**FYI**

University of Kansas Libraries

Number 1050 January 4, 1990

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

**TIME CARD DEADLINE**

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 12:00 noon, Monday, January 15. 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/PAYROLL TRAINING SESSIONS**

As a reminder, the training sessions will be held from 2:00 p.m. - 4:00 p.m. Tuesday, January 9, and from 9:00 a.m. - 11:00 a.m. Wednesday, January 10. Please bring your Student Employment Procedures Manual with you to the sessions.

Rex Hargis

**REVISED SCHEDULE OF SPRING LIBRARY HOURS**

Attached is a revised schedule of library hours. The two changes in the schedule are 1) the inclusion of March 10 as a date on which the Fines Office will be closed, and 2) a clarification that Watson Library's Reference Desk will not be staffed on March 10, 11, and 17. The attached schedule supersedes the one issued 12/7/89, which should be discarded.

Mary Hawkins

**CLASSIFIED CONFERENCE BALLOTTING**

Ballots are now being distributed by your representative for officers and area representatives for the Classified Conference. The ballots will be due Tuesday, January 9 at 5:00 p.m. They should be returned to Lars (Acquisitions) by then. Your representative might want to collect all the ballots before then and send them in as a group. If you have not received your ballot by the end of Thursday, January 4, please call your representative, Lars, or Verna. Thank you.

Lars Leon

**BROWN BAG ON BENEFITS**

The LFA Salary and Benefits committee is sponsoring a brown bag luncheon from 12:00 noon - 1:00 p.m. Thursday, January 18 in Watson Conference Room A, Level 5. The committee will present information on the University's disability insurance, including general information about the current plan, loopholes in coverage, options for improving coverage, and strategies for further action. The committee will also allow time for discussion of other benefits. All library staff are invited to attend.

Ken Lohrentz

**MARTIN LUTHER KING, JR. HOLIDAY/EVENTS**

Monday, January 15th is Martin Luther King, Jr. Day. According to the Fall 1989 Schedule of Hours, all Library departments with the exception of the Anschutz Science Library will be closed (please refer to the Schedule for a complete listing of hours).

According to a recent memo from Executive Vice Chancellor Ramaley, several events are planned locally and on campus including a banquet featuring Martin Luther King, III as guest speaker, on Saturday, January 13 at 6:00 p.m. For additional information, please refer to Dr. Ramaley's memo, attached. S. Gilliland

(Continued)
DEPARTMENT OF PERSONNEL SERVICES FIRST QUARTER TRAINING SCHEDULE

Attached to this issue of FYI is a copy of the Personnel Department's training schedule for the months of January, February and March. Call 864-4946 to register. As a reminder, these workshops are open to all University staff.

S. Gilliland

ATTACHMENTS

Attached to this issue of FYI is the Spring Schedule of Hours, Personnel Services Training Calendar, Dr. Ramaley's memo regarding Events honoring Martin Luther King, Jr.

S. Gilliland
MEMORANDUM

To: All Members of the University Community

From: Judith A. Ramaley, Executive Vice Chancellor

Subject: Events honoring Martin Luther King, Jr.

As you know, January 15, 1990, is Martin Luther King, Jr. Day. A three-day celebration is planned, including events on and off the campus, highlighted by the appearance of Martin Luther King III, the second of Coretta Scott and Martin Luther King's four children.

I am providing information now in the hope that you will be better able to plan your participation. I would also like to wish you well in your end-of-semester activities and convey my wishes for a happy holiday season.

Saturday, January 13

6:00 - 8:00 p.m. Banquet, Kansas Union Ballroom

8:00 p.m. Guest Speaker, Martin Luther King III
Kansas Union Ballroom

Tickets for the banquet and speaker are $20.00. For the speaker only, adults are being asked to pay $10.00; K-12 students will be admitted free. Tickets are available from the Office of Minority Affairs, 324 Strong; phone number, 4-4351. Ask for Marshall Jackson, Thomas Herrera or Nina Gordon.

Sunday, January 14

6:00 p.m. Musical Program
Central Junior High School Auditorium
1400 Massachusetts

Monday, January 15

12:00 noon Martin Luther King, Jr., Birthday Holiday
Commemorative Service
First Regular Missionary Baptist Church
1646 Vermont

The Musical Program and Commemorative Service are free and open to the public.
THE UNIVERSITY OF KANSAS

DEPARTMENT OF PERSONNEL SERVICES

STAFF TRAINING & DEVELOPMENT

1990

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FOR RESERVATIONS, CALL 4-4946.
PLEASE GET YOUR SUPERVISOR'S APPROVAL TO PARTICIPATE IN PROGRAMS.

An Equal Opportunity/Affirmative Action Employer
# UNIVERSITY OF KANSAS LIBRARIES SPRING SCHEDULE OF HOURS: JANUARY 18 - JUNE 4, 1990

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<td>ART &amp; ARCHITECTURE LIBRARY</td>
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**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

PHONE THE LIBRARY OR THE UNIVERSITY INFORMATION CENTER: 864-3506.
PERSONNEL

The library automation staff is complete since the arrival of Patrick Kingsbury (December 18) and Barbara Michaels (January 2).

Patrick received a B.A. in Chinese History from Hampshire College and an M.L.S. from the University of California at Berkeley. He spent a year in Taiwan, and has since had varied library experience, including programming. Until he joined our staff he was a Systems Librarian at Washington University, supporting their NOTIS system. Originally from Nebraska, he welcomes a return to the true Mid-West. Pat's phone number at the Computer Center is 4-0223.

Barbara received her B.A. in Liberal Arts from Marquette University and her M.L.S. from the University of Wisconsin at Madison. She has completed a great deal of computer science coursework, and has previously held a programming job. Her varied library experience includes stints in public and special libraries. Prior to her joining our staff she was a social sciences reference librarian in the Orange County, Florida, Public Library. Barbara's phone number at the Computer Center is 4-0218.

Please welcome Barbara and Patrick to the University community. Annamarie Hill

Stan Goldstein has announced his resignation effective January 19th. Stan has been employed as an Office Assistant III in the Cataloging Department since October, 1987. He and his family are moving to Washington. Sandy Gilliland

Wanda Dyer has been appointed as a Library Assistant I in the Cataloging Department, effective January 8th. Wanda was employed previously by the Kansas City Public Library and University of Missouri at Kansas City Library. She holds a B.S. degree in Zoology from UMKC. Wanda replaces Brad Eden. Sandy Gilliland

CORRECTION ON TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 12:00 noon, Tuesday, January 16th. 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

CIRCULATION SYSTEM PLANNING—OPEN MEETING

Please be reminded of the open meeting to discuss a redesign of the circulation system. It will occur on Thursday, Jan. 18 from 10:30 to noon in Watson's conference room A. See the December 28 FYI for more details. John Miller

BROWN BAG ON BENEFITS

The LFA Salary and Benefits committee is sponsoring a brown bag luncheon from 12-1 p.m. on Thursday, Jan. 18, in conference room A. The committee will present information on university disability insurance, including general information about the current plan, loopholes in coverage, options for improving coverage, and strategies for further action. The committee will also allow time for discussion of other benefits. All library staff are invited to attend. Ken Lohrentz

An Equal Opportunity/Affirmative Action Employer
GOVERNMENT DOCUMENTS AND MAPS TO OPEN IN MALOTT HALL

As of Tuesday, January 16, Government Documents and Maps will open in quarters on the sixth floor of Malott Hall. Library staff and patrons from outside Malott should use Malott's north elevator to reach the department. Malott's south elevators will not provide access to the department, since a wall has now been erected between the sixth floor's south side and the north side (which houses Documents and Maps). Phone numbers for Documents and Maps remain the same, but the department's normal hours of opening will be extended beginning January 18, when the hours will be 8am-10pm Monday through Thursday, 8am-5pm Friday, 9am-5pm Saturday, and 1pm-10pm Sunday. Hours January 16 and 17 will be 8am-5pm.

Mary Hawkins

CLASSIFIED CONFERENCE VOTING RESULTS

The officers for 1990 will be:

- President - Rex Hargis
- Vice President - Kerry Bower
- Secretary - Verna Froese and Jane Hoyt
- Group Representatives:
  - Group I - Janet Revenew
  - Group II - Linda Evans
  - Group II alternate - Penny Donaldson
  - Group III - Carole Dibben
  - Group III alternate - Lois Bauer
  - Group IV - Janet Anderson-Story
  - Group IV alternate - Brenda Owens
  - Group V - Pat Wittry
  - Group V alternate - Verna Froese
  - Group VI/VII - Kerry Bower, Brad Eden
  - Group VIII - Sue Hewitt
  - Group VIII alternate - Andi Kounas
  - Group IX - Inge Starr

Thank you to everyone who ran and voted. Rex will be calling an Executive Board Meeting for old and new members soon.

Lars Leon

RECLASSIFICATIONS OF CIVIL SERVICE POSITIONS

The following reclassifications have been approved for a December 18, 1989 effective date: Penny Donaldson, ILS, Office Assistant III to Library Assistant I; Tahirih Thompson, Cataloging, Library Assistant I to Library Assistant II; Norma Bishop, Circulation, Library Assistant I to Library Assistant II; Joanna Traxler, Acquisitions, Office Assistant II to Library Assistant I. In addition, the Office Assistant IV position in the Library Administrative Office (previously held by Janet Mears) has been reclassified to Accountant I, as announced in a previous FYI. Reclassification approved for January 18, 1990: Jo Nell Proctor, Library Administrative Office, Accountant I to Accountant II.

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR FOR JANUARY

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

Sandy Gilliland

CONGRATULATIONS!

Congratulations to Sherry Hawkins, who received her MLS degree on December 16 from the School of Library and Information Management at Emporia State University. Sherry is head of the Watson Microforms Department and works at the Watson Reference Desk.

Jim Neeley
January 1990

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

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<td>Keyboard Operator I&amp;II</td>
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<td>Office Assistant II &amp; III</td>
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<td>Keyboard Operator I &amp; II</td>
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<td>Keyboard Operator I &amp; II</td>
<td>Secretary I &amp; II</td>
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<td>Office Assistant II &amp; III</td>
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<td>Secretary I &amp; II</td>
<td>Keyboard Operator I &amp; II</td>
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</table>

WRITTEN EXAMINATIONS OFFERED: Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II, Library Assistant I & II.

WRITTEN & PERFORMANCE EXAMINATIONS: Keyboard Operator I & II, Secretary I & II.

