct. Contact Sandy Gilliland or Ruth Miller, 4-3601, in the Library Office if you wish to change your listing for the next directory. Departments should also review the "University Administrative Offices" section, under Libraries and report any incorrect listings to the Library Office.

Nancy Jaeger

STAFF DEVELOPMENT TOURS ANNOUNCED

The Staff Development Committee is sponsoring a full day of tours on December 6 to the Linda Hall Library, an independent science and technology research library on the UMKC campus, the Clendening History of Medicine Collection in the History of Medicine Department at the KU Medical Center, and the Dykes Library at the KU Medical Center. We will be at Linda Hall in the morning, the Plaza for lunch, and Clendening and Dykes in the afternoon. For more information, or to sign up, call or write Rick Clement (4-4334, Special Collections). Seats are limited.

Rick Clement

VM ACCOUNTS FOR LIBRARY STAFF MEMBERS

A fast, direct link to be installed soon between the computer running the MVS operating system (where CICS and library systems run) and the computer running the VM operating system (where BITNET, the MAIL electronic mail system, and the new campus OFFICE [formerly PROFS] scheduling and electronic mail system run) makes it much more feasible for library staff to obtain and use VM accounts on existing library CICS terminals. Several librarians already have accounts for BITNET access, using older and slower means of connecting to VM.

Demonstrations and training in VM, BITNET, and OFFICE use won't occur for several weeks, but in anticipation of them, any staff member who thinks he or she wants to use VM within the rest of this fiscal year should request an account from John Miller (new phone number: 4-5530) beginning next week. This use includes any desire to use electronic mail between individuals or departments within the library. Eventually, I hope all departments and standing committee members can obtain accounts. As an example, I will start by establishing accounts for all Library Automation Committee members. Other committees may wish to do the same.

(continued on next page)
This is not a one-time offer. Accounts can be requested at any time. I would prefer, however, that anyone seriously interested in an account contact me within the next couple of weeks so that by the time training sessions are ready your account can also be ready.

John Miller

BELIEVE IT OR NOT!!!

Studying languages pays! Geoff Husic, serials cataloger, recently translated a dialog segment into Albanian for the TV series "Sister Kate". The program with his translations will air sometime in the next 2-3 weeks on Sunday evening at 7 p.m.

Rhonda Neugebauer

ATTACHMENTS

Minutes of LFA Executive Committee 10/30/89 meeting (below): Minutes of Classified Conference General Meeting, 11/2/89.

LFA EXECUTIVE COMMITTEE: MINUTES
October 30, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell.
Absent: S. Williams.

Minutes of the October 23 and October 25 Executive Committee meetings were approved with revisions.
Minutes of the Salaries & Benefits Committee (October 13) and the Staff Development Committee (October 5 and 12) were received and noted.
At the request of LFA members, the minutes of the October 18 LFA general meeting (published in the October 26 FYI) were revised as follows:
II.4 (report of Staff Development committee) should read: ... and had begun publicizing the formula for distributing money for travel to professional events.
IV. (Annual evaluation procedure): beginning in 4th line: Melton reported that Dean Ranz had told him he would reject the code change if it came to him with its present wording....

I. Increased allocation to Staff Development: Exec had received a memo from the committee's chair Rhonda Neugebauer reporting a total allocation from the library administration this FY of $5,000 for the period July 1, 1989, through September 30, 1990.

II. Draft of new charge to Budget & Planning: Exec's proposal for a new assignment to the committee would be presented to the LFA membership at the November 8 general meeting. Exec would then invite the members of Budget & Planning to meet with it the following Monday (November 13) to formulate a specific charge, taking into consideration the will of the assembly.

III. Agenda for LFA general meeting November 8: Exec would include agenda items not covered at the October 18 general meeting, plus issues which have arisen since that meeting.

The next meeting of Exec was scheduled for Monday, November 6, at 10:00 a.m.

Submitted by Mike Biggins
MINUTES, Classified Conference General Meeting
November 2, 1989

After introducing new classified staff members, committee reports were given. The Committee on Budget and Planning will have their first meeting on November 13 with the LFA Executive Board. The main focus of the Committee on Staff Development has been the allocation of travel funds. Staff Development was given $4000.00 for travel and payment for speakers. An additional $1000.00 is available for staff attending workshops. Upcoming tours include the Linda Hall Library and the Medical Center Library. They also want to show the preservation slides on a regular basis, perhaps quarterly. This would provide training in the handling of books to the student assistants as well as full-time staff. Also in the area of preservation, they indicated a desire to have Bill Mitchell speak to the library staff. The Personnel Committee is seeking feedback regarding areas the library staff would like them to pursue. The Committee on Orientation has sponsored two brown bag lunches, which were well attended. They are working on providing tours of the entire library system. The orientation file has been updated and is ready for use by new classified staff. The Senate Library Committee discussed their agenda for upcoming meetings. These include budget, automation, and staff training for computers.

The three proposed constitutional amendments were passed. Your representative has a copy of the constitution. Please contact them if you would like your own copy.

Lars Leon has been selected to represent the classified members of the library staff for the Dean of Libraries search committee. Several ideas were shared at the meeting about qualities desirable in a Dean of Libraries. Contact Lars any time in the future if you have any other thoughts on this issue.

Mary Miller reported that she is the classified representative for the search committee for the Assistant Dean for Technical Services. She would be glad for any similar feedback you might give her, as they are just beginning to formulate the questions the candidates will be asked.

A proposal was presented to Dean Ranz approximately three months ago regarding "unclassified professionals," all professionals who are not tenured. These include programmers and program assistants. A member of the unclassified professional staff asked that the Classified Conference examine the recommendations and provide our feedback to Dean Ranz. The recommendation of the committee was that as vacancies occurred, these unclassified professional positions would be converted to either a classified or unclassified position. They were also aware that some positions did not fit neatly into either of these two categories and would remain unclassified professional. The Classified Conference suggested that the Personnel Committee study this further. The Personnel Committee was also charged with keeping aware of classified positions which were converted to student positions.

The food and drink issue was discussed in light of the information we have been given about the latest proposal. Lars will attempt to meet with Sandy Gilliland and Mary Hawkins, two members of the committee working on this proposal, to get more details on a matter which at this time is quite vague.

Verna Froese
Secretary
Classified Conference
FYI ARTICLES WILL NEED TO BE TURNED IN EARLY NEXT WEEK

Due to Thanksgiving holidays next week, articles for the FYI will need to be turned in to me by 3:00 p.m. on Tuesday, Nov. 21. They will be distributed Wednesday. Thanks.

Ruth Miller

JOB POOL ANNOUNCEMENT

All current job pools expire at the end of this semester. Please submit job pool requests for next semester to me at the Administration Office, 502 Watson.

Rex Hargis

MAXIMUM VACATION HOURS FOR CLASSIFIED STAFF

Classified may accumulate vacation leave beyond the maximum amounts during the year. However, as of January 17th of every year, any vacation leave in excess of the stated maximum amounts will be lost. Please refer to the table below for the maximum accumulation of vacation leave:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Maximum Monthly Vacation Credits</th>
<th>Maximum Accumulation</th>
</tr>
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<tbody>
<tr>
<td>Less than 5 years</td>
<td>8 hrs./pay period</td>
<td>144 hrs. (18 working days)</td>
</tr>
<tr>
<td>5yrs. and less than 10yrs.</td>
<td>10 hrs./pay period</td>
<td>176 hrs. (22 working days)</td>
</tr>
<tr>
<td>10yrs. and less than 15yrs.</td>
<td>12 hrs./pay period</td>
<td>208 hrs. (26 working days)</td>
</tr>
<tr>
<td>15 yrs. and over</td>
<td>14 hrs./pay period</td>
<td>240 hrs. (30 working days)</td>
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All classified staff should review vacation leave balance information printed on the Monthly Time Sheet. If there are extenuating circumstances that prevent you from using vacation leave to reduce your balance below the maximum limit, you may request in writing approval to "carry forward" the vacation leave that is over the maximum amount. Contact Sandy Gilliland for additional information, 4-3601.

Sandy Gilliland

COLLECTION DEVELOPMENT POLICY REVISION MEETING

There will be a meeting regarding the Collection Development Policy Revision at 8:30 a.m., Tuesday, Nov. 28th in conference room A of Watson Library.

All Bibliographers responsible for writing collection policies are encouraged to attend this meeting.

Agendas have been sent to all who participated in the training sessions last summer. Anyone not receiving an agenda, may contact Susan Craig, 4-3020, for information.

Susan Craig

LFA NEWS

The LFA Executive Committee is calling for volunteers to serve on an ad hoc committee to evaluate service and research as part of the annual evaluation process for librarians for the 1989 calendar year. From the pool of volunteers, Exec will appoint a committee consisting of one librarian from each rank. Please call Mike Biggins (4-3957) if you are interested, by Monday, November 20, at 10:00 a.m.

Mike Biggins

EXCEPTIONS FOR CICS AVAILABILITY

Attached is a revised "Availability Exceptions List" for availability of Production and Library CICS and the Online Catalog System. This information should replace the exceptions list provided on August 18.

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

TGIF! Don't forget!
Come and have a Coke or Beer! Friday November 17th, in Alcove D, Kansas Union from 4 'til 6. All staff and friends are welcome! Marilyn Clark

ATTACHMENTS
CICS Availability Exceptions list; LFA Executive Committee minutes of 11/6/89 meeting; LFA General Meeting of 11/8/89 minutes; LFA Exec. Committee Annual Report of the Committee and 10/1/89 Revision; State Promotion and Transfer List.

AVAILABILITY EXCEPTIONS
FOR PRODUCTION CICS, LIBRARY CICS AND THE ONLINE CATALOG SYSTEM

Production CICS

Production CICS will be unavailable on all holidays observed by the University.

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26,27 and 28, 1990 Memorial Day weekend and holiday for installation of processor upgrade.

Library CICS

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26,27 and 28, 1990 Memorial Day weekend and holiday for installation of processor upgrade.

Library CICS will be available from 8 A.M. to 5 P.M. on the following dates.

November 23 and 24
December 22 and 29
January 1,5,12 and 15

From 8 A.M. to 10 P.M. on:
November 22
December 26,27 and 28
January 2,3,4,8,9,10 and 11
March 12,13,14,15 and 16
May 17,18,21,22,23,24,25,29,30 and 31
June 1 and 4

From 9 A.M. to 5 P.M. on:
November 25
December 23 and 30
January 6 and 13
March 17
May 19
June 2

From Noon to 5 P.M. on:
December 24 and 31
January 7 and 14
March 11
May 20
June 3

Library CICS will be unavailable on December 25, 1989 Christmas Day.

Online Catalog

*** SPECIAL NOTE: All systems and CICS connections will be unavailable on May 26,27 and 28, 1990 Memorial Day weekend and holiday for installation of processor upgrade.
LFA EXECUTIVE COMMITTEE: MINUTES
November 6, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams; Rhonda Neugebauer, Sandy Gilliland (visiting).

Minutes of the October 30 Exec meeting were approved with corrections.
In preliminary business, Rob Melton reported that the Office of Academic Affairs had not yet released the names of the LFA members chosen for the search committee for a new Dean of Libraries. He also noted that some LFA members had questioned the timeliness of conducting a search for a new Assistant Dean before a new Dean had been designated, and suggested that Exec consider putting the issue on the agenda for the next general meeting.

I. Current allocations for Staff Development: Rhonda Neugebauer said that at the next general meeting she would try to convey the committee's philosophy of staff development and assess the level of the staff's desire for support. She said that in the past staff development dollars went primarily for travel, but that now they would be put to more diverse uses--guest speakers and coursework for staff, to name two.

II. Report of the Dean's Committee on the Status of Unclassified Professional Staff (non-tenure track): Sandy Gilliland reported that the library administration had taken no action yet, pending LFA's response to the report. Exec members anticipated that LFA might have concerns about implementing the report's recommendations: 1) the tenuring of professional staff not originally hired through a national search would pose inequities vis-a-vis tenure-track professional staff who by definition are hired through national searches, and 2) any strict standards introduced for this category by the library would not have the support of similarly stringent standards enforced by the university.

III. Budget & Planning charge: members of the committee would attend the Exec meeting November 13 to discuss the committee's activities for FY 89-90.

IV. Service and research peer review committee/LFA code amendment: In light of the amendment's failure to pass, optional annual review proposals would be presented at the next general meeting. These included plans whereby: 1) the entire evaluation would be conducted this year by the Assistant Deans; 2) an ad-hoc service and research peer review committee to include the Dean would be appointed by Exec, 3) the same committee not including the Dean would be appointed by LFA Exec, 4) the Assistant Deans would assign the service and research portion of the evaluation, 5) supervisors would assign the entire rating.

V. LFA's role in search for Dean of Libraries: members felt it would be premature to discuss the issue without knowing which LFA members would be serving on the search committee.
V. Search for new Assistant Dean: it was agreed to put the question of the timing of this search on the agenda of the general meeting for airing, if time allows.