UNASSEMBLED EXAMINATIONS OFFERED: Vulcanian I & II, Medical Technologist I, Janitor, Plumber I.
# PROMOTION AND TRANSFER LIST

**State of Kansas — Department of Administration**

DIVISION OF PERSONNEL SERVICES

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

TOPEKA, Kansas 66611-1521

913-296-4276

January 8, 1990

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, January 12, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-24</td>
<td>*Geologist I</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</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-18</td>
<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-21</td>
<td>*Biomedical Instrumentation Specialist II (Prefer Anesthesiology Experience)</td>
<td>Kim Bowker (913) 532-6277 Kansas State University Veterinary Medical Center</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-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
</tbody>
</table>

**EQUAL OPPORTUNITY EMPLOYER**

(Continued On Back)

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**TOPEKA**

- Assistant Director for Medical Services (Health Officer II - Unclassified)
- Civil Engineer II
- Civil Engineer III
- Engineering Technician V
- Environmental Engineer III (Several Positions) (Forbes Field) (Special Project - Unclassified)
- Environmental Geologist II (Several Positions) (Forbes Field) (Special Project - Unclassified)
- Equipment Mechanic I
- Industrial Hygienist I
- Keyboard Operator II
- Office Assistant IV (Forbes Field)
- Office Assistant IV (Experience preferred in personnel clerical work)
- Procurement Officer I
- Property Appraiser Trainee (2 Positions)
- Research Analyst V
- Revenue Audit Manager (Submit cover letter, transcript and resume) (Applications accepted until January 16, 1990)
- Right-of-Way Agent II (Statewide Travel)

**CITY**

- Environmental Engineer II (Several Positions) (Forbes Field) (Special Project - Unclassified)
- Environmental Geologist II (Several Positions) (Forbes Field) (Special Project - Unclassified)
- Equipment Mechanic I
- Industrial Hygienist I
- Keyboard Operator II
- Office Assistant IV (Forbes Field)
- Office Assistant IV (Experience preferred in personnel clerical work)
- Procurement Officer I
- Property Appraiser Trainee (2 Positions)
- Research Analyst V
- Revenue Audit Manager (Submit cover letter, transcript and resume) (Applications accepted until January 16, 1990)
- Right-of-Way Agent II (Statewide Travel)
TOPEKA (cont.)

R-35 Transportation Manager III Mike Ramirez (913) 296-3721
(Requires Professional Department of Transportation
Engineer's License)

WAMEGO

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

WICHITA

R-23 *Deputy State Boiler Inspector David Willsie (913) 296-4297
(Unclassified) Department of Human Resources
Industrial Safety and Health

The Division of Industrial Safety and Health seeks a Deputy State Boiler Inspector to perform internal and external safety inspections of boilers used for heating and in-process applications and to determine adherence to applicable codes and statutes. Extensive statewide travel. Successful candidate must have three years experience in high-pressure boiler construction, operation, maintenance and/or inspection. College course work in mechanical engineering and industrial safety desirable. Salary open depending on qualifications. Submit applications to Personnel Office, Department of Human Resources, 401 SW Topeka Boulevard, Topeka, Kansas 66603. Applications accepted through January 31, 1990.

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

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
(11:00 p.m. to 7:00 a.m.)
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.)
**DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS***

**ORIENTATION COMMITTEE TO SPONSOR DOUBLE FEATURE**

Members of the Orientation Committee will be presenting the Library's two slide/tape programs on handling books next month. The programs are: 1) Handling Books in General Collections, (Library of Congress, 10 minutes duration); and 2) The Care and Handling of Books, (Yale University, 28 minutes duration). The schedule for the presentation is as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Feb. 6, Tues.</td>
<td>Anschutz Science Library</td>
<td>11:00-11:45</td>
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<tr>
<td></td>
<td>2nd floor seminar room 202</td>
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<tr>
<td>Feb. 7, Wed.</td>
<td>Anschutz Science Library</td>
<td>3:00-3:45</td>
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<td></td>
<td>2nd floor seminar room 202</td>
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<tr>
<td>Feb. 8, Thurs.</td>
<td>Watson Library</td>
<td>4:00-4:45</td>
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<td></td>
<td>Cataloging conference room</td>
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<tr>
<td>Feb. 9, Fri.</td>
<td>Watson Library</td>
<td>11:30-12:15</td>
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<tr>
<td></td>
<td>Cataloging conference room</td>
<td></td>
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</tbody>
</table>

The Orientation Committee recommends that all new staff members and student assistants attend the presentations. Anyone wishing to attend should contact Ruth Miller at 4-3601 and sign up for a particular session. Attendance at this session will be considered as regular work time. Committee members will note the presence of all student assistants and later notify supervisors of their attendance.

Please announce this schedule of presentations to your student assistants.

**OUT-OF-STATE TRAVEL REQUESTS—4TH QUARTER**

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 April, May, or June of 1990, you must submit a request by the deadline, February 15th.

**LOCKED STAFF LOUNGE PROBLEM**

Since the staff lounge has been locked quite a bit lately, a key has been given to the Circulation Dept. to be kept on the emergency key ring. This will allow access to the staff lounge at ALL times for anyone needing to use the facilities. In the meantime, we are trying to find out who keeps locking the door so that we can ask them to stop.

**MUSIC LIBRARY MINI-MOVE**

Staff in the Music Library are in the process of moving ca.2,000-3,000 little-used monographs to storage in open stacks in the Anschutz Science Library. Books on music which haven't circulated in the past 7 years will be transferred in the Libraries' circulation system to Science, and will circulate directly from Science Library shelves. The circulation system will be the most reliable source of current location for these materials, since most of them are older materials with no on-line catalog record. Card catalog records for these items in Watson and Music Library catalogs are not being amended to indicate a change of

An Equal Opportunity/Affirmative Action Employer
location. Please contact a staff member in the Music Library to verify a location of any specific music monograph. This move will not affect the music scores.  

Susan Hitchens

TERMINAL INSTALLATION DELAYS

Installation of staff and public terminals on Watson 2nd and 4th floors and in several branches continues to be delayed by one thing after another. We had been told that most connections would be available after changes made to the system on January 19. Those changes have been delayed by the Computer Center along with all other system changes until after enrollment is completed. The current target is Friday the 26th, meaning terminals would probably not be operational until Monday the 29th. I have complained but do not expect that this date will be moved forward. A few of the branches still require some other work as well, but I do not yet know the exact status of each situation.

John Miller

ASSISTANCE WANTED

I am driving a woman to KU Med Center on Saturdays for dialysis. She is unable to do so herself and has no steady source of rides to rely on.

I am looking for someone to help share the driving. That is, I want help with either driving her in at mid morning or bringing her home at the end of the afternoon, thus relieving me of having to stay at KUMC the whole day.

John Miller

FAREWELL PARTY

All staff members are invited to attend a farewell open house for Suzanne Tronier and Stan Goldstein on Sunday, Jan. 21st, from 2:00 to 5:00 at the home of Judith Emde. Family and friends are also welcome. Feel free to bring your favorite shack. Maps to Judith's house which is south of Lawrence near Wakarusa Valley Elementary School, are available from Judith in Science or Mary Rosenbloom in Watson Reference.

Judith Emde
PERSONNEL

George Gibbs has been appointed as Assistant Dean for Technical Services effective March 18, 1990. Mr. Gibbs is presently Head of the Cataloging Division with the University of California, Los Angeles, a position he has held since 1977. Prior to his appointment with UCLA, Mr. Gibbs was Head of the Original Monographs Cataloging Department with Columbia University Libraries, from 1971-1977. He served as a Descriptive Cataloger with the Library of Congress from 1970-71. Gibbs earned the MSLS degree from Columbia University in 1967; he received a B.A. in English from Duke University in 1966 and has completed coursework for the D.L.S. degree at Columbia University. Gibbs has held various teaching assignments (descriptive cataloging) with Queens College, City University of New York; and UCLA.

The following individuals have been appointed as Cataloging Librarians with the Department of Special Collections O'Hegarty Grant Project: Amy Coddington earned the MLS degree from the University of Iowa in 1988 and a BA degree from Grinnell College in 1987. Margaret Bearse earned the MLS degree from Emporia University in 1989 and has been a volunteer in the Department of Special Collections for the past three years. She earned the BA degree from Rice University in 1963. Michael Readinger earned the MLS degree from Emporia University in 1988 and a BA from St. John's College. He has been employed as Head of the Serials/A-V Media Section with Wichita Public Library.

Leslie McLaughlin and Vickie Truscello has been appointed as Program Assistants with the O'Hegarty Grant Project. Leslie earned a BA degree from Central Methodist College in 1987. She has been a library assistant with the Kansas City Art Institute for two and one-half years. Vickie earned a BA degree from UCLA in 1984 and has library experience with the Morgan Stanley & Co., Inc. Research Library, the Salomon Brothers Corporate Finance Library (both in New York), and with a San Diego law firm.

Kent Lewis, Library Assistant I in the Cataloging Department, RegroCon Unit, has announced his resignation effective February 2, 1990.

A REMINDER

Please send all student evaluations that are due to me as soon as possible. Thanks.

FOREIGN STUDENT EMPLOYMENT ELIGIBILITY

A question was raised in the Student Employment Training Session about the KU Permit to Work for foreign students. This permit is good for the academic year. This means that if a foreign student is issued one of these forms after May 1, it is good until the end of the following year spring semester, if the student does not change employers. Any questions, feel free to call me, 4-3601.

AFFIRMATIVE ACTION SPRING SEMESTER TRAINING SCHEDULE

Attached to this issue of FYI are the Spring 1990 semester workshops offered by the Affirmative Action Office. Call 864-3686 to register.
LEGISLATIVE UPDATE MEETINGS

The University will hold a series of Legislative Update Meetings on Saturday mornings during the 1990 legislative session. These meetings are open to all interested persons. Attached is a copy of the announcement which provides the current schedule for these meetings. Please note that the dates and times are subject to change. Consult the OREAD for the latest information. Sandy Gilliland

REMEMBER—OUT-OF-STATE TRAVEL REQUESTS TO BE TURNED IN

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 April, May, or June of 1990, you must submit a request by the deadline, February 15th. Linda Evans

GRAND OPENING

The staff of the Government Documents and Map Library invites you to the grand opening of our spacious new facility on the 6th floor of Malott. Come explore the caverns of the Map Library, browse the stacks of the unique documents stack area, and marvel at the panorama of the south facade of Wesco from the windows of our inviting reading room. The honour of your presence is cordially requested at 10:30 a.m., Friday, January 26th. Refreshments will be served in our comfortable, well appointed staff room. Donna Koepp

FRIENDS OF THE KU POETRY COLLECTION NEWS

The first reader of 1990 in the Friends of the KU Poetry Collection's second season is Robin Blaser of Vancouver, B.C. Blaser has been active in poetry circles since the 1940's, primarily in the San Francisco Bay area where he studied and lived until moving to Vancouver in 1967. He has just recently retired from the English Department of Simon Fraser University, but it is a delight (although a coincidence) to welcome a former librarian: Blaser worked in libraries at Harvard, the California Historical Society, and at San Francisco State University before becoming a professor but while much of his early but mature poetry was written and published. A copy of his most recent book of poetry, Pell Mell (Toronto: Coach House Press, 1988) has been placed on reserve in Watson.

His reading is at 8:00 p.m. next Wednesday, January 31st, in the Big Eight Room of the Union.

Membership in the Friends of the KU Poetry Collection is only $15.00 per year. Also, signed copies of a broadside poem by each of our six previous poets are available for $5.00 each. These are already being bought by dealers and collectors on both coasts, and supplies are limited. Rob Melton

CONTRIBUTIONS—TAX DEDUCTIBLE

If you contributed toward the Holiday sponsorship of a local family through Penn House with KULSA, and you could use an acknowledgement letter for tax deductibility purposes, contact Shelley Miller in SPLAT (4-3351) and she’ll get a photocopy to you. Penn House sends its thanks to all who participated. 250 Lawrence families were helped with sponsorships like ours this season. Shelley Miller

ATTACHMENTS

Legislative Update Meetings schedule; Affirmative Action Spring Seminars Schedule; Minutes of the following meetings: Orientation Committee, 11/29/89 and 12/6/89; Libraries Committee on Promotion & Tenure, 11/17/89; Budget & Planning Committee, 11/27/89; Salaries and Benefits Committee, 12/14/89; Library Faculty Assembly General, 12/18/89 and Library Faculty Assembly Executive Committee, 12/11/89; and the State Promotion and Transfer List. Ruth Miller
AN OPEN LETTER TO FACULTY AND STAFF

Dear Colleagues:

Again this year, we will hold a series of Legislative Update Meetings during the 1990 Legislature. These meetings were initiated to give all members of the University community an opportunity to stay abreast of legislative developments affecting KU. These are open, public meetings, and I invite you to attend.

The meetings will be conducted by our legislative liaisons, Marlin Rein, Associate University Director of Business and Fiscal Affairs, and Jon Jossenand, Assistant for Governmental Relations. Each meeting will last approximately one hour, and there will be ample opportunity for questions at each meeting. We believe these meetings are a good way to provide you with timely, accurate information on the actions of the Legislature.

The current schedule for these meetings is:

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>January 20</td>
<td>9:00 a.m.</td>
<td>English Room, Kansas Union</td>
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<tr>
<td>February 10</td>
<td>9:00 a.m.</td>
<td>Watkins Room</td>
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<tr>
<td>February 24</td>
<td>9:00 a.m.</td>
<td>English Room</td>
</tr>
<tr>
<td>March 10</td>
<td>9:00 a.m.</td>
<td>English Room</td>
</tr>
<tr>
<td>March 24</td>
<td>9:00 a.m.</td>
<td>English Room</td>
</tr>
<tr>
<td>April 7</td>
<td>9:00 a.m.</td>
<td>Centennial Room</td>
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<tr>
<td>April 21</td>
<td>9:00 a.m.</td>
<td>English Room</td>
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</table>

These times and dates are subject to change. I suggest you consult each week's issue of The Oread for the latest information.

Respectfully,

Gene A. Budig
Chancellor
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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>Tuesday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>January 30</td>
<td>Tuesday</td>
<td>10:00-12:00</td>
<td>Valuing Diversity I - Managing Differences</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>February 7</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>February 20</td>
<td>Tuesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>February 21</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>Valuing Diversity II - Diversity at Work</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>March 1</td>
<td>Thursday</td>
<td>9:30-11:30</td>
<td>Preventing Sexual Harassment</td>
<td>Pine Room, Kansas Union</td>
</tr>
<tr>
<td>March 7</td>
<td>Wednesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>March 20</td>
<td>Tuesday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>March 22</td>
<td>Thursday</td>
<td>10:00-12:00</td>
<td>Valuing Diversity III - Communicating Across Cultures</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>April 4</td>
<td>Wednesday</td>
<td>2:00-3:30</td>
<td>Search, Screening, Selection and Support</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>April 17</td>
<td>Tuesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>International Room, Kansas Union</td>
</tr>
<tr>
<td>May 2</td>
<td>Wednesday</td>
<td>9:00-10:30</td>
<td>Search, Screening, Selection and Support</td>
<td>Pine Room, Kansas Union</td>
</tr>
</tbody>
</table>
Orientation Committee
Meeting of 11-29-89

Present: Norma Bishop, Judith Emde, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

Absent: Sandy Gilliland

The meeting convened at 1:40pm.

1. Additions to the orientation file were collected.

2. JE reported she had received a letter from the Personnel Committee of the Classified Conference with a list of Classified Conference committees and their membership. The Orientation Committee agreed to distribute this information to new classified staff members, and recommended that the Personnel Committee or the Classified Conference Executive Board update and distribute the information once a year.

3. JE reported work on the new edition of the Libraries' Who's Who would begin in January. CO-A volunteered to work on this project. Biography forms will be sent to all new staff members; former staff members will be deleted; a notice will appear in FYI inviting all staff members to update their entries, if desired.

4. The discussion continued on library orientation tours. CO-A will look for slides used for orientation several years ago. It was agreed that all new staff members should be given a general tour of branches and Watson library departments. Members of the Committee will contact department heads and supervisors to solicit their input concerning these proposed tours. It was recommended that current staff members be invited to take the tours when they are initiated. It was also recommended that a member of the Orientation Committee take all tours the first time they are offered. In addition, feedback will be solicited from staff members who take these tours. This discussion will continue at our next meeting.

5. The next meeting was scheduled for Wednesday, Dec. 6 at 1:30pm.

The meeting adjourned at 2:40pm.

Submitted by Susan Hitchens
ORIENTATION COMMITTEE
Meeting of 12/6/89

Present: Norma Bishop, Judith Emde, Bayliss Harsh, Susan Hitchens,
Carmen Orth-Alfie
Absent: Sandy Gilliland

1. Minutes from Nov. 29th meeting were amended and approved.

2. Names were divided to call new staff about holiday parties and encourage them to attend. The dates and times of a couple of parties were not known so Judith E. will call to let each committee member known before calling new staff. (The parties are: Chancellor's Holiday Reception, Dec. 19th from 3:30 to 5:00; and, KULSA's Holiday Party, Dec. 21st from 2:30 to 4:00.)

3. More details for planning new staff library tours were discussed. It was decided that the committee would do a survey of department heads and/or unit supervisors to get their opinions on the tours. Names were divided for contacting people. After the memos with the committee's statement of intent are sent department heads and/or unit supervisors will be contacted by phone to set up appointments. The second draft of the statement was worked on. The questions for the interview were also reviewed and amended. In the next meeting the statement and the questions will be reviewed again. The committee hopes to make the contacts after the new year.

4. The 'preservation slide show' was discussed. Possible dates for the four showings were set: Watson-February 6, Tuesday morning
   Anschutz-February 7, Wednesday afternoon
   Watson-February 8, Thursday afternoon
   Anschutz-February 9, Friday morning
Norma B. reported that the Staff Development Committee was hoping for Bill M. to give a presentation on preservation. The Orientation Committee felt that such a presentation might be more beneficial after the slide shows.

5. The next meeting is scheduled for Monday Dec. 18th at 1:30.

The meeting adjourned at 2:45 p.m.

Submitted by Carmen Orth-Alfie
LIBRARIES COMMITTEE ON PROMOTION & TENURE

Minutes of meeting, Nov. 17, 1989

Present: Brandt, Carvalho, Miller, Moore, Roach, Rosenbloom, Wilson

Moore reported on the open meeting of the UFCT she and Dean Ranz attended on Nov. 14, at which Dean Ranz presented UCPT with a written statement on criteria used for evaluation, promotion and tenure of librarians, and at which Moore described LCPT and its procedures for the promotion and tenure review process. Moore reported that the question of librarians and research came up at the meeting, and that UCPT had seemed to accept her explanation that our job descriptions do not include research and service, that our jobs are too much to allow time off for research and service. Moore recommends that supervisors should write in the job description portion of the promotion and tenure forms that there is no formal research and service component.

Moore outlined work the committee should complete in its spring meetings: review procedures, revise the handbooks as per LFA corrections, and reconsider the sabbatical schedule to move the library deadline for sabbatical applications from early fall to the summer.

Moore brought up the issue of who should preside over discussion of the promotion and tenure file, since she, as one of the acting assistant deans, helped put the file together and thus can't participate in the discussion or vote. It was decided that Roach will preside over the discussion, and that either Moore can sign the form as chair or Mary can sign as chair pro tem.

We approved a proposed schedule of meetings and reading of the file. We agreed that Moore should not participate in the summary writing. Moore then summarized the procedures LCPT follows in the promotion and tenure file review and subsequently the meeting adjourned.

The next meeting is scheduled for Dec. 11 at 1:00 p.m. [but was later changed to Dec. 13 at 1:30 p.m. in Room B.]

Respectfully submitted,

Margaret Wilson,
Secretary
Minutes: Budget and Planning Committee
Date: Nov. 27, 1989

Present: Nancy Jaeger, Saralinda Rhodes, Becky Schulte, Kent Lewis, Kendall Simmons, Barb Gaeddert

Absent: Dan Barkley

Barb Gaeddert was unanimously voted to serve as Committee Chair and Becky Schulte volunteered to act as secretary. It was noted that Dan Barkley is planning to resign from the Committee. Schulte will contact Rob Melton about a replacement. She will also inquire about a formal charge for the Committee, since one has not yet been issued.

Discussion followed concerning the charge as we understand it to be, the gathering of information about the library's planning process. Barb suggested that the members of the Committee call all library staff and ask them questions concerning their participation in planning through committees, staff meetings, etc. Nancy Jaeger offered to provide a list of all unclassified faculty and staff. Barb will divide the list among Committee members. She will have these calling lists available for the next meeting.

The next meeting has been scheduled for Thurs. Dec. 14 at 10:30 in Meeting Room B. Hopefully we will have a Committee charge by then and can formulate the questions to ask staff members.

Respectfully submitted,

[Signature]

Rebecca Schulte
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: December 14, 1989

Present: Sandy Gilliland, Ken Lohrentz, Kathleen Neeley, John Richardson, Millie Smith (guest)

Millie Smith, staff benefits coordinator for the university, agreed to attend the meeting to answer questions regarding the disability and health insurance plans. The following summarizes the information she provided:

Disability insurance

Because the staff benefits coordinator is not privy to any information regarding the status of a disability claim from the time it is filed until the time it is approved or disapproved, she could shed no light on any problems claimants may have had with the insurance carrier, Security Benefit Life. But it was reassuring to learn that during her ten-year tenure only one disability claim out of several hundred was disapproved.

She explained that SBL does not act on a claim until near the end of the 180-day waiting period and stressed that staff members should apply early for disability benefits in the event of a serious injury or illness and before major surgery. She said that she knows of at least one university employee who was forced to go on welfare before the six-month waiting period had expired.

She affirmed that the plan provides coverage only if the claimant is unable to perform any "reasonable" occupation, not just the claimant's occupation at the time of the disability, and that the plan does not provide coverage for partial disability. She explained that there is no cost-of-living allowance; however, increases in benefits are periodically voted by the legislature as it sees fit. As these increases do not necessarily reflect changes in the cost of living, the committee believes it is possible that the relative value of the benefits a disabled person receives might be severely eroded over a period of years.

She stated that, after a disability, a person remains eligible for health insurance at the group rate, but must pay the full amount of the premiums without any contribution by the state. This provision is analogous to the provision that a retiree wishing to remain in the state health plan must pay the full rate. She added that state retirement contributions continue after a disability until the age of retirement. The former employee then receives both disability and retirement benefits simultaneously.

When asked about the feasibility of obtaining a more flexible, "cafeteria-style" plan, she answered that, because all state employees are under the same plan, changes must come at the state
level and be approved by KPERS. She warned that a plan with many options might be considerably more expensive than the one we have now.

Health insurance

Regarding the case of the group practice making only in-house referrals for psychological counseling services, she said that Blue Select permits self-referral at the 70/30 rate and with a higher deductible. Regarding the availability of psychological counseling services for HMO members in Lawrence, it was reported that there is a local Metropolitan Counseling Center site, contrary to the committee's previous understanding. She said that she does not know what the official justification is for married couples paying higher rates than single parents with children.

At the close of the meeting, it was observed that it seems in Kansas as the rates go up and up, benefits and services decline, and that one reason for this may be that state government has allowed Blue Cross to have a monopoly on health insurance in recent years. The opinion was also expressed that the Health Care Commission in Topeka shares some responsibility for this state of affairs because it has not forcefully lobbied the state legislature for better funding.