VI. Order of November 8 agenda: it would change slightly as follows: 1) Budget & Planning, 2) evaluation issues, 3) status of unclassified professionals, 4) Staff Development, 5) new business. Other items previously listed could be covered at a third general meeting in December. One member suggested that investigating the dangers of prolonged exposure to cathode ray tubes could be a future responsibility of Exec.

The next meeting of Exec would be held Monday, October 13, at 10:00 a.m.
Submitted by Mike Biggins
II. Evaluation issues: given the failure of the proposed code change in a recent LFA ballot, Exec proposed the following options for this calendar year's evaluation process:

1) entire evaluation conducted by Assistant Deans.
2) ad-hoc service and research peer review committee to include Dean, appointed by Exec.
3) ad-hoc service and research peer review committee, not including Dean, appointed by Exec.
4) Assistant Deans assign service and research portion of evaluation.
5) supervisors assign entire rating.

Question: Would an ad-hoc evaluation process voted on late in the year be legitimate for that calendar year? Gilliland, as Assistant to the Dean for Personnel, said she thought it would. It was suggested that option 1 would pose a conflict of interests, since the three acting heads of Technical Services are also department heads. Rosenbloom moved, and Lohrentz seconded, to adopt an ad-hoc service and research peer review committee appointed by Exec for the interim, without yet specifying whether the Dean would be included or not. The motion passed by a vote of 23 in favor to 3 opposed, with 1 abstention. Craig moved, and S. Williams seconded, that the ad-hoc committee should include the Dean. The motion failed by a vote of 8 in favor to 17 opposed, with 4 abstentions. J. Neeley then moved, and Biggins seconded, that the Assembly approve an ad-hoc service and research peer review committee to consist of one LI, one LII, one LIII and the Assistant to the Dean for Personnel. The motion failed by a vote of 2 in favor, 20 opposed, with 5 abstentions. As a result, Exec would appoint an ad hoc service and research evaluation committee to consist of one librarian from each rank. This committee had been part of the evaluation procedure voted on by the membership in spring 1989.

III. LFA's response to the report of the Dean's Committee on the Status of Unclassified Professionals (non-tenure track): Gilliland summarized the report's recommendations—that positions in this category should be reviewed as they fall vacant, and either reclassified as civil service, or lent truer faculty (i.e., tenure-track) status, as appropriate. Question: What is the purpose of LFA's endorsing or not endorsing the report? LFA's response would have an effect on the membership of staff in LFA. Question: Where would the new civil service and librarian positions come from? There would be, for example, a trade of unclassified headcount for classified through the Office of Academic Affairs. Due to the lateness of the hour, it was agreed that discussion carry over to the next general meeting.

Submitted by Mike Biggins

*Exec later determined that a December 6 general meeting would pose a conflict with Staff Development's field trip to Kansas City libraries, and rescheduled the next general meeting for Tuesday, December 5, at 9:30 a.m.
To: LFA Exec for 1989-1990  
From: Shelley Miller for the 1988-1989 LCPT  
Subject: Annual Report of the Committee

This revision of the LCPT annual report should replace the drafts forwarded to you by me in early August and September 1989.

I have made several editorial elaborations (more detail on the LFA Code ballot of May, 1989, and a full list of our recommendations to the 1989-1990 committee which were carried over from the previous LCPT).

I am also appending the Dean's letter of August 29, 1989 to LFA which clarifies the outcome of the Spring vote on committee membership, but which does not actually form a part of the 1989-1990 LCPT annual report.

Oct. 1, 1989 revision


Members of LCPT for 1988-1989 were Gene Carvalho, Alexandra Mason, Rob Melton (secretary), Kent Miller, Shelley Miller (chair), Lorraine Moore, Margaret Wilson, and Dean Ranz (ex-officio). The committee met between forty and fifty times this year.

The committee reviewed and forwarded two files for sabbatical leave, one of which was approved at the university level. LCPT reviewed and approved one file for promotion from Librarian I to Librarian II with tenure, and another for tenure. The University Committee for Promotion and Tenure granted the promotion and both cases of tenure.

A primary concern of LCPT this year was the documentation and clarification of each phase of the promotion and tenure process for candidates, supervisors, and future members of LCPT. To aid this process, we have recommended first that the cover letter which accompanies a librarian's initial appointment letter state the actual year the librarian is scheduled for tenure review.

LCPT also drafted three model letters of requests for evaluation which will be given to librarians about the time of their six-month review so they might give timely consideration to building promotion and tenure files. Letters address committee chairs, former employers and supervisors, and outside evaluators of research.

In order to provide the University Committee for Promotion and Tenure enough information that they might apply the same kind of judgement to nominations from the Libraries as they apply to those received from the College and the several schools, LCPT updated basic descriptive library documents held in Academic Affairs, to which UCPT may refer each year. After waiting for UCPT's own suggestions for revision of the promotion and tenure forms in the summer of 1989 and receiving none, LCPT offered its own revisions to the forms used by librarians in the spring of 1989. Editorial changes including renumbering of parts of the forms so librarians' forms would correspond to those of teaching faculty, and more substantive changes for the same purposes were well received by UCPT.
This committee also prepared an annotated promotion and tenure form for candidates, supervisors, and future LCPTs. This package will be distributed to all current KU librarians, and the committee will recommend it be distributed to all incoming librarians in the future. All instructional information from the University's "Instructions for Completing Promotion and Tenure Recommendations" has been transferred to these annotated forms as a series of italicized notes. Other information specific to the Libraries and drafted by LCPT has been added to the forms as notes, readily identified as in-house additions. The notes include clarification, instructions, who signs where, and operational guidelines and collective wisdom to pass from LCPT to LCPT. The 1988-1989 LCPT believes this annotated form should greatly aid candidates and committees in the process of submitting forms and recommendations to UCPT. It is our hope that this product will be updated and modified as needed by future LCPTs.

The committee proposed several editorial changes to the LFA Code of Governance, and placed other issues of substantial importance on the LFA Code ballot of May 1989: LCPT proposed the committee hold its first meeting in early August, to elect a chair and become established before open meetings in September of the UCPT and University Committee on Sabatical Leaves. LCPT also placed the question of the Dean's ex-officio membership on the committee to an LFA vote because it had been enough of a concern to several LCPT's that we felt the question should be decided by the membership. Language on the ballot reduced LCPT membership from eight to seven, excluding any ex-officio members. Also included in Code changes was a mechanism to allow for disqualification of members from individual cases of promotion, tenure or sabatical leave review by reason of any prejudicial relationship to the matter under discussion. All proposed changes were passed by the LFA membership. [See appended letter to LFA from the Dean, August 29, 1989: the Dean of Libraries retains ex-officio membership on LCPT.]

LCPT was charged in January 1989 to serve as the appeals body for annual evaluations. No evaluations were appealed.

Recommendations to the 1989-1990 Libraries Committee on Promotion and Tenure from the 1988-1989 LCPT are these:

(Recommendations 1-6 repeat recommendations of the 1987-1988 LCPT)

1. See that the folder in Academic Affairs containing librarians' criteria for promotion and tenure is reviewed and updated.

2. Conduct a fall open meeting for promotion and tenure candidates and their supervisors.

3. Make sure that potential candidates for promotion and tenure are aware of the UCPT fall meeting.

4. The chair of LCPT should accompany the Dean to the fall UCPT meeting where he presents the criteria for promotion and tenure.

5. LCPT could work with other bodies or groups (like the Orientation Committee, Staff Development Committee and the personnel officer) to provide guidance/educational information concerning maintenance of a record of accomplishments and the process of promotion and tenure.

6. Meet with the personnel officer during the summer to ascertain the timetable by which candidates are notified of the pertinent dates of all actions involved in their promotion and/or tenure.

Continued on next page.
7. See that the products of the 1939-1940 LCPT are finished and distributed.

8. Determine at the earliest possible time the make-up of the 1939-1940 LCPT and the need for replacement members, if necessary.

Submitted for LCPT by Shelley Miller, 10/1/39

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**UNIVERSITY OF KANSAS**

**Office of the Dean**

University of Kansas Libraries

**TESTING CALENDAR**

Department of Personnel Services
For Information Call 864-4946

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Written Examinations Offered: Cook, Food Service Supervisor I & II,
General Maintenance & Repair Technician I & II

Written and Performance Examinations: Keyboard Operator I & II, Secretary I & II

Unassembled Examinations Offered: Dietitian I & II, Painter, Plumber I
PROMOTION AND TRANSFER LIST

State of Kansas — Department of Administration
DIVISION OF PERSONNEL SERVICES
Leavenworth State Office Building, 400 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-2278

November 13, 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.

Vacancies to be listed on the Promotion and Transfer List for the week of November 27 through December 1, 1989 must reach the Division of Personnel Services by 12:00 p.m. on Wednesday, November 22, 1989.

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

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<tr>
<td>FT. DODGE</td>
<td>R-22 *Registered Nurse II (11-7 Shift)</td>
<td>Ron Collins (316) 227-2121 Kansas Soldiers' Home</td>
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<td>R-21 *Social Worker II</td>
<td>Ron Collins (316) 227-2121 Kansas Soldiers' Home</td>
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<td>R-19 Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>GARNETT</td>
<td>R-22/25 *Registered Nurse II/III (3-11 shift)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>HUTCHINSON</td>
<td>R-16 Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-18 Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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TOPEKA (cont.)

| R-15 Office Assistant IV | Kathy Gerlach (913) 296-2245 Department of Administration Division of Facilities Management Central Motor Pool |
| R-20 Programmer I | Donna Krier (913) 296-3077 Department of Revenue |
| R-25 *Programmer III (Natural 2 Experience Preferred) | Mel Fritz (913) 296-2979 Department of Social & Rehabilitation Services Data Processing |
| R-25 Programmer III (2 Positions) | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-26 Psychologist II | Linda Kraus (913) 296-3916 Youth Center at Topeka |
| R-22/25 *Registered Nurse II/III (3-11 shift) | Don Psmark (913) 296-4321 Topeka State Hospital |
| WINFIELD     | R-15 *Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) | Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center |
| R-24 *Pharmacist I (50% Position) | |
| R-21 *Psychologist I | |
| R-28 *Psychologist IV | |
| R-25 *Registered Nurse III (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) | |
INDEPENDENCE
R-13 Engineering Technician II Mike Ramirez (913) 296-3721 Department of Transportation

IOLA
R-26 Civil Engineer II Mike Ramirez (913) 296-3721 Department of Transportation

JUNCTION CITY
R-18 Equipment Operator III Mike Ramirez (913) 296-3721 Department of Transportation

PITTSBURG
R-13 Engineering Technician II Mike Ramirez (913) 296-3721 Department of Transportation

SEDAN
R-16 Equipment Operator II Mike Ramirez (913) 296-3721 Department of Transportation

TOPEKA
R-21 Accountant II Dorothy Ilgen (913) 296-3335 Kansas Arts Commission
(State Accounting and Budget experience preferred)
R-21 Accountant II Mike Ramirez (913) 296-3721 Department of Transportation
(3 positions)
*Assistant Director for Medical Services
Jo Ann Moran (913) 296-1290 Department of Health and Environment
(Health Officer II - Unclassified)
R-15 Bookkeeper Susan Prim (913) 296-3436 Department of Administration
Youth Center at Topeka
Division of Accounts & Reports
R-11 Cook Linda Kraus (913) 296-3936
R-13 Engineering Technician II Mike Ramirez (913) 296-3721 Department of Transportation
R-13 Keyboard Operator II
(Word Processing/Data Entry)
Leo Vogel (913) 296-2376 Department of Administration
Division of Purchases
R-11 Office Assistant II Jo Ann Moran (913) 296-1290 Department of Health & Environment
Forbes Field
MINIMUM WAGE UPDATE

No word regarding the University's position concerning the Federal government's minimum wage increase has been received as yet. Therefore, until further notice, library departments should continue to project student wage expenditures based upon $3.50 per hour. Additional information will be forthcoming. Sandy Gilliland

COLLECTION DEVELOPMENT POLICY REVISION MEETING—REMINDER

There will be a meeting regarding the Collection Development Policy Revision at 8:30 a.m., Tuesday, Nov. 28th in conference room A of Watson Library.

All Bibliographers responsible for writing collection policies are encouraged to attend this meeting.

Agendas have been sent to all who participated in the training sessions last summer. Anyone not receiving an agenda, may contact Susan Craig, 4-3020, for information. Susan Craig

KANSAS CITY TOUR REMINDER

Seats are still available for the Kansas City tour of libraries on December 6th. Vans will depart from Jayhawk Blvd. in front of Watson Library at 8:45 a.m. We will be at Linda Hall Library from 10:00 to 11:30. Lunch will be on the Plaza, and then we will tour the Clendening Library from 1:30 to 2:30, and then the Dykes Library from 2:45 to 3:45. We should be back at Watson by 4:45. Call Rick Clement to reserve your seat (4-4334). Rick Clement

STAFF LOUNGE REFRIGERATOR NEEDS CLEANING

We apparently have spoiled food in the staff lounge refrigerator again. Would all who use the "fridge" please pull all containers out by Tuesday, Nov. 28th, so it can be cleaned that evening. The custodians have agreed to clean it for us. Anything left in it on that day, will be tossed that night.