The committee discussed several options that might be pursued from this point. These include presenting our concerns to Marshall Crowther, head of KPERS, and/or with the KU's lobbyist with the state legislature, establishing contact with other regents' libraries, finding out if any university-wide committees have similar concerns, and holding a brown bag lunch for library employees for the dual purposes of sharing our concerns and passing along the information we have acquired, and hearing the opinions of staff members on these issues and ascertaining the level of interest in the issues we are addressing.

Submitted by John Richardson
LFA GENERAL MEETING: MINUTES
December 18, 1989


The meeting was convened at 9:30 a.m.
Minutes of the last general meeting, held November 8 (published in FYI November 16) were approved.

I. Committee reports (October to present)
1. Library Committee on Promotion and Tenure (Moore): the committee was reviewing one file for tenure.
2. Budget & Planning (Melton for Gaeddert): B&P had received its ad hoc charge, to prepare an overview of the library’s various planning committees. R. Ring had been appointed to a recent vacancy on the committee.
3. Salaries & Benefits (Lohrentz): S&B had recently had a meeting with Millie Smith of the university’s Staff Benefits office. The committee had reviewed the university’s basic benefits and identified some possible gaps. S&B was planning to hold an informational session on its recent findings for LFA members at a brown bag lunch on January 18.

II. LFA’s recommendation on the report of the Dean’s Committee on the status of Unclassified Professional Staff: members discussed a draft recommendation to the Dean prepared by Exec. There was a suggestion that discussion be postponed until a larger turnout of LFA members could be expected, including members affected by LFA’s recommendation and those with differing opinions. Question: does the library have the head count needed for the shifts that the report proposes? Gilliland, as Assistant to the Dean for Personnel, said that was a concern, but that the Dean was willing to pursue with Academic Affairs any strong recommendation for changes. Suggestion: the most important issue now is how to prevent a recurrence of the situation in the future, not immediate reclassification of present positions. Suggestion: the document could be made much shorter than Exec’s present draft, simply stating that LFA supports the recommendations of the Dean’s committee. It was observed that in some departments Unclassified Professional positions were the only recourse for professional positions, since tenure track positions were not available at the time; otherwise, the job requirements/qualifications were the same as they would have been if the position had been advertised as tenure-track. Suggestion: to avoid the question of whether or not to shift some employees into tenure-track positions, perhaps only option two in Exec’s draft recommendation (suggesting switching the professional positions to Unclassified Academic Staff status) could be seriously considered for now. Suggestion: LFA’s draft recommendation should be submitted to the Office of Affirmative Action for an outside opinion on its appropriateness.
The assembly agreed to submit a revised version of the draft recommendation to the Dean, stating that incumbents in what were judged to be professional positions could pursue one of three options: 1) to remain in their present job titles, 2) to request reclassification of their position to a non-tenurable Unclassified Academic Staff title, or 3) to request reclassification of their position to a tenure-track title.
The meeting adjourned at 11:45.
Submitted by Mike Biggins

LFA EXECUTIVE COMMITTEE: MINUTES
December 11, 1989

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.  

Minutes of the last meeting of Exec (December 4) and of the last general meeting (December 5) were approved with corrections.

I. Appointment to Budget & Planning: only one LFA member had volunteered by the deadline. Rich Ring was appointed to the opening on B&P.

II. Dean of Libraries search: after the last general meeting, Rob Melton had conveyed the sense of LFA's preferences for advertising procedures and job qualifications to Vice Chancellor Burchill.

III. LFA's recommendation to the Dean on the status of unclassified professional staff (non-tenure track) in the libraries: Rob Melton had prepared a draft letter to the Dean to present to the next LFA general meeting for discussion. The Dean's committee on the status of unclassified professional staff found in its report that major inequities had developed within this employment category over the years, and recommended that library positions currently classified this way should be reevaluated as they come open and redefined either as classified or faculty positions. Disagreement centered on what procedures to advise the Dean to use in the event that some of these positions are changed to faculty rank positions. It was agreed to present several options to the general assembly for discussion.

Submitted by Mike Biggins
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 66612-1291
913-296-4278
January 22, 1990

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 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, January 26, 1990.

SALARY RANGE VACANT POSITIONS CONTACT PERSON

KANSAS CITY

R-25
dSocial Service Administrator II
Glenda Davis (913) 371-6700
Department of Social and Rehabilitation Services
Kansas City Area Office

The Kansas City Area Office seeks a Social Service Administrator II to plan and monitor the implementation of social service programs, and to develop and coordinate plans with a community to recruit and retain increased numbers of foster homes.

Successful candidate must have three years experience in social work, income maintenance, rehabilitative programs, or closely related field, including one year experience in administrative supervisory or consultative capacity.

MANHATTAN

R-21
*Biomedical Instrumentation Specialist II
(Prefer Anesthesiology Experience)
Kim Bowker (913) 532-6277
Kansas State University
Veterinary Medical Center

R-23
Administrative Officer II
Jack Gumb (913) 296-3728
Department of Social and Rehabilitation Services
Adult Services

*Assistant Director for Medical Services
(Health Officer II - Unclassified)
Jo Ann Moran (913) 296-1290
Department of Health and Environment

TOPEKA

R-27
Computer Systems Analyst III
Gene James (913) 296-3343
Department of Administration
Division of Information Systems & Communications

R-27
*Computer Systems Analyst III
Jo Ann Moran (913) 296-1290
Department of Health and Environment

R-27
ESSI Programmer/Analyst
Ford Sanders (913) 296-2118
Department of Human Resources

R-23
*Industrial Hygienist I
David Willis (913) 296-4297
Department of Human Resources
Industrial Safety and Health

TOPEKA (cont.)

R-15
Office Assistant IV
Vicki Harding (913) 296-3140
Department of Administration
Division of Personnel Services

This position in the State Self-Insurance Fund office is responsible for assisting and reviewing work of a clerical staff to assure that all medical, disability, and settlement vouchers are processed in a timely and accurate manner. Administers the policies and procedures of the section so claims are paid promptly and funds are available. Position involves daily phone contacts and operation of electronic keyboards. Submit letter of interest and completed State of Kansas Application form to: Vicki Harding, Room 951, Landon State Office Building, Topeka, Kansas 66612. Application deadline is 5:00 p.m. January 26, 1990.

R-25
Programmer III
Carla Notan (913) 296-5700
The Kansas Lottery

R-25
Social Service Administrator II
(Responsibility for the development and implementation of a comprehensive Human Resource Development Program throughout the SRS umbrella.)

R-10
*Utility Worker
Bob Bernatis (913) 296-0205
Department of Administration
Division of Information Systems & Communications

WICHITA

*Deputy State Boiler Inspector
(Unclassified)
David Willis (913) 296-1297
Department of Human Resources
Industrial Safety and Health

The Division of Industrial Safety and Health seeks a Deputy State Boiler Inspector to perform internal and external safety inspections of boilers used for heating and in-process applications and to determine adherence to applicable codes and statutes. Extensive statewide travel. Successful candidate must have three years experience in high-pressure boiler construction, operation, maintenance and/or inspection. College course work in mechanical engineering and industrial safety desirable. Salary open depending on qualifications. Submit applications to Personnel Office, Department of Human Resources, 401 SW Topeka Boulevard, Topeka, Kansas 66603. Applications accepted through January 31, 1990.

WINFIELD

*Licensed Practical Nurse
Farrell Oard (316) 221-1200
(3:00 p.m. to 11:00 p.m.)
(Winfield State Hospital and Training Center)

*Pharmacist I
(50% Position)

*Psychologist I

*Psychologist IV

*Registered Nurse III
(9:00 a.m. to 11:00 a.m.)
(11:00 a.m. to 7:00 a.m.)

Position Description is in Administrative Office.
CLASSIFIED VACANCIES

Due to the recent transfer of John Lynch to the Science Library, and Kent Lewis' resignation, the Cataloging Department has announced the availability of two full-time Library Assistant I positions. Position number 2800C0018 is responsible for: 1) searching appropriate OCLC records and cataloging books through OCLC; 2) revising records and ordering cards from OCLC; 3) updating appropriate bibliographic data in KU's online record management system; 4) overseeing the processing of specialized types of library materials or records; 5) supervising students. Position number 2800C0019 is responsible for: 1) evaluation and processing of series headings; 2) proofreading and modification of online series authority headings; 3) cataloging and processing of books with incomplete or no bibliographic records; 4) cataloging and reclassification of books. Minimum qualifications: three years of library experience. (College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years.) Also requires current eligibility for transfer, promotion, or reinstatement within the Kansas Civil Service, or current eligibility through having taken a Library Assistant I civil service examination.

Both positions include the following Preferred Selection Criteria: At least six months experience working closely with library records; knowledge of AACR2 and OCLC; reading knowledge of one or more Western European languages; college coursework; accurate typing skills; prefer person who is able to work well with a large staff as in the Cataloging Dept.; demonstrated initiative; ability to work successfully with detailed and complex procedures; ability to organize work effectively, to work independently, and to maintain a steady flow of materials through the section.

The Library Assistant I classification is funded at salary range 14 on the State Civil Service pay scale at a beginning annual salary of $16,116. Library staff interested in applying for one or both of these positions should contact Rex Hargis, 4-3601, by 5:00 p.m. Wednesday, February 7th. Copies of the position descriptions are on file in the Library Office for review.

Sandy Gilliland

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

PERSONNEL

Denise Swartz has been appointed as an Accountant I in the Library Administrative Office effective February 12. Her responsibilities will include supply/equipment ordering and payment, etc. Denise is currently employed as an Office Supervisor in the Continuing Education Department and has worked previously in the Office of Research, Graduate Studies and Public Service; Voucher Audit; and Research Accounting. Denise replaces Janet Mears.

Sandy Gilliland

W-4'S FOR 1990

I have received the W-4's for 1990. Please do not use the ones for 1989 anymore. I have the new ones in my office if you need them. Rex Hargis

An Equal Opportunity/Affirmative Action Employer
TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 8:00 a.m., Wednesday, February 14. 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

ELECTRIC TYPEWRITER CLEANING

All electric typewriters that are on our maintenance contract are supposed to be cleaned once a year. The typewriter people are in the process of cleaning all typewriters in departments and branch libraries now.

I would appreciate one person from each department calling to let me know when and if your typewriters were cleaned. This will help us keep track of any that may be missed. Thanks!

Rex Hargis

REMINDER TO BIBLIOGRAPHERS

Bibliographers who have completed narrative statements for the Collection Development Policy Manual are invited to pass them in to Rich Ring at this time. Even if you have not yet completed your Conspectus sheets, we are happy to accept your narrative(s). We hope to have a student assistant hired by February 19th to begin "word processing" the first draft of the manual. Thanks for your cooperation.

Mary Rosenbloom

REMINDER—ORIENTATION COMMITTEE SPONSORING SLIDE-TAPE SESSIONS

Members of the Orientation Committee will be presenting the Library's two slide/tape programs on handling books this month. The programs are: 1) Handling Books in General Collections, (Library of Congress, 10 minutes duration); and 2) The Care and Handling of Books, (Yale University, 28 minutes duration). The schedule for the presentation is as follows:

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<td>Feb. 6, Tues.</td>
<td>Anschutz Science Library</td>
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<td>Anschutz Science Library</td>
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The Orientation Committee recommends that all new staff members and student assistants attend the presentations. Anyone wishing to attend should contact Ruth Miller at 4-3601 and sign up for a particular session. Attendance at this session will be considered as regular work time. Committee members will note the presence of all student assistants and later notify supervisors of their attendance.

Please announce this schedule of presentations to your student assistants.

Mary Rosenbloom

3RD REMINDER—TO TURN IN OUT-OF-STATE TRAVEL REQUESTS

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 April, May, or June of 1990, you must submit a request by the deadline, February 15th.

Linda Evans
The titles listed below are in storage in the Watson ramp. If you would like to have any transferred to your department, please call Rachel Miller (4-3476) no later than Monday, Feb. 5th. Those not needed anywhere will be withdrawn from the collection.

Library of Congress National Union Catalog: Author List, 1942-1962 (v. 1-152)
Library of Congress National Union Catalog: Author List, 1953-1957 (v. 1-26)
Library of Congress. Book Subjects 1960 (v. 1-3)
1961 (v. 1-3)
1962 (v. 1-3)
1963 (v. 1-3)
1965 (v. 1-3)
1966 (v. 1-4)
1967 (v. 1-4)
1968 (v. 1-6)

BLACK HISTORY MONTH TO BE RECOGNIZED

The Kansas Collection is co-sponsoring two programs with the Office of Minority Affairs, during February, in recognition of Black History Month. The first lecture is entitled "African-American Freedom and the Civil War; A Kansas Story", and will be held February 6, 1990, at 3:30 p.m. in the Spencer Research Library auditorium. Richard Sheridan, professor emeritus of economics, will speak on his recent research of black migration to Kansas, 1854-1865.

The second program will be held February 20, 1990, at 6:30 p.m., Spencer Research Library auditorium, and will consist of a forum on "Identifying and Preserving Local African-American History". Included will be presentations by Kansas Collection staff, Deborah Dandridge, and Sheryl Williams, and donors to the Black History Collection, discussing the Black History Collecting Program that is a part of the Kansas Collection.

Everyone is invited to attend.

Sherry Williams

CIVIL SERVICE EXAMINATION CALENDAR FOR FEBRUARY

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

Sandy Gilliland

NEWS ABOUT GETCHELL!

Charles Getchell, formerly on our staff in the Reference Department, was recently promoted to Assistant Director for Collection Development at Wake Forest University Library. Charles left our library system in 1986 to go to Wake Forest as head of their Reference Department. Our congratulation and best wishes to Charles.

Nancy Jaeger

THANK YOU!

I would like to thank the Library Staff Association for the lovely card which I received after my eye surgery on January 23rd. The surgery went well and I highly recommend Lawrence's "same-day surgery". I checked in at 6:45 a.m. and was home by 10:30 a.m. the same day.

Barbara Clason
**ATTACHMENTS**

Report from ALA, Jim Neeley; February Civil Service Testing Calendar (below)
State Promotion and Transfer List.

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**UNIVERSITY OF KANSAS**

**February 1990**

**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,
Library Assistant I & II, Refrigeration A/C Tech I & II
Storekeeper I, II, III

**UNASSEMBLED EXAMINATIONS OFFERED:**
Carpenter I, Dietitian I & II, Electrician I,
Medical Technologist I, Office Specialist,
Secretary III

**WRITTEN & PERFORMANCE EXAMINATION:**
Keyboard Operator I & II, Secretary I & II

*NOTE* Library Assistant Applicants
Submit an Application for Examination along with all required documents and you will be notified of the Testing date. Test closes Feb. 28.
Report from ALA, Dallas

Jim Neeley

With the assistance of $43 in Library travel funds I went to the ALA Annual Conference in Dallas from Saturday, June 24 through Tuesday, June 27. This is my report. Although a little late, the information is as interesting now as it would have been last July, and the farther you read, the better it gets.

On Saturday I attended the LAMA Systems and Services Section program "Networking CD-ROMs: Myth and Reality" and the ACRL University Libraries Section program "Infostructure: Building the New Campus Information Infrastructure." KU was well-represented in both audiences, which were huge.

Sunday's programs were more personalized. The first was the ACRL Chapters Council. The Kansas Library Association's College and University Libraries Section, of which I am president, is also the ACRL's Kansas Chapter. As such CULS receives $1.50 from ACRL for each ACRL member living in Kansas whether they belong to CULS or not. In 1989 this came to $168. An issue of current interest in Chapters Council is how to increase the participation of paraprofessional staff in chapter activities.

Sunday afternoon I attended the RASD Reference Services in Large Research Libraries Discussion Group. The first discussion topic concerned the reorganization of the Michigan State University reference department upon the introduction of a separate information desk to handle ready reference questions. This development caused great emotional upheaval and turnover among reference staff and was described in excessive, almost ghoulish, detail by the library's deputy director (Cliff Haka was not at the meeting). The second topic concerned the Graduate Library at the University of Michigan where the services of a reference librarian are available only by appointment. Instead, the reference desk is staffed by student assistants under the supervision of a couple of paraprofessionals. This scheme, which needless to say is heretical among "big reference heads," was initiated some years ago when Linda Parker was head of that reference department and Richard Dougherty, now ALA president-elect, was library director. Under cross-examination, the current head admitted (with surprising dispassion) they still have no measure of the impact this arrangement has had on service, but the eight reference librarians seem to have alot more time to do collection development!

Monday I heard Herb White speak at the RASD Interlibrary Loan Committee's serials crisis program, ridiculing librarians as usual, blaming it all on the profession. If you like librarian-bashing, you would have loved Herb.

Also on Monday I attended my first meeting of the RASD Collection Development and Evaluation Section's committee on Reference Collection Development and Evaluation, of which I am a member, thanks to our old colleague Charles Getchell. This is a new committee, and we spent most of our time discussion future projects.
I took the minutes and also volunteered to compile a bibliography on reference collection development (available free from the author).

The most interesting meeting I went to was on Tuesday morning: the RASD Fee-Based Reference Services Committee. The first presentation was a cost analysis of library services at Virginia Polytechnic Institute and State University. This was ordered by the new director there, who is an engineer, not a librarian. Among the findings: average total cost to purchase and shelve a monographic volume in 1986-87, including collection development, acquisitions and cataloging: $106.22. For a serial volume: $180.86. Full cost per interlibrary loan: $9.23. A reference question: $6.38. One use of this data was for pricing fee-based services. VPI&SU's conclusion: if pricing was set to recover full costs, no one could afford to buy. This is typical; all fee-based services are subsidized by their host libraries.

The second presentation concerned a lawsuit brought by a (private) information broker against the fee-based service at the (publicly funded) Arizona State University on the grounds of unfair competition. This case was reported in the May 1989 C&RL News. ASU won.

Finally, and best of all, was a discussion of the start-up of a new fee-based service at the Milwaukee Public Library. There, too, the director was concerned with recovering costs. He had to settle, however, (with the consent of his board) with charging "only" what the market would bear, currently $25 per hour, recovering just 40-50 percent of cost. It seems the University of Wisconsin-Milwaukee also has a fee-based service. Meanwhile, back in Arizona, the Phoenix Public Library (across the river from ASU) likewise offers fee-based services. In both Milwaukee and Phoenix, then, there are two large, publicly funded libraries subsidizing fee-based services in competition with one another! The idea of libraries (and publicly funded ones at that) competing head-to-head in the commercial marketplace is intriguing, if not downright amazing. In answer to questions the Milwaukee PL director allowed it was too soon to tell what the outcome might be. The manager of ASU's service supposed the Phoenix market big enough for both. Stay tuned, investors, this could get interesting! Will meetings at ALA now be covered by the Wall Street Journal? (I am sending a copy of my report to Hagedorn as soon as I can find her address.) How much will a "seat" on RASD's Fee-Based Reference Services Committee cost? How much travel money can I get for a hot tip here, a little insider information there? More than $43, I'll bet.
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, February 2, 1990.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>R-19</td>
<td>Engineering Technician IV</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-22</td>
<td>Environmental Technician 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>
<tr>
<td>R-24</td>
<td>Civil Engineer I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-19</td>
<td>Equipment Mechanic I</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-16</td>
<td>Engineering Technician III</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-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>MANHATTAN</td>
<td>R-21 *Biomedical Instrumentation Specialist II (Prefer Anesthesiology Experience)</td>
<td>Kim Bosker (913) 532-6277 Kansas State University Veterinary Medical Center</td>
</tr>
<tr>
<td>PITTSBURG</td>
<td>R-19 Equipment Mechanic I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>TOPEKA</td>
<td>R-26 *Account Clerk II ($638.50 monthly) (Half-Time) (Unclassified Service)</td>
<td>Bonita Pardee (913) 256-1460 Adjutant General's Office</td>
</tr>
<tr>
<td>R-28</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</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</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-19</td>
<td>*Microbiologist I</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (Typing skills required)</td>
<td>Vicki Harding (913) 296-3410 Department of Administration Division of Personnel Services</td>
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<tr>
<td>WICHITA</td>
<td>R-22 Environmental Technician IV</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>WINFIELD</td>
<td>R-15 Office Assistant IV</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-15</td>
<td>*Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<tr>
<td>R-24</td>
<td>*Pharmacist I (50% Position)</td>
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<td>R-21</td>
<td>*Psychologist I</td>
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<td>R-28</td>
<td>*Psychologist IV</td>
<td></td>
</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III</td>
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</tbody>
</table>

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

PERSONNEL
Nikki Bromberg, Photo Archivist in the Kansas Collection, has reduced her appointment for the spring semester to half-time. A temporary Graduate Assistant, Mary Linn, has been hired to assist with photographic collection responsibilities during Nikki's reduced appointment. Nikki's schedule in the Kansas Collection for this semester is as follows: Mondays and Tuesdays, 8:00-5:00; Wednesdays, 8:00-noon.

Sandy Gilliland

STUDENT W-4 FORMS
As a reminder, when a student fills out a W-4, they may fill out line 4 (total number of allowances...) or line 6 (claiming "exempt"), but NOT both. Rex Hargis

LIBRARY'S BUDGET REQUEST
Copies of the Library's budget request for FY 1991 and FY 1992 are available at the reference desks in Watson and Science. Staff interested in reviewing this document should contract a reference librarian at one of these locations.

Nancy Jaeger

CAMPUS MAILERS NEEDED
Yes--we are in need of campus mailers again! This time I need all sizes. Please send any extras you have to the Administrative Office in Watson Library. Thanks for coming to my rescue everytime.

Ruth Miller

CDC MEETING ANNOUNCED
The Collection Development Council will meet February 15 at 10:30 a.m. in Watson's conference room A.

Rich Ring

CD-ROM PRODUCTS DEMONSTRATION SCHEDULED
Jim Drummond, our CIS (Congressional Information Service) representative will be here on Tuesday, February 13 to demonstrate and train all interested staff on our new CD-ROM products. We've recently acquired the Congressional Master Files 1 and 2 which are CD-ROM versions of the Serial Set Index and the CIS Index/Abstracts, respectively.

Call me at 4-4660 for more information and times.

Dan Barkley

OPEN HOUSE FOR THE ANSCHUTZ SCIENCE LIBRARY
There will be an open house later this year for all interested library staff, university members, area librarians and other interested friends, to celebrate the completion of the Anschutz Science Library. In the meantime, please feel free to come visit us whenever you have the time. We would be glad to show you around.

Kathleen Neeley

FINAL 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 April, May or June of 1990, you must submit a request by the deadline, February 15th.