If all of you could remember at least once a week to clean out your containers and left-overs, perhaps we could keep spoilage down and also the smell and germs. Thanks. Ruth Miller

CALL FOR CAMPUS MAILERS

Once again, I'm out of small (regular size) campus mailers. Please send me any extras you have. Thanks! Ruth Miller

INVITATION TO APPLY FOR GENERAL RESEARCH FUND AWARD

The Faculty Senate Research Committee has recently announced that applications are now being accepted for General Research Fund awards. Project proposal must be in accordance with the current guidelines outlined in the document from this committee, dated November 1, 1989, and distributed to all faculty members. The deadline for submission of project proposals is Monday, January 8, 1990, by 5:00 p.m. Please contact Nancy Jaeger in the Library Office (4-3601) if you need a copy of the invitation and general guidelines for submission of an application. Nancy Jaeger

An Equal Opportunity/Affirmative Action Employer
COPYRIGHTED MATERIALS

Executive Vice Chancellor Judith Ramaley distributed a memorandum to all faculty and unclassified staff on 16 November 1989 concerning the use of copyrighted materials. This information covers "...legal responsibilities and answers some of the questions asked most frequently about copying materials for education or research". Employees involved in copying library materials should review the restrictions outlined in this document. Contact your department head or Nancy Jaeger in the Library Office if you would like a copy of this memorandum. Nancy Jaeger

SEARCH COMMITTEE MEMBERS ANNOUNCED

Members of the search committee for a new Dean of Libraries have been selected and announced, and for those of you who may have omitted reading the November 17 Oread, which first announced the committee membership, we'll list them for you again:

From the Libraries: Lars Leon, Library Assistant I, Acquisitions; Deborah Dandridge, Program Assistant, Kansas Collection; Sandra Brandt, Librarian II, Interlibrary Services; Rachel Miller, Librarian II, Acquisitions; Mary Roach, Librarian III, Cataloging.

Other members of the committee: Sharon Bass, Associate Professor, Journalism; Brower Burchill, Associate Vice Chancellor, Academic Affairs; Ron Francisco, Associate Professor, Political Science; Jerry Niebaum, Director, Academic Computing Services; Christopher Pennuto, graduate student, Systematics and Ecology; Richard Schowen, Professor, Chemistry; Christine Stanek, senior; Ann Weick, Dean, School of Social Welfare; Robert Zerwekh, Associate Vice Chancellor, Research, Graduate Studies and Public Service.

COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH APPOINTED

Since there were no volunteers from among the LFA membership to serve on the ad-hoc Committee on Evaluation of Service & Research (which was approved at the general meeting on November 8th), the Executive Committee has made the following appointments to serve on this committee for the evaluation of 1989 service and research by tenure-track librarians: Marilyn Clark (Librarian III), Paulette DeFilippo (Librarian II), and Kathy Snell (Librarian I). It may be noted that these three individuals are also members of the Executive Committee. The Executive Committee felt that instead of arbitrarily hand-picking individuals to serve on this committee (especially since no one volunteered to serve), we would choose persons who had been elected by peers to represent the three ranks on matters pertaining to LFA. This committee will meet soon to begin discussing procedures and criteria.

Mike Biggins

PAINTINGS MISLAI

Some years ago two bird paintings by Robert M. Mengel were in one of the offices in Watson, but cannot now be traced. If anyone knows of their present whereabouts, please contact me, 4-4334. Thanks.

Jim Helyar

RUSSIAN LITERATURE GIFT

Dr. Stephen J. Parker, Professor and Chair of the K.U. Department of Slavic Languages and Literatures, has given the Library an important collection of over 2,000 volumes of Russian belles-lettres. This collection, given in honor of his mother, Dr. Pan Parker, Professor Emeritus of the City University of New York at Brooklyn, and noted scholar on Il'ia Repin, is a significant addition to the Library's strong collection of 19th and 20th century Russian literature materials. Books added to the K.U. Library's Slavic Collection through this gift include critical works on Feodor Dostoevskii, Russian belles-lettres from approximately 1930 to 1980, and work by or concerning the 19th-century artist Il'ia Repin (a pre-revolutionary), and Soviet books on the history of Russian art. Also from this collection, the Library has acquired the collected poetry and prose by Boris Pasternak, the 1949 edition of A.S. Pushkin's complete
collected works, and the 1954 edition of the collected works by Konstantin Stanislavskii, the noted actor and director, among other major works. Anyone interested in more details on the Fan Parker Collection may contact the Library's Slavic Department (4-3957).

Nancy Jaeger

KULSA TO SPONSOR FAMILY FOR HOLIDAY AGAIN THIS YEAR

KULSA (Library Staff Association) will sponsor a Lawrence family's holiday again this year through Penn House, a local social service agency. We requested sponsorship of a larger or harder to place family because of the number of us who may participate in the sponsorship, and have been matched with a family of six with children aged 10, 13, 15 and 16.

Penn House recommends that we provide at least one new article of clothing for each family member, a holiday gift, and food or grocery certificates for a holiday meal.

If you would like to help in this sponsorship, KULSA will be accepting articles of clothing, gifts, canned food and donations of money (for food certificates and to round out distribution of clothing and gifts). Shelley Miller (SPLAT) and Judith Emde (Retrocon and Anschutz Science Library) will hold your cash or checks, and large boxes for donations are inside the Cataloging Dept. in Watson and the 3rd floor staff room of the Science Library. If you work in another branch library and would like to monitor a collection box there, please tell Shelley (4-3351) or Judith (4-3038 or 4-4928).

We would like to take anything we have collected to Penn House on Monday, Dec. 18th. (Household toiletries are OK to donate too because these items cannot be bought with food stamps.) Let us know if you would help shop the weekend of Dec. 16. If you would like to donate articles of clothing, please keep these measurements in mind:

Mom

- size 40 tops and sweaters (no pants or skirts)
- She would like kitchen towels and a curling iron, and if these items are not donated, we'll probably purchase them.

Dad

- Size XL shirts; 34 (waist) x 33 (length) pants

Daughter, 16

- large shirts, sweaters; size 7 Jr. jeans

Daughter, 15

- XL women's tops; women's size 11 jeans

Son, 13

- XL men's shirts; 36 (waist) x 30 (length) pants

Daughter, 10

- medium T-shirt size; size 5 Jr. jeans

No other specific gifts were requested, but games and records were mentioned by Penn House.

Thank you for contributing to this effort if you want to. This activity is completely voluntary and even anonymous. It's a way to help out another family in the name of KULSA.

Judith Emde, Shelley Miller & Annie Williams

KULSA UPDATE

The holidays are approaching quickly, so dig out your favorite recipe and mark your calendar for the afternoon of Thursday, December 21st for the Library Holiday Party. Marilyn Landon (4-3038) will oversee the decorating and cleanup of the West Reading Room — lots of help needed here, so be sure to call Marilyn and volunteer. LeAnn Weller (4-3866) and Sherry Hawkins (4-4661) will gladly accept your edible contributions as well as your help with food cleanup. Brad Eden will coordinate music: if you wish to sing or play a musical instrument contact him (4-3038) by 5pm Friday, Dec. 1st at the very latest. Thanks.

Annie Williams

MARRIAGE ANNOUNCED

Carmen Orth, Library Assistant I in the Government Documents Dept. has changed her name to Carmen Orth-Alfie, due to her recent marriage.

Sandy Gilliland
LFA EXECUTIVE COMMITTEE: MINUTES
November 13, 1989

Present: Biggins, Clark, Melton, Snell, S. Williams; Dan Barkley, Barb Gaedert, Nancy Jaeger, Kent Lewis, Saralinda Rhodes, Becky Schulte, Kendall Simmons (guests).
Absent: Broberg, DiFilippo.

The revised annual report of the Library Committee on Promotion and Tenure (1983-89) was received. Minutes of the Executive Committee (November 6) and the LFA general meeting (November 8) were approved with corrections.

I. Future of Budget & Planning (B&P): Melton summarized for Exec and members of this year's B&P Committee the considerations that had led to Exec's proposed charge to the committee for this FY. According to this proposal, B&P would act as an information clearing house for all kinds of planning committees in the library, conveying news of these groups' proceedings to the library staff through one or more reports. Question: How would this information be obtained? The administration could supply some of it directly; also the chairs of the various working groups. B&P could also conduct some preliminary research in University Archives on the history of existing working groups. Exec requested B&P to provide a report by April 15.

II. Staff Development: it was noted that Staff Development advises staff members applying to it for travel money also to apply to the Dean for additional money. Apparently, though, the Dean's resources are specifically earmarked for official travel, a category which is restricted to travel for library administrative purposes. Rob Melton distributed copies of a memo from Nancy Jaeger to Rhonda Neugebauer concerning staff development and travel funds; some points of the memo were discussed. Rob would discuss the issue with Rhonda Neugebauer.

III. Date of next general meeting: since December 6 poses a conflict (Staff Development has organized a field trip to libraries in Kansas City that day), Exec changed the date to Tuesday, December 5, at 9:30 a.m.

IV. Annual evaluation procedure: Exec would need to designate three librarians as members of an ad hoc service and research review committee, and would call for volunteers.

V. Unclassified Professional Staff issues: Exec would try to focus the main issues of the report for the next LFA general meeting, in an attempt to answer the question of LFA's role in the matter.

Submitted by Mike Biggins
President: Lars Leon (Acquisitions)
Vice President: Sue Hewitt (Science)
Secretary: Verna Froese (Acquisitions)

Group Representatives:

Group I: (Dean’s Office, East Asian, Photocopy, Microforms, Periodicals):
    Janet Revenew, Periodicals
    Janet Mears, Alternate

Group II: (Reference, ILS, Bindery Preparations, Mail Room, Regent’s Center):
    Linda Evans, Reference
    (no alternate)

Group III: (Serials Technical Staff, including classified staff in Serials Cataloging):
    Jane Hoyt, Serials Receiving
    (no alternate)

Group IV: (Circulation, Reserve, Art):
    Victor Clark, Circulation
    (no alternate)

Group V: (Acquisitions, SPLAT, Slavic):
    Malcolm Lodwick, Acquisitions
    (no alternate)

Group VI, VII: (Cataloging):
    Brad Eden, Cataloging
    (no alternate)
    (Two representatives at-large elected from Cataloging Dept.)

Group VIII: (Math, Science, Engineering, Music):
    Esther Boyd, Science
    Pam Bower, Alternate

Group IX: (Special Collections, Kansas Collections, Maps, Documents, Archives):
    Inge Starr, Documents
    David Benjamin, Alternate

Officers and Group Representatives are elected to one year terms in January.
CLASSIFIED CONFERENCE COMMITTEES

Personnel Committee:

This committee shall be concerned with the procedures for job description and reclassification of the classified personnel. This committee shall also be responsible for monitoring the dissemination of information pertaining to salaries, insurance, retirement, and other staff benefits. This committee shall also address any concerns brought to its attention by any classified staff member. Membership consists of three to seven voluntary members.

1989/90 Members: Janet Revenew (Chair), Pat Wittry, Verna Froese, Susan Hamilton, Janet Anderson-Story (Secretary)

*Budget and Planning:

This committee, in consultation with library administration and the Library Faculty Assembly, shall formulate recommendations on general priorities in budget distribution within the Library and on long-range planning for the Library. Two classified representatives elected each fiscal year. Members shall serve two year, overlapping terms and shall select their own presiding officer.

1988/90 Term: Kendall Simmons
1989/91 Term: Kent Lewis

*Committee on Staff Development:

The committee on Staff Development shall be concerned with the improvement of Library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research and publication for and by the Library staff. An additional charge given FY89 was to examine the final report of the orientation task force and act upon the recommendations as appropriate without duplicating efforts of other committees such as LCPT. Two classified members are now on this committee, serving two-year, overlapping terms. They shall select their own presiding officer.

1988/90 Term: Norma Bishop
1989/91 Term: Linda Evans

*Grievance Committee:

A committee for the hearing of grievances was established for the resolution of grievances. Prior to the end of each fiscal year,
five classified and five unclassified non-student employees of the Libraries shall be elected, respectively, by the Classified Conference and by the Library Faculty Assembly. These then elected individuals shall comprise a core committee from which subcommittees shall be appointed for the hearing of grievances. Committee members shall serve one-year terms, beginning with the fiscal year immediately following election. Members may not succeed themselves on the committee without at least one year intervening.