Linda Evans

An Equal Opportunity/Affirmative Action Employer
NEW EXHIBITION—POLAND: A THOUSAND SPRINGTIMES

The new exhibition in the main gallery of Spencer Library celebrates a thousand years of Polish history, and has been arranged as part of the University-wide "Spirit of Poland" festival, running from the end of January to early March. The title, "Poland: a Thousand Springtimes", reflects the deep sense of nationalism and the will to survive through a thousand years of the tempestuous history of Poland—history which is clearly still being made today.

The exhibition includes both printed materials and manuscripts, and many illustrations and maps among the more than one hundred items on show. A 1493 engraving of the city of Crakow is accompanied by a later view from 1600, and Warsaw is shown in 1656. Among the manuscripts shown are a passport signed by King Henry III of Poland in 1574, and an order signed by Queen Anna Jagiellonka in 1588; these form part of a large and extremely important collection of original manuscripts from the 16th century. These same monarchs are among the sequence of royal portraits from the mythic beginnings to the 17th century. Also shown are books dealing with the exploits of John Sobieski; the history of the revolution of 1794 and the oath of Kosciusko; the beginnings of Polish socialism, and of revolt against the Russian empire. Science in Poland—the land of Copernicus and Marie Curie—is represented by books on botany, ornithology, mathematics, zoology and chemistry. Literature, including Mickiewicz, the national poet, and Joseph Conrad, the Polish stylist of the English language, is featured, as are music and theatre.

The more recent part of the exhibition includes accounts of the Nazi occupation of Poland, of Lublin, the Warsaw Ghetto, and Auschwitz. Contemporary poetry and science fiction bring us up to the present. The strong collections from which Sally Haines, Associate Special Collections Librarian, has selected material for this exhibition, continue to grow, and a group of recent acquisitions is part of the show.

L. E. James Helyar

ATTACHMENTS

Travel report submitted by Sherry Hawkins and State Promotion and Transfer List.

Ruth Miller
To: Staff Development Committee
From: Sherry Hawkins

This was my first SLA conference and my first trip to New York. Both were overwhelming experiences. What SLA lacks in numbers of conference goers (compared to ALA) it makes up for in chaos. The majority of the conference was strung between two major downtown Manhattan hotels with complicated room layouts and/or construction. Neither the meeting rooms nor the exhibits were located in one building. The meetings showed the kind of diversity one might expect from the gamut of special libraries represented. Many of the conference attendees were government, or business, or health, or law, or telecommunications oriented; however there were many other fields represented and entrepreneurs were everywhere!

I attended the general "new members" meeting, the two general sessions, a breakfast/feedback session hosted by a major science publisher, several sessions on hypertext and technology in libraries of various types and I spent many hours in the various rooms of exhibits. It was a stimulation meeting place filled with information and diversity talented people.

I would like to thank the committee for dispensing the travel funds with equity and fairness to the library staff. Even a little support is support.

Sincerely,

[Signature]
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.

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

Applications will be accepted through Friday, February 9, 1990.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
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<th>CONTACT PERSON</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-26</td>
<td>Dietitian III</td>
<td>Denise Zink (913) 727-3235 Ext. 7022 Kansas State Penitentiary</td>
<td></td>
</tr>
<tr>
<td>R-17</td>
<td>Agricultural Inspector I</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
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</tr>
<tr>
<td>R-17</td>
<td>Agricultural Inspector I (Permanent Intermittent)</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
<td></td>
</tr>
<tr>
<td>R-11</td>
<td>Keyboard Operator I</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
<td></td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II</td>
<td>Diana Cobb (913) 296-4495 Department of Corrections</td>
<td></td>
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<tr>
<td>R-15-A</td>
<td>Office Assistant IV</td>
<td>Glenda Sherman (913) 296-2162 Board of Accountancy</td>
<td></td>
</tr>
<tr>
<td>R-13</td>
<td>Storekeeper II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
<td></td>
</tr>
<tr>
<td>R-15</td>
<td>Licensed Practical Nurse</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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</tr>
</tbody>
</table>
CLASSIFIED VACANCY

Applications are now being accepted for a full-time Secretary I position in the Anschutz Science Library. (This is one of the new positions received for the Science Retrospective Conversion Project and was previously filled by Helene Tricker in the Cataloging Department as an Office Assistant III.) Responsibilities of this position include: 1) secretary to the department head; 2) departmental functions (taking minutes, handling building maintenance problems, accounts receivable, mail distribution, etc.); 3) Supervisory duties; 4) special projects; and 5) secretarial support for the Automation Librarian (John Miller). The state of Kansas requires the following minimum qualifications for the Secretary I classification: one year of secretarial and/or clerical work. (Training in typing, general office practices, etc. may be substituted for the required experience, depending upon the amount of training received.) Strongly Preferred: Ability to establish and maintain effective working relationships with the public and staff; effective oral and written communication skills; ability to organize work with detailed and complex procedures effectively, to work independently and accurately, to meet deadlines and to establish work priorities. Preferred: Accurate typing skills of approximately 50 wpm; experience with microcomputers and word processing software, preferably WordPerfect; bookkeeping skills or experience; one or more years educational or work experience in a university environment, preferably at K.U.

The Secretary I classification is funded at salary range 13 of the State civil service salary scale, at a beginning annual salary of $15,324. Library staff interested in applying for this position should contact Rex Hargis, 4-3601 by 5:00 p.m. Wednesday, February 21st. A copy of the position description is on file in the Library Office for review.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

COURIER NEWS

The K-State based Regents' Courier has expanded. Friends University in Wichita, Fort Hays State University in Hays and Pittsburg State University in Pittsburg are now accessible via courier. As a reminder, this courier is for library materials only. Please label all items going on the courier clearly with their destination. Also, in order to accommodate the statistical reporting requirements of the courier driver, please label each envelope or box sent on the courier with the number of items being sent. Thank you for your cooperation!

Judy Brow

RETURNED AT WRONG LOCATION

Please send "returned at wrong location" flags to Circulation Dept. at Watson. Thanks.

Janet Anderson-Story

24-MONTH HOLD REQUESTS

Please direct requests for materials which are brieflisted in "24-month hold" to Diana Dyal in the Cataloging Dept. (or Al Mauler, as back-up), Continue to direct in-process requests to Lisa Stephen (Diana Dyal & Al Mauler as back-ups).

An Equal Opportunity/Affirmative Action Employer
KCRCHE* POLICY

Please note that the Regents Center Library will NOT borrow campus materials for KCRCHE-card holders. The KCRCHE card enables individuals to use the Regents Center Library OR campus libraries IN PERSON ONLY. Those wanting to get materials from campus need to go to Lawrence to get them. The Regents Center Library borrows and transports materials for faculty and currently-enrolled students only. *KCRCHE is the Kansas City Regional Council for Higher Education.

Nancy Burich

BLACK HISTORY MONTH TO BE RECOGNIZED

The Kansas Collection is co-sponsoring a program with the Office of Minority Affairs that will be held February 20, 1990, at 6:30 p.m., Spencer Research Library auditorium, and will consist of a forum on "Identifying and Preserving Local African-American History". Included will be presentations by Kansas Collection staff, Deborah Dandridge, Sheryl Williams and donors to the Black History Collection, discussing the Black History Collecting Program that is a part of the Kansas Collection.

Sherry Williams

EAST ASIAN CATALOGING RECORDS TO APPEAR IN THE ONLINE CATALOG

Effective Monday Feb. 19th, the Online Catalog will include romanized East Asian cataloging records. The East Asian Library began cataloging through OCLC's CJK system in May 1989. All of its cataloging records (2003 titles) produced through OCLC since that time are now part of the Cataloging Department's Online Record Management System and will appear in the Online Catalog on Monday. Additional East Asian cataloging records will appear in the Online Catalog on a regular basis as OCLC archive tapes are received and loaded into the local system.

Mary Roach

KANSAS LIBRARIANS FOR ETHNIC DIVERSITY—PETITION DRIVE

I am circulating a petition to request provisional roundtable status for a new group within KLA. If you are a dues-paying member of KLA, you can sign this petition to address minority concerns within KLA. Other issues we will work on will be the education of minorities for librarianship, the recruitment of minority professional librarians to the state of Kansas, the retention of minorities in the profession, minorities as leaders within KLA, and mentoring relationships. Signing this petition does not mean you have to be IN the roundtable; it only means you agree we can try to set one up. If you are willing to sign, please stop by my desk in Serials Cataloging by next week. Thanks in advance.

Rhonda Neugebauer

LIBRARY DEAN SEARCH COMMITTEE'S AD OMITTED

As I am sure many have noted, the Library Dean Search Committee's ad was omitted from the February issue of College and Research Libraries News. The staff at C&RLN made a basic error: they forgot to print our ad. The search committee met this morning (2/14) and decided to extend the initial deadline from February 20 to March 20. The ad will run in the March issue of C&RLN. This is a most unfortunate event, but we have decided to work as rapidly as possible to be able to bring candidates in during the spring semester. Please feel free to call me (4-3523) if you have any questions.

Ron Francisco

ATTACHMENTS

Minutes of the following meetings: Orientation Committee, 11/16/89 and 12/18/89; Budget and Planning Committee, 12/14/89; State Promotion and Transfer List.

Ruth Miller
Minutes of the Orientation Committee  
November 16, 1989

Present: Norma Bishop, Judith Emde (Chair), Sandy Gilliland, Bayliss Harsh  
Absent: Susan Hitchens, Carmen Orth-Alfie

Minutes of the October 17 and October 30 meetings were approved with corrections.

Committee members commented on recent Orientation Luncheon held at Kansas Union. Reactions from those attending were favorable; all liked the informal atmosphere and meeting new staff. TGIF get togethers were discussed as a possible additional means of getting new staff together.

Discussion of Orientation File continued. It was agreed that the file should be sent to all new staff, including those staff who promote and/or transfer. File box should be covered in brown paper and labeled accordingly.

Committee members were asked to call new staff to remind them of the upcoming Holiday Party sponsored by KULSA.

Discussion of the "Who's Who" document will be done at our next meeting.

Discussion continued regarding the Orientation Tours. Tours would include all branches and library departments. Before contacting department heads, Emde suggested the committee work more on the actual logistics of the tours, although we did agree that tours could be held twice a year, for example, mid-October and mid-April.

Next meeting November 29, 1:30 p.m. Submitted by, Sandy Gilliland

Orientation Committee  
Meeting of 12/18/89  
Present: Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie.

We amended and approved the minutes from the meeting of 12/6/89.

JE reminded us to contact new staff members regarding the upcoming holiday parties. The KULSA party is 12/21, and the Chancellor's Holiday reception is 12/19.

JE presented a draft of the letter that we will send to department and/or unit heads regarding staff orientation tours. We discussed the tours and revised the letter. SG will discuss our proposal with Dean Ranz before we proceed any further with this issue. Submitted by Bayliss Harsh
Minutes: Budget and Planning Committee

Date: Dec. 14, 1989

Present: Nancy Jaeger, Saralinda Rhodes, Becky Schulte, Kent Lewis,
   Barb Gaeddert, Rich Ring

Absent: Kendall Simons

Rich Ring had joined the committee upon the resignation of Dan Barkley.

Minutes from the previous meeting were approved as written.

Barb distributed a sample list of questions to ask unclassified staff mem-
bers concerning their involvement in the library planning. Some suggestions
were made for changes. Barb will rewrite the questions and send to committee
members.

She also distributed lists of names for people to call. Hopefully the cal-
ling will be completed by the end of January. Everyone was reminded to inter-
view themselves.

Several helpful documents were displayed at the meeting, Charges to the
University Committee on Library and Dr. Ramaley's Planning Workbook for
the Lawrence Campus. Becky will make copies of the University Senate
Committee charge and mail to committee members and Barb will do the same
for pertinent parts of the Planning Workbook.

Rich suggested a notebook format for the finished product and that someone
in addition to John Miller be interviewed from the Computer Center.

The next meeting has been scheduled for Jan. 18 at 10:45 A.M. Everyone
should try to have at least 3 people on their list interviewed by that time.

Respectfully submitted,

Rebecca Schulte

Addendum: The next meeting has been postponed until Jan. 23 at 10:30 in
Meeting Room B.
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

February 12, 1990

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, February 16, 1990

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<tbody>
<tr>
<td>BELOIT</td>
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<tr>
<td>R-22</td>
<td>Social Worker III</td>
<td>Denis Shumate (913) 738-5735</td>
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<td>Youth Center at Beloit</td>
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<td>CHANUTE</td>
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<td>R-11</td>
<td>Keyboard Operator I (Intermittent)</td>
<td>Ginny McCord (913) 296-4171</td>
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<td>Board of Agriculture</td>
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<td>NORTON</td>
<td></td>
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<tr>
<td>R-15/17</td>
<td>Correctional Officer Trainee/Correctional Officer I (4 Positions)</td>
<td>Mary Stanton (913) 877-3380</td>
</tr>
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<td></td>
<td>Norton Correctional Facility</td>
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</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.

TOPEKA

R-19 Accountant I | Mike Ramirez (913) 296-3721 |
Department of Transportation

*Assistant Director for Medical Services (Health Officer II - Unclassified) | Jo Ann Moran (913) 296-1290 |
Department of Health and Environment

TOPEKA (cont.)

R-26 Civil Engineer II | Sherri Jacobs (913) 296-3721 |
Department of Transportation

R-17 *Safety and Security Officer II | Linda Kraus (913) 296-3936 |
Youth Center at Topeka

R-13 Secretary I | Diana Cobb (913) 296-4495 |
Department of Corrections

R-15 Secretary II (Macintosh Experience) | Judy Shump (913) 296-3344 |
Department of Administration

R-16 *Transportation Manager I | Sherri Jacobs (913) 296-3721 |
Department of Transportation

WICHITA

R-16 Equipment Operator 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-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.) |

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

CLASSIFIED ACTING ASSIGNMENT REMINDER

Library classified staff interested in being considered for the Acting Assignment appointment in the Acquisitions Department (due to Susan Hamilton's medical leave) are reminded to apply by the deadline, 5:00 p.m. Friday, February 23. All library classified staff were mailed a flier which described the conditions of appointment, position responsibilities and qualifications. Contact Rex Hargis or Sandy Gilliland if you have any questions.

S. Gilliland

PERSONNEL

Jennie Dienes has been appointed as a half-time Librarian I in the Government Documents and Map Library effective March 1st. Jennie earned the M.L.S. degree from the University of British Columbia, Vancouver, in 1979. She is currently employed in the Interlibrary Services department, Watson Library. Jennie replaces Vickie Long.

Lisa Stephen, a full-time Office Assistant III in the Cataloging Department, has announced her resignation. Lisa began employment with the Libraries in October, 1988. Her resignation is effective March 6th.

S. Gilliland

UPDATE ON DEAN'S SEARCH COMMITTEE PROGRESS

The Search Committee for the Dean of Libraries has begun to review the files of candidates for the position. Weekly meetings will be held on Wednesday mornings at 8:00 a.m. During this phase of the process it is extremely important that absolute confidentiality of committee proceedings be maintained. Your library representatives on the committee (Sandra Brandt, Deborah Dandridge, Lars Leon, Rachel Miller, Mary Roach) appreciate your respect of this factor.

Sandra Brandt

PLANNING COMMITTEES

The Committee on Budget and Planning is attempting to identify all currently active committees or groups who deal with any phase of library planning. Note that this includes campus and state-wide groups which affect the KU Libraries. We are also listing committees recently out of business or currently inactive. Please scan the attached list, and telephone or send any additions or corrections to Barb Gaeddert (4-3038), Cataloging Department. We are especially anxious to hear from classified staff. Thanks much.

Barb Gaeddert for B&P

VM ACCOUNTS AND OFFICE TRAINING SESSIONS

As mentioned earlier in FYI, any library staff member desiring a personal VM account in order to use BITNET, MAIL, and OFFICE can request one from John Miller (4-5530). As part of getting an account, you will receive manuals for OFFICE and MAIL. A basic VM training session will be announced in next week’s FYI.

OIS Administrative User Services (AUS) staff will be offering introductory and hands-on training sessions for OFFICE over the next several months. I strongly encourage anyone interested in the OFFICE system or in electronic mail in

An Equal Opportunity/Affirmative Action Employer
VM ACCOUNTS AND OFFICE TRAINING SESSIONS (continued)

general to attend one or both of these sessions (they are free). You do not have to sign-up for the Introduction sessions, but you must register for the hands-on training by calling Charles Rezac of AUS at 4-0472. If you go to a hands-on session, you probably can skip the Introduction session. It would be best to get a VM account and a manual before attending any of these sessions.

Introduction to OFFICE (2 hours — Computer Center Auditorium): March 6, 2-4 p.m.; March 21, 9-11 a.m.; April 6, 2-4 p.m.; and April 18, 9-11 a.m.

Hands-on OFFICE training (4 hours, 8C Strong Hall): February 26, 1-5 p.m.; March 13, 8-12 a.m.; March 28, 1-5 p.m.; April 12, 8-12 a.m.; and April 27, 1-5 p.m.

WORKSHOP FUNDS AVAILABLE

The Staff Development Committee would like to announce the availability of funds for staff members to attend workshops or specialized classes. These funds were made available this year for distribution to library staff for attendance at workshops which meet the following criteria: 1) staff member has submitted the appropriate request form to the Staff Development Committee; 2) the workshop is job-related or will enhance the performance of job duties; 3) attendance at the workshop has been approved by the supervisor and the appropriate assistant dean. The Staff Development Committee will distribute the funds each month beginning March 15, until the total of $1,000 has been distributed. Forms can be obtained from Linda Evans (Reference) or Connie Powell (Science). Due to the limited amount of funds and the cost of workshops, please submit your application as soon as possible. We are working with John Miller and others on the Automation Committee to offer in-house training alternatives to the Computer Center workshops on Introduction to WordPerfect and Introduction to MS-DOS.

John Miller

KANSAS LIBRARIANS FOR ETHNIC DIVERSITY—PETITION DRIVE

I am circulating a petition to request provisional roundtable status for a new group within KLA. If you are a dues-paying member of KLA, you can sign this petition to address minority concerns within KLA. Other issues we will work on will be the education of minorities for librarianship, the recruitment of minority professional librarians to the state of Kansas, the retention of minorities in the profession, minorities as leaders within KLA, and mentoring relationships. Signing this petition does not mean you have to be IN the roundtable; it only means you agree we can try to set one up. If you are willing to sign, please stop by my desk in Serials Cataloging by next week. Thanks in advance.

Rhonda Neugebauer

LAST OF THE LIPPINCOTT STUFF...

The last items to be taken out of Lippincott are some cardborad 3" x 5" filecard boxes. If anyone would like one or more of these, please call Lars (4-3476) by Friday, February 23, 5:00 p.m. Thanks.

Lars Leon

BOOK PRESERVATION SLIDE SHOWS

Another showing of the book preservation slide shows will be held Monday, February 26, at 7:00 p.m. in Watson Library Conference Room B, 5th Floor. Library staff and students who missed the other showings are welcome to come. Popcorn will be served.

Janet Anderson-Story

(continued)
KANSAS COLLECTION OPENS EXHIBIT "AFRICAN-AMERICAN EDUCATORS IN KANSAS"

The Kansas Collection will hold a reception on February 28 at 5:00 p.m. for a new exhibit, entitled "African-American Educators in Kansas: A Proud Tradition." As a part of activities designed to celebrate Black History Month, the exhibit will feature holdings on African American teachers drawn from materials recently acquired through the Black History Collection Program. Featured in the exhibit will be selections from the papers of William Foster, Director of Bands at Florida A & M University. Dr. Foster, a KU graduate, from Kansas City, will be speaking at an awards reception and dinner later on the 28th. Everyone is invited to attend the reception.

Sherry Williams

ATTACHMENTS

Attached to this issue of FYI are the following minutes: Classified Conference Personnel Committee meetings of December 4 and 5, 1989, LFA Executive Committee meeting of February 12, Staff Development Committee meeting of December 7. Also attached is Kathleen Neeley's ALA travel report, the State's promotion and transfer list, and the Preliminary list of committees and regular meetings drafted by the Budget and Planning Committee.

S. Gilliland

Personnel Committee Minutes December 4, 1989

Present: Pat Wittry, Janet Revenew, Verna Froese, Janet Anderson - Story. Susan Hamilton, absent

Janet Revenew made a report on the Classified Conference Exec. Board meeting. In regard to our request for feedback from Lars after meetings of the Dean’s Search committee, he said there was a confidentiality problem. He would be open to our input, but could do little by way of feedback.

Some of the skills the Personnel Committee would like the new Dean to have would include:
1. a participatory management style
2. administrative experience, but not necessarily a Deanship
3. hold an MLA
4. interest in staff development for all staff

The food and drink issue was discussed a length. We decided to meet again the next day to draft a letter to Dean Ranz.

December 5, 1989

Same present

A letter to Dean Ranz was drafted in regard to the food and drink issue.
LFA EXECUTIVE COMMITTEE: Minutes
February 12, 1990

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.

Three sets of minutes of LFA committees (Budget and Planning, 12/14/89; Orientation, 11/16/89 and 12/18/89) were received and forwarded for publication in FYI.

I. Nominating and Ballots committee vacancy: the vacancy had resulted from Suzanne Tronier’s resignation from the libraries. On the basis of Exec’s survey last fall of members’ preferences for committee service, Susan Hitchens was designated to fill the vacancy.

II. LFA Code issues: Melton asked if Exec should follow up on the question of the Dean’s membership on LFA committees as it arose from last year’s proposed code change affecting the membership of the Library Committee on Promotion and Tenure and the more recent vote by LFA to establish a peer review committee for the annual evaluation process. Members of Exec agreed that they did not feel it would be productive to pursue the issue now.

III. Library budget request for FY 91 and 92: the Dean had supplied Exec a copy of the budget document submitted to the university administration. LFA could comment on any issues the budget request raises touching on the library faculty’s professional concerns. The Library is facing the possibility of a 4% total increase for acquisitions. A copy of the request would be sent to Budget & Planning for consideration. Further discussion was postponed until all members of Exec had read the document.

IV. Dean of Libraries search: Melton had noticed that no advertisement for the position had appeared in the February issue of C&RL News. The question arose whether Exec should contact the search committee to confirm whether or not efforts were being made to advertise as widely as possible.*

The next meeting of Exec was scheduled for Monday, February 19, at 9:30 a.m.

Submitted by Mike Biggins

*Subsequently Ron Francisco, chair of the Dean of Libraries search committee, published an item in FYI (February 15) explaining that the staff of C&RLN News had forgotten to print the ad in the February issue. The search committee had been assured that it would appear in the March issue.
Preliminary list of committees and regular meetings.