1989/90 Members: Diana Dyal, Jane Hoyt, Malcolm Lodwick, Inge Starr, Lisa Stephen

*Senate Library Committee:

The Senate Library Committee is given charges each fiscal year from the University Senate Committee on the Library. FY89 charges: monitor the budgetary needs of the KU Libraries, including acquisitions, salaries, and staffing (standing charge); investigate the possibility of extending library hours comparable to that of other universities during peak demand periods; explore methods of educating the university community about the significance of libraries to the teaching and research functions of the university and to the fact that libraries should get very high priority in the allocation of funds; investigate ongoing national efforts to subsidize foreign library purchases and/or to secure domestic publishers for expensive scientific periodicals; monitor funding, staffing and the timetable for the retroconversion catalogue project for the new science library; monitor progress and implementation of the new on-line catalogue; study the possibility of joining an international computer network, e.g. BITNET, for the purpose of facilitating interlibrary loans; coordinate the implementation of on-line catalogue and joining international computer network with the Senate Committee on Academic Computing and Computer Facilities; investigate the status and staffing of collections outside the print medium, e.g. the archives of recorded sound; monitor the efforts by some of the Regents institutions to adopt a specialized acquisitions system and share materials via some electronic network; investigate the possibility of utilizing new data storage and retrieval systems, e.g. optical disks, to enhance the library's role as a campus center for statistical information which serves the teaching and research needs of the university; keep or lift library budgets; report on how Copy Card is working. Classified Conference Executive Committee shall appoint 1 member for each fiscal year.

1989/90 Term: Channette Kirby

*Orientation Committee:

Due to the newness of this committee, a formal charge has yet to be established. It is in association with Library Faculty Assembly for the benefit of new staff. Classified membership shall consist of two representatives appointed for one year terms by the Executive Board (one from a branch and one from Watson).

1989/90 Members: Bayliss Harsh
Carmen Orth

* Complete membership of committees in association with the LFA can be found in the October 12, 1989 FYI.
CLASSIFIED VACANCY

The Science Library has announced the availability of a half-time Office Assistant III position with the following responsibilities: 1) select and prepare serials for binding; 2) assist in the repair and preservation of Science Library materials; 3) provide reference service at assigned times; 4) process new, incoming serials. Minimum Qualifications: One year of clerical work experience. Strongly Preferred: accurate typing skills; ability to interact effectively with library patrons and staff. Preferred: familiarity with KU serials and science reference sources; ability to maintain accuracy and attention to detail while working with a large-scale flow of materials; demonstrated ability to work independently. The Office Assistant III classification is funded at salary range 13 on the State Civil Service salary scale, at a beginning annual rate of $7,662 (half-time rate). Library staff interested in applying for this position should contact Rex Hargis, 4-3601, by 5:00 p.m. Wednesday, December 6th. 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

PERSONNEL

Carole Dibben has been appointed as a full-time Office Assistant III in the Serials Department, effective November 18th. Carole worked previously for the Physics and Astronomy Department at K.U. She has a B.A. degree from Emporia State University and is enrolled in the graduate library school program there. Carole replaces Mary Lumley.

Deborah Hodges has been appointed as a full-time Program Assistant with the Regents Center Library, effective November 27th. Debbie was previously employed by K.U. Libraries in the Science Library and Cataloging Department from 1975 to 1985. Most recently, Debbie has been employed as a Librarian by Black & Veatch Engineers-Architects in Kansas City.

Debbie replaces Roy Olausson.

Sandy Gilliland

ASSISTANT DEAN INTERVIEW SCHEDULES

All staff are encouraged to participate in the interviews for the position of Assistant Dean for Technical Services. Several meetings have been scheduled for various staff groups, including an Open Meeting during which the candidates will give a 15-20 minute presentation on a topic of their choice. A summary of the interview schedules for the three candidates is as follows:

Day 1
8:30 Meeting with Jim Ranz
9:30 Meeting with Tech. Services Department Heads
12:00 Lunch, Adams Alumni Center
1:30 Meeting with Search Committee

Day 2
8:30 Meeting with Sandra Gilliland
9:30 Open Meeting with Library Staff
10:00 Meeting with Technical Services Staff
11:00 Meeting with Collection Development Council

Continued next page
Day 1, continued

3:00 Meeting with Public Service Department Heads
4:00 Tour (Jim Ranz)

Day 2, continued

12:00 Lunch, Adams Alumni Center
1:30 Meeting with Mary Hawkins, Nancy Jaeger, John Miller, Sandra Gilliland
2:30 Meeting with Search Committee
4:00 Meeting with Jim Ranz

The first interview will be held November 30th and December 1st; the second interview is scheduled for December 6th and 7th; and the third interview will be held December 11th and 12th. Please contact Ruth Miller, 4-3601, for a complete copy of the interview schedules and candidates' resumes. Sandy Gilliland

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 5:00 p.m., Tuesday, December 12. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

CLASSIFIED STAFF MAXIMUM VACATION ACCUMULATIONS

As a reminder, maximum vacation accumulations for classified staff were announced in a recent issue of FYI. Classified staff who are near or over the maximum accumulation must use the amount of vacation that is over the maximum or it will be lost. Contact Sandy Gilliland or Ruth Miller if you have any questions.

Sandy Gilliland

HOLIDAYS FOR 1990

Attached to this issue of FYI is a listing of the State holidays for calendar year 1990, for all classified staff. Unclassified staff and librarians may also observe these same holidays, except the Veteran's Day holiday. As a reminder, classified staff who are required to work on an official holiday will earn compensatory time off at the rate of 1½ hours for each hour worked, not to exceed 12 holiday compensatory time hours. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

AGENDA FOR LFA MEETING, TUESDAY, DEC. 5TH

Today (Tuesday, Nov. 28th) I received a call from Professor Ron Francisco of the Political Science Department, who has been elected Chair of the Search Committee for Dean of Libraries, to say that input from throughout the University is being solicited for writing the job description for Dean of Libraries. All input on this particular phase of the search process must be received by him no later than Tuesday afternoon, December 5th. If the LFA as a body is to discuss the required and preferred qualifications we would like the Search Committee to seek in candidates, it will have to be done at our already-scheduled meeting on this Tuesday morning, Dec. 5th, at 9:30 in the Watson conference rooms. (This is a change from previous plans, which were to have the meeting on Wednesday the 6th. That date was already taken by the Saff Development trip to Kansas City and also by the first day of interviews for the second candidate for Asst. Dean for Technical Services.)

The Executive Committee is aware that other issues of old business have not yet been fully discussed. However, the sense of those to whom we have talked is that input into the Search Committee is the most important issue presently facing the LFA. Therefore, the order of the agenda for the meeting will be as follows:

I. Discussion of desired qualifications for the next Dean of Libraries, to be led by the four LFA members on the Search Committee (D. Dandridge, S. Brandt, M. Roach, and Rachel Miller).

If time permits:
II. Continuation of the discussion of the issues of non-tenure-track unclassified professionals.
III. Staff Development issues.

Since the meetings of the Search Committee are closed and their deliberations confidential, this may be the best chance for library faculty interested in having an influence on the selection of the next Dean to do so. All librarians and other LFA members are urged to attend, even if you have not regularly attended LFA meetings in the past.

Rob Melton

VOLUNTEER NEEDED FOR BUDGET & PLANNING COMMITTEE

Due to Dan Barkley's resignation, a vacancy for an LFA member exists on the LFA Budget & Planning Committee. The term is just for the remainder of this fiscal year, but the person selected could volunteer to serve a full two-year term afterwards. The Budget & Planning Committee has been given the charge of gathering information on all planning activities going on in the Libraries, whether by the library administration, by various committees (LFA, administrative, Classified, CDC, etc.), or by individual departments, and make this information available in the form of a report. It is anticipated that this report will help future LFA committees in planning issues but would also be a valuable document for the new Dean and Assistant Dean. Persons interested in being considered for this vacancy, please let me know.

Rob Melton

"INTRODUCTION TO OFFICE" SESSIONS

Administrative User Services (AUS) staff will be conducting 2-hour demonstrations of the OFFICE scheduling and electronic mail system in the computer center auditorium at the following times: 2-4 p.m., Thursday, Nov. 30; 10-12 a.m., Friday, Dec. 8; and 2-4 p.m., Tuesday, Dec. 12. No signup is necessary for these sessions. OFFICE is a local adaptation of IBM's PROFS system that is gradually being installed at all Regents Center institutions. It operates on the VM computer and will be available to all library staff with VM accounts (see announcement in the Nov. 17 FYI). AUS staff will also conduct half-day OFFICE training sessions next semester that library staff can attend. We will announce the dates and times when AUS officially schedules the sessions.

John Miller

RECENT CICS SYSTEM DOWNTIME

Circulation, the online catalog, and other library systems have been down an unusual amount over the last several weeks. There have been some software problems, some hardware failures, and some problems with power outages. Perhaps the largest number have occurred during testing in preparation for the consolidation of KU-Lawrence and KU-Med administrative computing at the Lawrence computer center. This involves installing a new host operating system (VM/XA) on the Lawrence Computer as well as installing upgrades of the MVS operating system and of CICS itself. The consolidation is to be complete by the end of this fiscal year, so this testing is temporary. Many of the other problems have been coincidental, so there is no reason to expect that we will continue to have so much down time. There always will be some downtime, however, no matter how good the system and the personnel, so it is always best to be prepared for it. If you are dealing with complaints from the public, my personal opinion is that there is no reason to be apologetic. Just explain that there is a problem with the general system, that staff at the computer center are working on it, and it will be fixed as soon as possible.

John Miller

INSTALLATION OF NEW TERMINALS STILL ON HOLD

The new staff terminals and public online catalog terminals to be installed in Watson and the branches are still awaiting work to be done by the Telecommunications Department. We have been told that this work will not be begun before the second week of December at the earliest. This is obviously much later than all of us had hoped, but there is really nothing that could have been done about it. Once the telecommunications work is completed, the rest of the installations should occur quickly.

John Miller
Beginning this week, computer center customer services staff will begin assembling and installing microcomputers for the library. These will gradually be delivered to the various departments over the next few weeks. In almost all cases, the machine delivered will be a Zenith 286 micro (an AT-clone) operating at 12 MHz with a 28-millisecond 40-megabyte hard drive, a 3 1/2-inch high density (1.44 megabyte) floppy drive, a 5 1/4-inch high density (1.2 megabyte) floppy drive, a Microsoft mouse, 1 parallel port for a printer, 2 serial ports, and a very good flat-tension-mask Zenith VGA color monitor.

With the exception of DOS 3.3+ and a few related utility programs, the micros will be delivered without installed software. You receive software for the mouse and also Microsoft Windows, but those will not be installed unless you need them (there are instructions on how to install them). I did set up a number of utility subdirectories on each machine for DOS, for system drivers, for batch files, and for some other utility programs. This includes the installation of the ANSI.SYS screen driver that sets up the default colors for the monitor and automatically displays a sample menu. The defaults can be changed by altering the CONFIG.SYS and AUTOEXEC.BAT files.

The only cooperative software purchase planned at this time is for the current version of WordPerfect through its School Software Program. No one will be forced to use WordPerfect, but we are getting enough copies that anyone who wishes to use it may do so. There will be a limited number of manuals, however, since we must purchase them separately. We hope to get enough for at least one per branch or department. The purchase of other software is up to individuals or departments. Kermit (a telecommunications and file transfer program) is available free of charge if anyone wants it and will be especially useful if a micro is later connected to the campus packet-switch network.

As soon as a number of micros are delivered and set up, I will begin to hold informal demonstration and question/answer sessions for anyone who wishes to find out a little more about DOS and how these microcomputers work. These will not be formal training sessions, but I hope attendees will be able to make a start at learning about DOS and about using a hard disk. If these are successful, I will continue with topical sessions throughout next year. For those who wish more formal training, be reminded that the computer center offers for a fee a full range of workshops on DOS, WordPerfect, and other applications. There is no shortcut to any of this and there is no substitute for reading and experimenting. Each micro will be accompanied by a set of manuals, including a manual describing the microcomputer itself, and large manuals dealing with DOS, and a DOS quick reference guide. There are also a number of good introductions to DOS available in the OREAD Bookstore and elsewhere.

John Miller
THANKS TO THE CUSTODIAN WHO CLEANED THE "FRIDGE"

A million thanks go to Mylas, 4th floor custodian for cleaning the staff lounge refrigerator. One person became sick while trying to clean it out — that's how bad it was!

Please keep your food current. If you clean out continuously what you've put in, perhaps it won't get that bad again. Thanks. Ruth Miller

KULSA HOLIDAY SPONSORSHIP UPDATES

A reminder that there are collection boxes in Cataloging in Watson and the staff room of the Science Library for food, clothing and gifts for the family KULSA is sponsoring for the holidays through Penn House. (See last week's FYI for sizes of requested clothing for each family member.) There is now a box, too, in the Spencer Library staff room. Call Shelley in SPLAT (4-3351) or Judith Emde in Retrocon (4-3038) if you will monitor a box in another branch. If you wish to donate cash for this effort, please give it to Shelley or Judith, or make a check out to either one. We will use any donated money to buy clothing or gifts so that each family member receives one of each, and grocery certificates for a holiday meal. Thanks for your help. Shelley Miller & Judith Emde

ATTACHMENT

Official list of 1990 Calendar Year Holidays.
MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: David Lewin, Director of Personnel Services

SUBJECT: Holidays for 1990 Calendar Year

Governor Hayden has designated the following days during 1990 as holidays for State employees.

New Year's  Monday, January 1, 1990
Martin Luther King Day  Monday, January 15, 1990
Memorial Day  Monday, May 28, 1990
Independence Day  Wednesday, July 4, 1990
Labor Day  Monday, September 3, 1990
Veteran's Day  Monday, November 12, 1990
Thanksgiving  Thursday, November 22, 1990 & Friday, November 23, 1990
Christmas  Monday, December 24, 1990 & Tuesday, December 25, 1990

Discretionary Day

The "discretionary day" is an additional day with pay, provided eligible classified and unclassified employees for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice.

Martin Luther King Day has been designated as an academic as well as a State holiday; consequently, departments should either be closed, or staffed at reduced levels such as those maintained on Independence or Labor Day. With respect to Veteran's Day, the Board of Regents has determined that because classes are in session on that day, unclassified employees of the Regents' institutions will not observe this holiday.

Consistent with the needs of departments, classified employees may choose to, or be asked to, work on a holiday. Those classified employees who work on a holiday may accrue compensatory time for later use.
PERSONNEL

Suzanne Tronier, Cataloging Librarian, has announced her resignation effective December 17th. Suzanne joined the Libraries staff in December 1986. Since 1987 she has headed the Science retrospective conversion project. Suzanne has accepted a position as Head of Automated Processing with the University of Washington Libraries, Seattle. 

Sandy Gilliland

ASSISTANT DEAN INTERVIEWS

Please note a correction to the announcement in last week's FYI concerning the Open Meeting for all library staff: the correct time for the Open Meeting is 9:00 a.m. on Day 2.

Sandy Gilliland

TIME CARD DEADLINE REMINDER

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 5:00 p.m., Tuesday, December 12. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

SPRING SEMESTER LIBRARY HOURS

Attached is the schedule of library hours for the spring semester, beginning with the first day of classes and ending with summer session enrollment. This schedule incorporates certain library location changes, as well as longer hours for opening for Documents and Maps. Operative dates are the following:

- First day of classes: Thursday, January 18
- Spring break: Sunday, March 11, through Sunday, March 18
- Last day of classes: Saturday, May 5
- Final exam period: Tuesday, May 8, through Thursday, May 17
- Commencement: Sunday, May 20
- Memorial Day: Monday, May 28
- Summer enrollment: Monday, June 4

If you have corrections or changes to report, whether now or later in the semester, please notify me (4-3601).

Mary Hawkins

LIBRARY STAFF TELEPHONE DIRECTORY

A new Library telephone directory is attached. Science is now listed as Anschutz Science Library. Phone numbers for specific Science Library staff are listed individually by staff name. If there are any corrections, please call me (4-3601).

Ruth Miller

CLASSIFIED CONFERENCE GENERAL MEETING ANNOUNCED

All classified employees should plan to attend the next general meeting of the classified conference. It will be Thursday, December 14, from 1:00 until 2:30. The agenda includes: committee reports, dean search committee report, An Equal Opportunity/Affirmative Action Employer
nominations for officers and representatives (think about who you would want to do what and what you would want to do yourself!), and discussion with Dean Ranz on the food and drink proposal. Food and drink will be provided by your Exec Board members.

Lars Leon

TIME OF LFA GENERAL MEETING CHANGED

Due to a scheduling conflict with the conference rooms and a Cataloging Dept. meeting, the time of the next LFA general meeting has been changed from Wednesday the 13th to Monday the 18th at 9:30 in rooms A & B. The agenda for this meeting will include continuing discussion of the issues concerning non-tenure-track unclassified professionals and staff development issues. Please bring the copy of the recommendations of the Dean's ad-hoc Committee on Unclassified Professional Staff, which were photocopied and sent to you several weeks ago, to this meeting. A copy of the complete report of the committee can be examined at the Reference Desk in Watson.

Rob Melton

CHANGE IN "INTRODUCTION TO OFFICE" WORKSHOP TIMES

The times for the two remaining "Introduction to Office" workshops given by Administrative User Services have been changed from those announced in last week's FYI. The times are as follows: 10-12 a.m., Friday, December 8; and 3-5 p.m., Tuesday, December 12. Both sessions are in the Computer Center auditorium.

John Miller

BUDGET & PLANNING VOLUNTEER NEEDED

Because I forgot to announce it at the general meeting on Tuesday, we are extending the deadline until Monday the 11th at 9:30 a.m. for any LFA member interested in serving the remainder of this year on the Budget & Planning committee to let me know.

Rob Melton

LET IT SNOW...

Attached is the University's Inclement Weather Policy describing procedures to follow in the event of severe weather situations which prevent one from arriving to work on time or at all. Please contact Sandy Gilliland if you have any questions concerning this policy.

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR FOR DECEMBER

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

Sandy Gilliland

REHEARSAL FOR THE KULSA CHOIR ANNOUNCED

Rehearsals for the choir for the Library Holiday party will begin Tuesday, December 12 at 2 p.m. in the staff lounge. We need singers and ideas for musical selections. Please try to attend.

Brad Eden

RUTH FAUHL RECUPERATING FROM SURGERY

The Library was sorry to learn that Ruth Fauhl, who recently retired from the Libraries, was injured when struck by a car last week. Ruth is recuperating following hip surgery at Lawrence Memorial Hospital, and is in Room 307.

Mary Hawkins
Orientation Committee
Meeting of 10/17/89

Present: Norma Bishop, Judith Emde, Sandy Gilliland, Bayliss Harsh, Carmen Orth-Alfie

The minutes of the 10/10/89 meeting were amended and approved.

JE reminded us of the Brown Bag on Oct. 19. We need to arrive early to help prepare the room for Barb Gaeddert's slide presentation.

JE presented a letter that was sent to our committee from the Personnel Committee. They requested that we provide new staff information about organizations such as ALA, KLA, SLA, and CULS. We discussed ways that we could help all staff become better informed about these groups. JE suggested that we put together information on these groups to hand out to new staff members, along with including some of this information in the Orientation File. JE and BH will work on this in the future.

The Orientation File, the box of information SG gives to new staff members, was discussed. We decided we want to have information in this file for unclassified staff, faculty, and classified staff. BH will be in charge of updating the file with classified information, SG will cover general information, and SH will cover faculty information. We will, therefore, be adding to the file continually. The committee will examine the file thoroughly twice a year.

Our next meeting will be Nov. 1, at 1:30.

Submitted by Bayliss Harsh.
Orientation Committee
Meeting of October 30, 1989

Present: Norma Bishop, Judith Emde, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

"The Box" was discussed. It was decided to rename it the Orientation File. Subdivisions within the file will be for LFA, Continuing Education, Campus Information, Library Information, Library Guides, Community Information and University Publications. Bayliss Harsh suggested that we need to make it easily available for those who are, for any reason, unable to look at the file when offered, so that they will be able to peruse it later.

The agenda for CULS Conference was passed around.

The informal luncheon for new people has been scheduled for Monday, November 6, in Parlors A and B of the Union (5th floor). Lunches will be brought or purchased in the cafeteria. It was generally agreed that the new people responded more enthusiastically to this opportunity to meet with a few people informally than they have to any orientation effort so far. We considered and revised the luncheon invitation and Carmen Orth-Alfie offered to handwrite it.

Judith Emde suggested that we should set up a schedule for the inter-library tours. Susan Hitchens said the Music Library takes about 45 minutes. We discussed whether all libraries could be covered in one day. Bayliss suggested we arrange the tours in two-hour segments over several days. It was thought that most supervisors would be willing to release their new people for these tours since they would provide long-range educational benefits.

It was decided that the best time to show the Preservation slide shows would be about the third week into each semester. We could present four different showings, two in Watson and two in the new science library. Spencer Research has also been mentioned as a possible location. Supervisors will be encouraged to make these showings mandatory for their student assistants and new staff members, and a sign-up sheet could be passed around at each showing to keep track of attendance and of students' hours. At this time we would like to announce to all supervisors the availability of the slide tape programs and that the Orientation Committee will be responsible for showing them. The first of these presentations will be in February, 1990. They are:

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

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

The next meeting will be Monday, November 13, at 1:30 pm.

Submitted by Norma Bishop
Personnel Committee Minutes  

November 15, 1989

Present: Janet Revenew, chair; Verna Froese, Susan Hamilton, Pat Wittry, Janet Anderson-Story

A letter was drafted to Sandy Gilliland requesting information concerning the food and drink issue.

The availability of keys was discussed. The library position is such that the issue was deferred and the situation will be addressed as needed.

J. Anderson-Story was to draft a letter to Lars Leon congratulating him on his appointment to the search committee for the new Dean. It was to include a request that informal meetings be held after each committee meeting in order for the Classified Conference to receive a synopsis of the meetings and give Lars feedback in regard to future meetings.

The meeting adjourned until the next day in order to discuss the review of unclassified professional staff document.

November 16, 1989

All present.

A letter was drafted to Dean Ranz expressing the committee’s support for "The Report and Recommendations for Review of Unclassified Professional Staff".

LFA EXECUTIVE COMMITTEE: MINUTES  
November 20, 1989


I. Draft of letter to Dean Ranz on service and research evaluation committee vote: Exec jointly drafted a letter to the Dean advising him of the outcome of the vote at the November 8 LFA general meeting, in which the membership approved an ad hoc evaluation committee to be comprised of one librarian from each rank.

II. Appointment of ad hoc service and research evaluation committee: there had been no volunteers among the LFA membership. Rob Melton suggested appointing the three representatives on the Executive Committee (Kathy Snell, Paulette DiFilippo, Marilyn Clark) as the ad hoc evaluation committee. Other members of Exec present concurred.

III. Status of Unclassified Professional Staff (non-tenure track): Rob Melton conveyed the Dean's views on the issue as he expressed them at a meeting with Rob last week.

Submitted by Mike Biggins
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 agency will be doing outside advertising for this position. Not restricted to 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, December 8, 1989.

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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<tr>
<td>JOHNSON COUNTY</td>
<td>*Real Estate Specialist</td>
<td>Kelly White (913) 296-3411 Kansas Real Estate Commission</td>
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<td>KANSAS CITY</td>
<td>*Dietetic Technician</td>
<td>Sherri Jacobs (913) 588-5086 University of Kansas Medical Center</td>
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<td>*Histotechnology</td>
<td>Sherri Jacobs (913) 588-5086 University of Kansas Medical Center</td>
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<td>SHAWNEE</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>TOPEKA</td>
<td>*Administrative Officer II</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>*Assistant Director for Medical Services (Health Officer II - Unclassified)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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**TOPEKA (cont.)**

| R-16 | Equipment Operator II | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-35 | *Executive Manager (Director of Mental Retardation) | Elaine Schlink (913) 296-3471 Department of Social and Rehabilitation Services Mental Health and Retardation Services |
| R-11 | Office Assistant II (Typing) | Lisa Bryan (913) 296-3146 Department of Administration Division of Accounts and Reports |
| R-13 | Office Assistant III (Typing) | Ginny McCord (913) 296-4171 Board of Agriculture |
| R-18 | Office Supervisor | Ginny McCord (913) 296-4171 Board of Agriculture |

Successful applicant will be able to exhibit specific examples of: mastery of office automation (micro computer), techniques, supervision, to include positive discipline and customer relation skills and aptitudes.

<p>| R-15 | *Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) | Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center |
| R-24 | *Pharmacist I | |
| R-21 | *Psychologist I | |
| R-28 | *Psychologist IV | |
| R-25 | *Registered Nurse III (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) | |</p>
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**Written Examinations Offered:** Cook, Food Service Supervisor I & II, General Maintenance & Repair Tech. I & II

**Written & Performance Examinations:** Keyboard Operator I & II, Secretary I & II

**Unassembled Examinations Offered:** Dietitian I & II, Medical Tech I, Painter
MEMORANDUM

To: Vice Chancellors, University Directors, Deans, Chairpersons and Directors

From: Judith A. Ramaley, Executive Vice Chancellor

Subject: Inclement weather policy and procedures for cancelling classes

Inclement Weather Policy

If the Governor, Chancellor or Executive Vice Chancellor declares an inclement weather emergency, employees will, for the announced time period, be granted administrative leave with pay to cover late arrival or early departure or inability to report to work.

In general, the University cannot close because of snow or other inclement weather. And, as a condition of their employment, employees are expected to be at work during their regular times. However, severe weather may sometimes delay or prevent employees' travel to work or necessitate their leaving work early. In such a situation, the Governor, the Chancellor or the Executive Vice Chancellor may declare an emergency. Any such declaration will be communicated via area news media (after 6:15 a.m.), the Personnel Services Dial-a-Job line (864-4623, after 5:30 a.m.), the Information Center (864-3506) and campus "calling trees" (during the workday).

Although no employee will be charged leave time for any period covered by a declaration of inclement weather, those unable to report for work are expected to notify their departments in a timely fashion. Directors and chairpersons must determine the staffing requirements for their units to insure the maintenance of essential programs and activities.

Procedures for Cancelling Classes or Curtailing Other Operations

Whenever weather conditions and forecasts suggest that travel in the Lawrence area could become hazardous, the following steps will be taken to decide whether classes will be held as scheduled or other operations of the University will be curtailed:

1. The University Police will, with the Lawrence Police, the Highway Patrol, other law enforcement agencies and the National Weather Service, monitor street and road conditions and assess the likelihood that severe weather will continue. Facilities Operations will assist, as necessary, with the routing of emergency vehicles, etc.
2. By 5:00 a.m., Facilities Operations will report to the University Director of Support Services about street and parking lot conditions on and near campus. The University Director and the Police will then discuss local and regional weather conditions and anticipated changes.

3. The University Director of Support Services will share this information with the Executive Vice Chancellor and make recommendations.

4. The Executive Vice Chancellor will consult the Vice Chancellor for Academic Affairs and other administrators to decide whether to cancel classes or to curtail other activities.

5. By 6:00 a.m., the Executive Vice Chancellor or the Chancellor will decide what to do.

6. The Executive Vice Chancellor or a designate will inform University Relations of the decision.

7. As soon as possible, University Relations will notify the Information Center and the news media, including those in Lawrence, Leavenworth, Kansas City, Ottawa and Topeka. Additionally, a message will be placed on the Personnel Services Dial-a-Job line by 6:30 a.m.

8. Should severe weather develop during the course of a workday, the administration will follow these same procedures to decide whether to dismiss employees early or to cancel afternoon or evening classes. In addition, Personnel Services will issue a "calling tree" for the notifying of staff.

10. Each department will include in their plans the means by which critical 24-hour-a-day, 7-day-a-week operations are to be staffed so that inclement weather will not affect them.

JAR:nbi

cc: Personnel-Related Staff
Supervisors

Dean James Ranz
University Libraries
502 Watson Library
UNIVERSITY OF KANSAS LIBRARIES SPRING SCHEDULE OF HOURS: JANUARY 18 - JUNE 4, 1990

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<th>LIBRARY</th>
<th>HOURS DURING CLASS HOLIDAYS</th>
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<td>309C Watson</td>
<td>864-24715</td>
<td>224 Spencer Library</td>
<td>448 Murphy</td>
<td>9900 Overland Park, KS</td>
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<td><em>special collections</em> (864-1843)</td>
<td>Mon - Fri 8:30am-4:30pm</td>
<td>Saturday 9am-noon</td>
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<td>GOVERNMENT DOCUMENTS &amp; MAPS</td>
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<td>(864-4662)</td>
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| HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED. PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.
UNCLASSIFIED VACANCY

Librarian, a half-time continuing position responsible for map and government document cataloging on OCLC, map and government document reference work, collection development, assists with student supervision. Requires ALA-MLS; experience or recent library school training in modern cataloging practices including knowledge of AACR2 and MARC tagging; strong interpersonal, organizational and communication skills. Strongly prefer: background in geography, cartography, and remote sensing; experience in organization, processing and reference work with maps and government documents. Prefer: OCLC experience with map format; working knowledge of one or more foreign languages; familiarity with current trends, issues and computer applications relevant to documents and maps. Salary: $10,250-$11,750 dependent upon qualifications. Excellent benefits. Application Deadline: Applications postmarked by December 29, 1989 will be given first consideration. Applications will be reviewed monthly thereafter until position is filled or until February 28, 1990. To apply, submit letter of application, resume, copies of graduate and undergraduate transcripts and names of three references to Sandra Gilliland, University of Kansas Libraries, Lawrence, KS 66045-2800.

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

ASSISTANT DEAN SEARCH FEEDBACK REQUESTED

Library staff who were able to meet candidates for the Assistant Dean position are requested to submit their assessment of the candidates' qualifications in writing to the Search Committee, c/o Sandra Gilliland, 502 Watson Library. Please have your comments to Sandy by 5:00 p.m. Monday, December 18th. Thanks to all for taking the time to attend the interviews and for providing your comments.

Sandy Gilliland

ART LIBRARY INTERN SELECTION

Mary Rosenbloom, Reference Librarian, has been selected for the Art and Architecture Library Internship. The Internship was established due to Susan Craig's sabbatical leave scheduled for the Spring 1990 semester. Mary will assist in the overall management of the Art and Architecture Library during Susan's absence and will provide reference assistance to patrons. She will also have some responsibility for collection development. Although Mary's training has already begun, the Internship begins January 2, 1990 and continues through August 3rd. Mary will spend up to 50% of her time in the Art and Architecture Library during these months. Thanks again to everyone who expressed an interest in the Internship.

Sandy Gilliland

STUDENT PAYCHECKS FOR JANUARY 1

If you have students that are leaving for the break and will be unable to pick up their paychecks, have them give me a stamped, self-addressed envelope and I will mail them out.

Rex Hargis

An Equal Opportunity/Affirmative Action Employer
STUDENT MONTHLY VACANCY ANNOUNCEMENT

The Kansas Collection has announced a temporary (Spring semester only) part-time student monthly position described on the attached flier.  Sandy Gilliland

STUDENT PAYROLL/EMPLOYMENT TRAINING SESSIONS

Please call Ruth Miller, 4-3601, no later than December 15 and let her know which one of the two sessions you wish to attend — Tuesday, January 9th, 2-4 pm or Wednesday, January 10, 9-11 a.m.  Rex Hargis

ANNOUNCEMENT OF SOME HOURS CHANGES DURING HOLIDAY BREAK

Kansas Collection will be closed on December 26.  Becky Schulte

The Howey Reading Room Break Hours:

CLOSED from Saturday, Dec. 23rd through Sunday, Jan. 7th.

OPEN: 8am-noon and 1pm-5pm Monday, Jan. 8th through Wednesday, Jan. 17th.

Regular hours will resume Thursday, January 18th.  Cherrie Saile

BIRTH ANNOUNCEMENT

John and Stephanie Lynch are the proud parents of a new son, David Stewart Lynch, who was born Wednesday, December 13th, weighing in at 7 lbs. 14 oz.  (John Lynch is a Library Assistant I in the Cataloging Department.) All are doing well. Congratulations!  Sandy Gilliland

KULSA HOLIDAY SPONSORSHIP UPDATE

A final reminder that collection boxes are available in Cataloging in Watson and the staff rooms of the Science and Spencer libraries for food, clothing, and gifts for the family that KULSA is sponsoring for the holidays through Penn House.  Penn House recommends that we provide at least one new article of clothing for each family member, a holiday gift, and food or grocery certificates for a holiday meal.

If you would like to donate clothing, please keep the following measurements in mind:

Mon: size 40 tops and sweaters
Dad: size XL shirts; 34 (waist) x 33 (length) pants
Daughter, 16: large shirts, sweaters; size 7 Jr. jeans
Daughter, 15: XL women's tops; women's size 11 jeans
Son, 13: XL men's shirts; 36 (waist) x 30 (length) pants
Daughter, 10: medium T-shirt size; size 5 Jr. jeans

No other specific gifts were requested, but games and records were mentioned by Penn House.

If you wish to donate cash, please give to Shelley or Judith or make a check out to either.  We will purchase clothing and gifts for each member of the family if none has been donated and grocery certificates for a holiday meal.  If you want to contribute towards this effort, please bring your donation to the collection boxes or Shelley or Judith by Monday, December 18th.  Everything collected and purchased will be taken to Penn House on Tuesday.

Again, this activity is completely voluntary.  Thank you for contributing to this effort if you want to.  Judith Emde & Shelley Miller

KULSA HOLIDAY PARTY UPDATE

The Holiday party is next week, December 21st, so dig out your favorite recipe.  If you can pour punch, help with food cleanup, etc., call LeAnn Weller (4-3866) or Sherry Hawkins (4-4661).  If you'd rather help decorate the West reading room or clean up decorations afterwards, call Marilyn Landon (4-3038).  KULSA holiday party invitation is attached.  Annie Williams
The University of Kansas

University Libraries

TEMPORARY GRADUATE STUDENT MONTHLY POSITION ANNOUNCEMENT

The Kansas Collection
Spencer Research Library

AVAILABILITY: Half-time (50%), available January 2, 1990 through June 30, 1990 (six months only)

DUTIES: Assists the Photo-Archivist in processing, organizing, and describing the historical photograph collections, including the use of a micro-computer; processes photograph requests; assists in the darkroom with archival printing of glass plate negatives; assists with photograph reference questions.

REQUIREMENTS: Experience in processing, cataloging, and preserving photographs in an archival setting; basic knowledge of photography; demonstrated ability to work independently; good written and oral communication skills; graduate student status.

PREFERRED: Experience in archival printing of negatives; experience with micro-computers.

MONTHLY SALARY: $600 - $800 dependent upon qualifications

APPLICATION DEADLINE: Applications must be received by 5:00 p.m. Monday, Dec. 18, 1989.

TO APPLY: Submit application form to: Nicolette Bromberg, Photo-Archivist
The Kansas Collection
Spencer Research Library, 2nd Level
Campus

APPLICATION FORMS ARE AVAILABLE FROM THE KANSAS COLLECTION REFERENCE DESK

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, AGE, NATIONAL ORIGIN, ANCESTRY, VETERAN STATUS
LFA EXECUTIVE COMMITTEE: MINUTES
December 4, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.

Minutes of the November 20 meeting of Exec were approved with revisions.
Dan Barkley's resignation from the Budget & Planning Committee was accepted. One LFA member had already volunteered to replace him. Exec will issue a call for other volunteers.

I. Charge to Budget & Planning (B&P): A revised draft of the new charge to B&P, requesting the committee to prepare an overview of the library's working committees, was distributed and discussed. Some members of Exec felt the wording of the draft charge was broad, and that B&P should be assured that its end-product may be a concise descriptive overview of planning activities in the libraries.

II. Draft of letter to Staff Development Committee: Rob Melton had prepared the draft, concerning LFA's and Staff Development's policy on individuals' requests for money to support work-related or professional travel. The letter as approved by Exec advised Staff Development not to refer individuals to the administrative office for extra support; however, it included a suggestion to Staff Development that, in rare cases when professional travel could be construed as being necessary and beneficial to the library as a whole, individuals could apply through administrative channels for such support.

III. Proposed food and drink policy for Watson: Constituents had asked Exec to take up the issue, but the committee determined that such a policy, affecting as it does all library employees, was not an issue of LFA governance. It was noted that Dean Ranz had already asked that any concerned Watson staff members respond to the proposal in writing.

IV. Agenda of December 5 general meeting: the meeting primarily would be devoted to discussion of desiderata for a new Dean of Libraries. LFA members of the search committee will report on the committee's progress and solicit proposals for selection criteria from the LFA membership. December 5 is also the deadline for university-wide input before the job description is finalized. In order to provide for discussion of old business, a back-up general meeting was scheduled for Wednesday, December 13, at 9:30 a.m.

The next meeting of Exec was scheduled for Monday, December 11, at 10:00 a.m.

Submitted by Mike Biggins
LFA GENERAL MEETING: MINUTES
December 5, 1989


Rob Melton called the meeting to order at 9:35 a.m.

Minutes of the previous general meeting (November 8), published in the November 18 FYI, were approved.

Nancy Burich announced that Deborah Hodges had recently been hired as a program assistant at the Regents Center library.

The meeting was devoted to discussion of the search for a new Dean of Libraries. The four LFA members of the search committee (Sandra Brandt, Deborah Dandridge, Rachel Miller, Mary Roach) were present to report on the committee’s progress, to hear members’ preferences for the criteria to be used in the search, and if possible to come to a sense of the meeting on those criteria and represent them at future sessions of the search committee. Prof. Ron Francisco, chair of the search committee, had set December 5 as the deadline for outside suggestions before the committee formulates a position description.

Mary Roach reported on the search committee’s first meeting. The committee would probably invite five candidates for interviews, then settle on the three candidates most acceptable to all members. The files of these three preferred candidates would then be forwarded to the university administration for the final selection.

Sandra Brandt reported that the search committee would probably be obliged to maintain absolute confidentiality about its proceedings, although that policy had not yet been finalized.

Search committee members reported that, because of time constraints, the position might not be advertised in some of the standard journals of librarianship. However, LFA members expressed a strong preference for advertising as widely and intensively as possible, even if this meant adding a month to the search committee’s schedule.

For the remainder of the meeting members discussed the required and preferred qualifications that they would like to see established for the position.

A follow-up general meeting for discussion of old LFA business was scheduled for Wednesday, December 13, at 9:30 a.m. in the Watson fifth-floor conference rooms.*

Submitted by Mike Biggins
*This meeting was later rescheduled for Monday, December 18, at 9:30 a.m., due to scheduling conflicts.
MINUTES, Classified Conference Executive Board  
December 1, 1989

Committee Reports: The Budget and Planning committee has met twice, once with LFA. They are eager to meet with any committee which deals with any part of the budget or planning process. The Personnel committee has compiled a list of committees with classified representation, as well as a list of group representatives and officers of the Executive Board. This was published in the FYI. The Personnel committee gave a copy to the New Staff Orientation committee and asked them to keep it updated and distributed to new staff members. Several letters have been written by the Personnel committee. (1) Prior to the distribution of the food and drink proposal, the Personnel committee wrote to Sandy Gilliland asking for more information about the proposal. (2) Lars Leon was encouraged to keep classified staff informed about every step in selecting the new Dean of Libraries and to actively seek classified staff input. (3) Dean Ranz received a letter supporting the recommendations regarding the unclassified professionals.

Dean Search Committee: The Dean Search Committee has met and is in the process of writing the job description, including the candidate's duties and required/preferred qualifications. The Executive Board brainstormed on this question. Lars discussed the process this search will follow. After interviewing several candidates, the search committee will narrow the list to those they feel would make the most capable Dean of Libraries. Del Brinkman will select one of these individuals and recommend him/her to Judith Ramaley. They hope to have the position filled by July 1, 1990.

Food and Drink: Classified staff are encouraged to use this opportunity for input. Dean Ranz will accept letters with comments or suggestions regarding the food and drink proposal until December 31. He has also agreed to come to the next Classified Conference general meeting, so bring your input to that meeting, but also get that letter written!

General Meeting: The next general meeting is scheduled for December 14 from 1:00 to 2:30 p.m. in the administrative conference rooms. Items on the agenda include:
- Committee reports
- Food and drink—Dean Ranz, special guest
- Dean search committee
- Officer and representative nominations

The Executive Board will provide refreshments. See you there!

Verna Froese  
Secretary  
Classified Conference
To: Professional Development Committee  
From: A. Mason, SC, KSRL  
Subject: Report on Rare Books Conference at Cambridge  
Date: 3 December 1989

With the assistance of the Professional Development Committee, I attended the four-day conference "Markets for Books and Manuscripts: The Trade in Antiquarian Materials Past and Present", held at Cambridge University at the beginning of September.

Sponsored by the ACRL Rare Books and Manuscripts Section, the Rare Books Group of the Library Association (U.K.), and the Manuscripts Advisory Committee of SCONUL (the Standing Committee of National and University Libraries), the conference took place at Newnham College and various venues at Cambridge University.

Approximately 175 American and 50 British special collections librarians as well as some 50 antiquarian booksellers participated in the conference. Formal papers were presented by Nicolas Barker, Richard Landon, and Jean Viardot on the beginnings of the book trade; by Lotte Hellinga, Christopher de Hamel and Felix Oyens on the trade in early books and manuscripts; by Robin Alston, Joan Winterkorn, Giles Barber and Marcus McCorison on 19th century developments; and by Anthony Rota and Thomas Staley on the 20th trade. A panel (Roger Gaskell, Barbara Grigor-Taylor, Lord John Kerr, and Brian Lake) discussed the British antiquarian book trade while Pierre Beres, Frieder Kocher-Benzing, Mitsuo Nitta, Nicholas Poole-Wilson and Stephen Weissman considered the international trade.

I was involved in fringe meetings (small working meetings not announced as part of the conference but arranged by interested participants) on rare books cataloguing standards and security. Both of these were well-attended, the first by librarians from the United States, Wales, Scotland, England and both northern and southern Ireland, the second by librarians and antiquarian booksellers from both sides of the Atlantic. Discussion was, after a slow start, lively and some ground was laid for further communication.

Discussion at the security meeting was dominated by the American librarians and the British booksellers. The British librarians appeared reluctant to consider the matter, to the evident frustration of the booksellers who have made great steps toward the establishment of a computerized database of stolen materials and a more effective "telephone-tree" for notification of thefts. I fear it may take a major, publicly visible misfortune to bring the librarians into co-operation, as it did in the United States.

Altogether, it was a most worthwhile conference, with one of the greatest gains being a greater understanding of each others' problems and each other's concerns. The British librarians were surprised at our ignorance of European library affairs—none of us had had any idea that USMARC was being used in Germany, for example. We were surprised to find that, although the senior people in United Kingdom librarianship are very active in international affairs, librarians on the cataloguer level had not previously got together to talk about the problems of rare books cataloguing in the age of the machine-readable catalogue. It seemed that this conference may have been a beginning for them in talking together as well as in talking with us. They do not seem to have had as ready a forum in their Rare Books Group as we enjoy in RBMS but there appeared to be a good deal of interest in continuing the communication which has begun. We hope that this interest will extend across the Atlantic so that we may carry on the dialogue.
**PROMOTION AND TRANSFER LIST**

**DECEMBER 12, 1989**

OFFICE OF THE DEAN

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

December 11, 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, December 15, 1989.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-25</td>
<td>Registered Nurse III</td>
<td>Jo Ann Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<tr>
<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<td></td>
<td>Office Assistant IV</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<td>R-21</td>
<td>Equipment Mechanic II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-13</td>
<td>Accountant II</td>
<td>Carla Roth (913) 296-6213</td>
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<td>Department of Commerce</td>
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<td>R-23</td>
<td>Assistant Director for Medical Services (Health Officer II - Unclassified)</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-28</td>
<td>Auditor II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-13</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-16</td>
<td>Engineering Technician II (2 Positions)</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Engineer Technician III (Statewide Travel) (2 Positions)</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<td>R-19</td>
<td>Engineering Technician IV (2 Positions)</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<tr>
<td>R-35</td>
<td>Executive Manager (Director of Mental Retardation)</td>
<td>Elaine Schlink (913) 296-3471</td>
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<td>Department of Social and Rehabilitation Services</td>
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<td>Mental Health and Rehabilitation Services</td>
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<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>R-23</td>
<td>Management Analyst II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>R-11</td>
<td>Office Assistant II</td>
<td>Jo Ann Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<td>R-18</td>
<td>Office Supervisor</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>R-15</td>
<td>Secretary II</td>
<td>Elaine Schlink (913) 296-3471</td>
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<td>Department of Social and Rehabilitation Services</td>
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<td>Mental Retardation Services</td>
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<td>R-13</td>
<td>Storekeeper II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<tr>
<td>R-22</td>
<td>Youth Service Director</td>
<td>Linda Kraus (913) 296-3936</td>
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<td>Youth Center at Topeka</td>
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</tbody>
</table>

**KANSAS CITY**

| R-16 | Engineering Technician III | Mike Ramirez (913) 296-3721 |
|      | Department of Transportation |

| R-13 | Accountant II | Lynn George (913) 854-4942 |
|      | The University of Kansas |

| R-13 | Engineering Technician II | Mike Ramirez (913) 296-3721 |
|      | Department of Transportation |

| R-25 | Registered Nurse III | Jo Ann Moran (913) 296-1290 |
|      | Department of Health and Environment |

**OAKLEY**

| R-13 | Engineer Technician II | Mike Ramirez (913) 296-3721 |
|      | Department of Transportation |

**EQUAL OPPORTUNITY EMPLOYER**

(Continued On Back)
You are invited to attend KULSA's Holiday Party
to be held in the
West Reading Room, Watson Library
on Thursday, December 21, 1989
from 2:30pm to 4:00pm
(Program begins at 3:00pm)
Student assistants welcome
CLASSIFIED VACANCY

Due to Janet Mears' resignation (see PERSONNEL below) the Library Administrative Office is accepting applications for a full-time Accountant I position. (This position was reclassified effective December 16th from its previous rank of Office Assistant IV.) Responsibilities of this position include: 1) procurement activities; 2) inventory; 3) restricted use funds; 4) reports and statistics; 5) equipment purchases and records management; 6) supervision/resource activities.

The State of Kansas requires the following minimum qualifications for the Accountant I classification: completion of 20 semester hours of study in business education or business administration with at least six semester hours in accounting. One year of professional level experience in accounting may be substituted for the required education. Preferred selection criteria: Degree in business/accounting or equivalent experience in a large operation; knowledge of BACIS accounting system and Kansas state laws and payment procedures; knowledge of University ordering and payment procedures; familiarity with computer recordskeeping, preferably dBase III plus and Lotus 1-2-3; demonstrated ability to work effectively with people; good oral and written communication skills; ability to work independently; ability to work under pressure and to handle work-related stress.

The Accountant I classification is funded at salary range 19 on the State Civil Service Salary Scale, at a beginning annual salary of $20,544. Library staff interested in applying for this vacancy should contact Rex Hargis, 4-3601, by 5:00 p.m. Friday, January 5, 1989. A copy of the position description is on file in the Library Office for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Janet Mears has announced her resignation effective January 1, 1990. Janet has been an Office Assistant IV in the Library Office since December 9, 1987. She has accepted a position in the University Comptroller’s Office.

1989 DISCRETIONARY HOLIDAY/MAXIMUM VACATION ACCUMULATIONS

As a reminder, the Discretionary Holiday for 1989 must be used by December 31, 1989 or it will be lost. Classified staff are also reminded to check their vacation leave balances and schedule vacation leave usage before January 17, 1990 if their balances are over the maximum (as announced in the Nov. 16th issue of FYI). Contact Ruth Miller or Sandy Gilliland if you have any questions.

FALL ’89 STUDENT EMPLOYMENT APPLICATIONS

Please send all Student Employment Applications (SFA-2) that you have received for jobs advertised during this fall semester to me no later than December 27th.

Rex Hargis

An Equal Opportunity/Affirmative Action Employer
STUDENT EMPLOYMENT/PAYROLL TRAINING SESSIONS

Contrary to popular belief, it is not too late to sign up for one of these sessions. One is being held on Tuesday, January 9, from 2:00-4:00, and the other is being held on Wednesday, January 10, from 9:00-11:00. Please call Ruth Miller at 4-3601 and let her know which one you prefer.

Rex Hargis

CORRECTION ON HOWEY READING ROOM BREAK HOURS

CLOSED from Saturday, December 23 through Sunday, January 7;
8:00am-12:00noon and 1:00-5:00pm (Monday–Friday) from Monday, January 8 through Wednesday, January 17.
Regular hours resume Thursday, January 18.

Cherrie Saile

ALSO, Bindery Preparation and Repair will be closed from December 25th through Jan. 1st.

Joyce Elliott

BOOKS IN PRINT PLUS MOVED

Books in Print Plus, the compact-disc version of BIP, has been moved out of the Reference Department, and can now be found in Acquisitions. Reference has returned to the tried and true paper format, which was found to be more convenient for patron's quick look-ups. Reference has the author, title, and subject volumes.

Mary Rosenbloom

CONGRATULATIONS

Congratulations to Meg Winchell, whose edition and translation (with Gerald Mikkelsen) of Siberia on Fire, a selection of short fiction of Valentin Rasputin, was reviewed on the front page of Sunday's New York Times Book Review. John Dunlop, a fellow at the Hoover Institute, called the quality of the translations "uniformly high, an impressive achievement when one considers the obstacles involved in rendering Siberian peasant patios into readable American English".

Rob Melton

THANKS

THANKS to everyone for helping KULSA sponsor a Lawrence family's holiday. We delivered grocery certificates for Checkers and Food 4 Less ($250), donated groceries, toiletries, clothing and gifts, and certificates for Walmart ($15 for each person) to Penn House today. We decided not to guess about gift preferences for the family, and hope that each member will find something they like for the holidays with these certificates. Every family member received clothing and an individual or shared gift from what we collected in the KULSA boxes in Watson and branch libraries. Thank you again for your generous response!

Shelley Miller & Judith Emde

ATTACHMENTS

State Promotion and Transfer List; Minutes of Classified Conference General 12/14/89 meeting.
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, December 22, 1989.
**TOPEKA (cont.)**

| R-29 | Environmental Engineer III (Several Positions) (Special Project Unclassified) (Forbes Field) |
| R-29 | Environmental Geologist II (Several Positions) (Special Project Unclassified) (Forbes Field) |
| R-19 | Environmental Technician III (2 Positions) (Special Project Unclassified) (Forbes Field) |
| R-24 | Geologist I (Special Project Unclassified) (Forbes Field) |
| R-23 | Occupational Therapist I (Step G) |
| R-11 | Office Assistant II (Typing) |
| R-18 | Office Specialist |
| R-20 | Programmer I (Interim) |
| R-26 | Psychologist II (50% Position) (Requires PhD in clinical/counseling psychology including completion of APA approved clinical/counseling internship) |
| R-27 | Psychologist III |
| R-22/25 | Registered Nurse II/III (3:00 p.m. to 11:00 p.m. Shift) |
| R-13 | Secretary I |
| R-15 | Secretary II |
| R-17 | Secretary III (Dictation) |

**WINFIELD**

| R-15 | Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) |
| R-24 | Pharmacist I |
| R-21 | Psychologist I |
| R-28 | Psychologist IV |
| R-25 | Registered Nurse III (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.) |

Lonnie Loudabarger (913) 296-5928
Department of Health and Environment

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
Committee Reports: The Staff Development committee has co-sponsored an orientation brown bag lunch with the New Staff Orientation committee. They also arranged the tour to the Dyches and Linda Hall libraries. They are planning a speaker's series. Budget and Planning members are involved in interviews with all professional staff. They are trying to determine which library committees are involved in some area of the planning process. They would also like similar information from the classified staff. Any committee having a role in the planning process was asked to contact any member of the Budget and Planning committee. The Personnel committee has sent letters (1) requesting more information about the food and drink proposal, (2) supporting the recommendations for unclassified professionals, and (3) requesting frequent updates from Lars on the status of the Dean's Search Committee. Judith Ramaley will be speaking at the next meeting of the Classified Senate on Wednesday, December 20. The topic will be long-range planning.

Dean's Search Committee: The final job description will be written at the meeting on December 15. The announcement must be approved by the Office of Affirmative Action before it can be submitted for publication. The announcement must reach the professional journals by the first week in January in order to get into the next issue. After several candidates have been interviewed, the search committee will recommend three individuals to Brinkman; Brinkman will recommend one to Ramaley. Members were asked to contact Lars if they had any questions they would like to have included in the interview.

Microcomputer Classes: Planning will resume in January.

Elections: Nominations were taken from the floor for president, vice-president, and secretary. Additional nominations for officers as well as nominations for group representatives will be sought by group representatives. Ballots will be out by December 22 and will be due back on January 5, 1990.

Food and Drink: Dean Ranz spoke about his perspective on this proposal and encouraged discussion from those present.

Verna Proese
Secretary
Classified Conference
UNCLASSIFIED VACANCY

Attached to this issue of FYI is a copy of the vacancy announcement for the Dean of Libraries position. S. Gilliland

PERSONNEL

John Lynch will transfer to the Anschutz Science Library as a half-time Office Assistant III effective January 18th. John is currently employed in the Cataloging Department. He replaces Wanda Lowe. S. Gilliland

CIRCULATION PLANNING COMMITTEE AND OPEN MEETING

The Library Automation Committee will host an open meeting from 10:30 to noon on Thursday, Jan. 18 in Watson conference room A to solicit staff ideas and opinions on a redesign of the current circulation system. Please see the more lengthy description and announcement "Planning a New Circulation System" attached to this FYI. J. Miller

JOHN MILLER UNAVAILABLE

I will be out of town from January 2 through January 10. J. Miller

KULSA

Many thanks to everyone who helped make the holiday party a great success. Be sure to read Kendall's paraphrase of the Twelve Days of Christmas in the attachments to this FYI.

Ruth Fauhll will be staying with her daughter while Ruth's hip mends. Her address is: 103 North Franklin, Topeka, Ks 66606. A. Williams

ATTACHMENTS

Attached to this issue of FYI are: Dean of Libraries vacancy announcement; the LFA's response to recommendations concerning Unclassified Professional Staff; paraphrase of the Twelve Days of Christmas; "Planning a New Circulation System...". S. Gilliland

HAPPY NEW YEAR!

An Equal Opportunity/Affirmative Action Employer
Dear Dean Ranz,

At its general meeting on December 18th, the membership of LFA in attendance voted to support the general recommendations of the report from the Committee on Unclassified Professional Staff submitted to you in June. Although there may be ramifications (legal or affirmative action, for example) to these suggestions of which you are more aware than we, the following actions could be taken:

All positions should be reviewed immediately to determine whether the tasks and the general nature of each position could be legitimately reclassified as either a Civil Service position, a tenure-track library faculty position, or an Unclassified Academic Staff position (e.g., Specialist or Curator). We recommend that a library administrative committee be appointed by you to undertake this review, and that it include at least one tenure-track librarian, at least one Civil Service staff person, the Assistant to the Dean for Personnel, and at least one additional (i.e., other than Sandy Gilliland) staff member with the rank of Program Assistant/Associate, and any others, including yourself, you wish. After this review, we would anticipate that only a few positions would remain in the Program Assistant or Program Associate category.

Incumbents in positions which are determined to be true Civil Service positions could be given the option of being switched to the Civil Service rank deemed appropriate by the committee for their positions. If they choose not to be switched, they would remain in their present job classification indefinitely, with the prospect of later promotion from Program Assistant to Program Associate. When vacancies occur in these positions, however, they would be reclassified into the Civil Service ranks.

Incumbents in positions whose level of responsibility is determined to be of a professional nature could be given the following options: 1) They may remain indefinitely in their present job titles and could be eligible for promotion to Program Associate; 2) They could request reclassification of the position to an appropriate Unclassified Academic Staff title, which may provide them with greater opportunities for participation in University governance, more appropriate recognition of their skills and work in the Libraries, and more adequate compensation; or 3) They could request reclassification of the position to a tenure-track title. When vacancies occur in these positions identified as professional, we urge that they be advertised as tenure-track positions.

Finally, we recommend that the library administration take whatever precautions it can to avoid the perpetuation of the situation which has led to inappropriate use of the unclassified professional non-tenure track category of positions. We strongly advise against the inappropriate use of this category for any new or newly-opened positions in the Libraries and urge the administration to develop library-wide policies and guidelines for the (hopefully limited) use of this category.

Sincerely yours,

Rob Melton, Chair
Library Faculty Assembly
DEAN OF LIBRARIES

University of Kansas

The University of Kansas invites nominations and applications for the position of Dean of Libraries for the Lawrence campus. The Libraries constitute a major academic and research resource supporting 25,000 students and 1,300 faculty. They are a vital part of the intellectual life in Lawrence, a diverse community of 50,000 set in the rolling hills of northeast Kansas, 40 minutes from Kansas City. University collections comprise approximately 2.5 million volumes and 22,000 current serial titles. The Dean oversees a budget of $10 million and a staff of 60 professional librarians, 95 paraprofessionals and 250 part-time students.

The Libraries recently received a $6.5 million acquisitions endowment, part of the University's current $177 million capital campaign. A new $14 million science library joins a system of new or renovated library buildings, including the Spencer Research Library, a special collections and archives facility.

The University of Kansas is an ARL member and a full OCLC participant. Other automated functions include serials and circulation systems, a freely accessible online public catalog with full authority control, and the INNOVACQ acquisitions system. The University is committed to continued development of automation and information access.

Duties and Responsibilities

The Dean reflects the academic centrality of the Libraries. Responsibilities include planning, formulating and implementing goals and objectives, fund raising, managing personnel, budgets, facilities, services and collections. As a member of the Dean's Council, reporting to the chief academic officer of the University, the Dean participates in academic planning and serves as liaison with academic and administrative units and with other institutions.

Qualifications and Requirements

Candidates must have an M.L.S. degree from an ALA-accredited university or its equivalent and a minimum of five years of senior administrative experience in an academic research library.

Preferred qualifications include an additional advanced degree and evidence of:

-- commitment to the teaching, research, and service missions of the University;

-- leadership and collegial management skills;
-- commitment to the application of modern technologies for enhancing services and collections;

-- awareness of the major issues affecting academic research libraries and the skills to formulate solutions;

-- ability to communicate effectively with diverse constituencies;

-- ability to build strategies for public and private funding at the university, state and national levels;

-- commitment to staff development;

-- commitment to the preservation of library materials;

-- commitment to Affirmative Action and equal opportunity.

Nominations and applications should include a letter summarizing qualifications for the position. Applicants should also provide a resume. Salary will be commensurate with qualifications and experience and competitive with other major research universities. Nominations and applications received by February 20, 1990 will be given first consideration. Nominations and applications will be accepted until the position is filled, but no later than May 31, 1990. Write to:

Ronald A. Francisco, Chair
Library Dean Search Committee
Office of Academic Affairs
129 Strong Hall
University of Kansas
Lawrence, KS 66045-1515

An Equal Opportunity/Affirmative Action Employer. Applications are sought from all qualified people regardless of race, religion, color, sex, disability, veteran status, national origin, age, or ancestry.
On the first day of finals
All the kids that work in Circ.
Called in sick and couldn't shelve in the stacks.

On the second day of finals,
all the students went to Circ.
Said, "Our papers' due today
and we can't find a book in the stacks."

On the third day of finals,
Kathleen Neeley called up Circ.
Said, "We've run out of room
For the R's and S's
so you've got to take them back in your stacks.

On the fourth day of finals, Mary Hawkins came to Circ.
Asked them "How's the backlog growing,
When will it be over,
Do you need some help
Then went and shelved one book out in the stacks.

On the fifth day of finals, Rachel Miller called up Circ.,
Saying "I can't find John.
I've looked everywhere,
Checked every door that has a lock.
Do you think he might be lost out in your stacks?"

On the sixth day of finals, Dan Barkley called up Circ.
Asked if they had empty booktrucks.
They told him no.
They laughed in his face and said
"If you want empty trucks,
then you'd better come and shelve out in the stacks."

On the seventh day of finals, Lorraine Moore called up to Circ.
Said, "I've got new catalogers.
They are just the best,
and they've done it all.
Twenty-four year hold, Lippincott, and brieflisted too,
and you've got to shelve it all out in your stacks.

On the eighth day of finals, Lars Leon came up to Circ.
Said he wanted their opinion,
'bout the new proposal
for no food or drink.
They threw things at him -
all their empty cans,
their lunch,
the refrigerator, too -
then they went and ate and drank out in the stacks.
On the ninth day of finals, all the frat rats came to Circ.
In their spiffy little outfits,
Whining and complaining -
"What gives you the right to
Tell us to be quiet?"
Someone had complained
about the food and drink
and noise out on the mezzanine
So they sent them off to sleep out in the stacks.

On the tenth day of finals, the Chancellor called the Dean.
Said, "I hear you've got a problem,
Running out of room and
can't hire extra students.
Well, we have no funding,
state's run out of money
So we can't build Hoch.
Hope you can survive for twenty
years or maybe more.
But I'm sure you can find room out in your stacks.

On the eleventh day of finals, the Dean called down to Circ.
Said, "I've had a call from Budig.
Says we've got no money,
hopes that we can manage,
see it as a challenge, rise to the occasion.
I'm not waiting till July.
I'm getting out of here right now
I don't care what you do,
just as long as you find room out in the stacks.

On the twelfth day of finals, the bookdrop overflowed.
Janet quit her job,
Norma, she retired,
Gary went to Vegas,
Greg, he joined a commune,
Brenda ran out screaming,
Victor called in sick, and
Bayliss overslept, so
Kendall, she went home
leaving ninety thousand books
to be reshelved in fourteen days,
so I say to you

'Merry Christmas to all, and to all...
This is the season for loving and caring,
for giving and sharing,
for volunteering...

Won't you please come help them shelve out in the stacks!!
Planning a New Circulation System: Open Meeting and Creation of a Planning Task Force

The Library Automation Committee has decided to create a task force to work on the principles, functions, and design of a new circulation system. It recognizes that this is a large project, affecting not only the main circulation department and circulation staff in the branches, but also staff in almost all other departments of the library. It also recognizes the work done by an ad hoc group led by Kendall Simmons over the last year in describing many functional requirements for much of a proposed new system. It is therefore important to begin the general planning process, incorporating what has already been done but expanding it to look at connections to other library systems and to overall goals to be achieved with a new system.

The Committee wishes to make it very clear that the creation of this task force does not mean that a new circulation system is the libraries' next automation project or to imply that actual programming work will begin at a certain time. The creation of the task force at this time is more a recognition of the size of the task and the necessity of getting on with the planning. The task force will be given a specific charge by the Committee prior to commencing work. The task force will be responsible for making recommendations to the Committee which in turn will make recommendations to the Dean.

The following staff have agreed to serve on the task force: Sarah Couch, Susan Craig, Gaele Gillespie, Bayliss Harsh, Mary Hawkins, Annamarie Hill, Kathleen Neeley, Mary Roach, Rich Ring, Kendall Simmons, and John Miller, chair.

Before actually beginning the work of the task force, the Committee wishes to spend some time and effort talking about system goals and principles within a broader library context. The first step will be an open meeting in Watson Conference Room A on Thursday, Jan. 18 from 10:30 to noon (with a possible overflow the following Thursday) to discuss at least the following three issues:

1) Integration of the circulation system with the existing cataloging, serials, and online catalog systems. In particular, what should the record structure be? Who, cataloging and/or circulation, should control the identifying data elements? Which current redundancies should be eliminated and which, if any, should be retained? To give one gordian-knot-like example, who determines the caption for a serial volume designation when the current circ record, the label on the piece, the serials holdings record, and the cataloging record may all have different ideas to offer?

2) Centralization versus decentralization. Many functions in the current system were designed to make sure that certain activities could be performed only at a particular location. Should this continue? What functional goals do we want to achieve in a new system to make everyone’s life easier in this general area?
specialized staff. Third, the renovated Hoch Auditorium, projected to open in summer of 1994, will house a working library, not a remote storage facility. While Hoch planning is not finished, it is known that documents and maps will be there and that the New Science Library will be adjacent. Given the relationship of these collections, it is believed that better service will result if social sciences are located there rather than humanities. Fourth, in the case of Dewey collections, reclassification is preferred to simple conversion because a single-sequence collection yields better public service. Reclassification would require remarking, however, and would also require either shifting, to integrate reclassed Deweys with existing LCs, or the creation of a temporary, out-of-sequence holding location in Watson until Hoch opens. Some transfers may also result. But the cataloging costs should be the same because in either reclassification or simple conversion the books must be physically examined since in most cases existing Dewey shelflist cards alone provide inadequate bibliographic information.