Academic Council (Campus-wide, J. Ranz)
Academic Library Statistics Committee (state-wide, R. Ring)
Ad Hoc Circulation System Changes
Administrative Conference (J. Ranz)
Art and Architecture Library staff meetings
Audiovisual Task Force (M. Roach)
Big 8 Library Directors (J. Ranz)
Binding Committee (S. Couch)
Budget and Planning
Catalog Department meetings
Circulation Department meetings
Circulation System users meetings
Classified Conference
Closed Stack Committee
Collection Development Council (R. Ring)
CDC Executive Committee
CDC Policy Revision Committee
Committee to Review the Entire Evaluation Process (CREEP)
Database Development Committee
Dean's meeting (weekly, J. Ranz)
Engineering Library staff meetings
Exhibits Committee (R. Neugebauer)
Faculty Rights, Privileges and Responsibilities (N. Burich)
Food and Drink Committee (S. Gilliland)
Friends of the KU Libraries (M. Clark)
Gang of 30 ("1ser" users group)
GODART (D. Koepp)
Government Documents staff meetings
Government Documents Policy Committee
Graduate Committee (Campus-wide, J. Ranz)
Grievance Committee (S. Gilliland)
Hegarty Project meetings (R. Clement)
INNOVACQ Users Committee (K. Lohrentz)
Information Policy Committee (Campus-wide, J. Ranz)
Information Systems Advisory Committee (Campus-wide, J. Miller)
KANFAX (state-wide, S. Brandt)
Kansas Collection meetings
KIC (state-wide, S. Brandt)
Library Automation Committee Circ. System Task Force (J. Miller)
Library Automation Committee (J. Miller)
Library Committee on Promotion and Tenure
Library Faculty Assembly
LFA Executive Committee
Library System Programmers meetings
Nominating and Ballots Committee
Non-Print/Mixed Media Task Force (R. Ring)
Online Catalog Committee (L. Moore)
Online Serials Access Task Force (OATS)
Minutes
Staff Development Committee
December 7, 1989

Present: Rick Clement, Linda Evans, Rhonda Neugebauer (chair), Rosemary McDonough. Connie Powell came for a few minutes at the end of the meeting.

The committee discussed the trip to Linda Hall, Dykes, and Clendening Libraries. About 20 staff members went. Reports were that the trip was successful.

Rhonda said she will put off her presentation to LFA to a later date because of other important matters that will be discussed at the upcoming LFA meeting.

Rhonda is considering a library issues forum. She has names of several people who might lead each forum. She is working out a schedule.

Linda raised a question about allocating travel funds to people who will attend meetings as committee members. Rick pointed out that at ALA meetings, an important part of the work is done by committees. People should be asked to define their activity or responsibilities and to estimate the time these will take. Linda will rework the application form.

The committee voted on allocations for six applicants for travel funds.

The committee continued to work on SDC's guidelines.

The next meeting will be Thursday, December 14, 1989, at eleven o'clock.

Rosemary McDonough, secretary
I attended the 1989 ALA Annual Conference from June 24 through June 27, 1989, in Dallas.

There were many sessions on various aspects of library automation, and unfortunately, many of them overlapped. I attended the LAMA program called Networking CD-ROMs: Myth and Reality. Some interesting ideas, such as dialing into a LAN, were discussed along with many of the problems and possible limitations of LANs. The ACRL Science and Technology Section's Science Databases Discussion Group's session on Locally Loaded Tapes was the most informal and stimulating meeting I attended. Joe Giglio from BRS Onsite gave a short presentation on BRS's program and other options for locally loading tapes. Then representatives from Cal Tech, UC San Diego, Clemson, Delaware, CMU and Rutgers gave summaries of what they were doing at their respective institutions. Most institutions were taking money for such programs from acquisitions funding, but some had gotten special money from grants, gifts or other departments on campus. RASD Interlibrary Loan Committee sponsored a session call Interlibrary Loan and Serials Crises: Strategies for the 1990's, featuring Herb White as the lead speaker. Some of his points included: publishers will continue to start new serials as long as libraries continue to find additional money to buy them and as long as faculty members continue to want to publish more and more articles; all ARL libraries should cancel specific journals and then tell their faculty not to publish in those journals; interlibrary services should be part of the acquisitions budget. STS's Publisher Relations Committee sponsored a Serials Prices Discussion where I learned that there is an E-mail group on serial prices. Soon I expect to be able to access this group on my own micro!

The exhibits were useful, especially for consideration of photocopying equipment and signage this year. The new Minolta microform reader printer was quite impressive, as was the new Xerox Booksave Copier. Modulex had the most flexible and durable signage system, and just this week we received our directories for the library from them. Many of the CD-ROM vendors were there with new products. The poster sessions were again informative this year, especially the sessions on bibliographic instruction.

In addition to the many conference-related activities I attended, I spent some time getting to know Dallas, a city I had never visited, and which I enjoyed much more than I thought I would. Thanks to the Staff Development Committee for providing assistance with the expenses.
### PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration

**DIVISION OF PERSONNEL SERVICES**

London State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1521
913-296-4278

**February 19, 1990**

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, February 23, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABILENE</strong></td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
<td>R-16</td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-24</td>
<td>Correctional Specialist II</td>
<td>Mary Stanton (913) 877-3380</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norton Correctional Facility</td>
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</tbody>
</table>

**NORTON**

Must have reached 21st birthday at time of appointment. Must be free of any felony convictions. Must also possess valid driver’s license.

Correctional Specialist 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.

**OLATHE**

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

**SALINA**

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

**TOPEKA**

| R-31 *Chief of Services (Public Health Nursing Director) | Jo Ann Moran (913) 296-1290 |
| R-31 Civil Engineer IV | Sherri Jacobs (913) 296-3721 |
| R-26-A *Emergency Preparedness Planner II (Statewide Travel) | Teresa Parsons (913) 266-1462 |
| R-19 Engineering Technician IV (3 Positions) | Mike Ramirez (913) 296-3721 |
| R-27 Environmental Geologist I | Jo Ann Moran (913) 296-1290 |
| R-19 Executive Secretary | Mike Ramirez (913) 296-3721 |
| R-11 Office Assistant II | Mike Ramirez (913) 296-3721 |
| R-31 *Public Health Physicist | Jo Ann Moran (913) 296-1290 |
| R-13-A Secretary I (Typing) | Teresa Parsons (913) 266-1462 |
| **WINFIELD** | Jo Ann Moran (913) 296-1290 |
| R-15 *Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) | Farrel Oard (316) 221-1200 |
| (11:00 p.m. to 7:00 a.m.) | Winfield State Hospital and Training Center |
| 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.) | |

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

CLASSIFIED VACANCIES

The Cataloging Department has announced the availability of three full-time Office Assistant III positions. Position responsibilities are provided as follows: Position #2800C0034: 1) oversees general flow of books routed from the Acquisitions Dept.; 2) oversees the flow of certain "special" types of materials; 3) catalogs books; 4) supervises students; 5) enters original cataloging records from workforms coded by catalogers or paraprofessionals. Position #2800C0057: 1) Prepares brief record workforms; 2) proofs hold records and maintains hold area; 3) handles specific requests for books located in Hold; 4) catalogs books; 5) supervises students. Position #2800C0069: 1) Catalogs books; 2) oversees the inputting, editing, and producing of cataloging records using OCLC's cataloging microenhancer software; 3) trains and supervises students; 4) assists with filing cards in the Libraries' shelflist. Minimum Qualifications: One year of experience in clerical work. Preferred Selection Criteria: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer person who is able to work well with a large staff as in the Cataloging Dept.; prefer demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, to work independently, and to maintain a steady flow of materials through the section.

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.

The Interlibrary Services Department has announced the availability of a half-time (20 hours per week) Library Assistant I position with the following responsibilities: 1) screens interlibrary loan requests to identify materials owned by searching on-line catalog, card catalog, Innovacq, etc.; 2) verifies interlibrary loan requests for bibliographic accuracy and locates lending institutions using OCLC and other bibliographic sources such as NUC Pre 56, Dissertation Abstracts and ERIC; 3) provides patron assistance as needed. Minimum Qualifications: Three years of full-time library experience. (College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years.) Preferred Selection Criteria: Working knowledge of one or more foreign languages; experience with OCLC searching; familiarity with KU library systems—online catalog, Innovacq, etc.; ability to work independently; ability to meet frequent deadlines; ability to work effectively with library staff and public; effective communication skills.

The Library Assistant I classification is funded at salary range 14 on the State Civil Service salary scale, at a beginning annual salary of $8,058 (half-time rate).

Library staff interested in applying for these positions should complete a "Request for Promotion or Transfer" form available from Rex Hargis, 502 Watson. Applications must be received by 5:00 p.m. Wednesday, March 7, 1990.

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
VM/OFFICE/MAIL question and answer session, continued from page 2:

Internet/KARENET demo: Friday, March 9, 4:15-5 p.m. This is a demonstration of some of the other online catalogs that can be searched online via the Kansas Regents Network (KARENET) or the national Internet. Both of these networks are attached to the KU packet switch network and can therefore be reached via dial-up or from any switched-access terminal (there are a few of these in a few of the libraries, plus many of them at campus RAN sites in the Computer Center, Fraser, etc.).

John Miller

STAFF DEVELOPMENT COMMITTEE TO SPONSOR TOUR

The Staff Development Committee will sponsor a tour to see the new underground library at Park College (Parkville, MO) on March 20. Two vans will depart from Watson Library at 8:30 a.m., returning at about 2 p.m. Lunch will be served at the College for $3 per person. To reserve a seat on the van contact Rick Clement at 4-4334.

Rick Clement

"SHIFT" NEWS

The shift on 2 East is now complete. The call numbers for that floor are 862-999 plus the Dewey folios. We are now shifting 1½ East. For now the call numbers are 600-864. It will be awhile before we shift between floors again.

Janet Anderson-Story

STAFF ORIENTATION COMMITTEE SPONSORS TGIF PARTY

The Staff Orientation Committee has planned a TGIF party. See attached invitation.

Judith Emde

CONGRATULATIONS!

Congratulations to Penny Donaldson for winning the race for the empty Classified seat on the Budget and Planning Committee. Good Luck!

Rex Hargis

CIVIL SERVICE EXAMINATION CALENDAR FOR MARCH

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

Sandy Gilliland

ATTACHMENTS

Attached to this issue of the FYI are minutes of the following meetings: Staff Development Committee, 12/14/89 and 2/8/90; LFA Executive Committee, 2/19/90; and Personnel Committee, 2/20/90; March 1990 Civil Service Testing Calendar; State Promotion and Transfer List; and the TGIF party invitation.
PERSONNEL

Barbara Breitung and Norma Sconce have been appointed to Library Assistant I positions in the Cataloging Department effective February 26th. Barbara studied Slavic languages and literature at Indiana University where she held positions as Slavic Searcher and as an Assistant to the Slavic Bibliographer. She replaces John Lynch. Norma Sconce has been employed within the Library's Cataloging Department since October, 1985, as an Office Assistant III. She replaces Kent Lewis.

Sandy Gilliland

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 10:00 a.m. Tuesday, March 13. 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

DESPERATE!!!

The Administrative Office (Watson) is in desperate need of campus mailers — all sizes. I would really appreciate it if you have extra mailers or know of any other department on campus that might have some, to send them to me. Thanks.

Ruth Miller

ANNUAL STEAM SHUT DOWN

Facilities Operations has scheduled the annual steam shut down for March 13-14, in order to service and repair equipment in the power plant and steam tunnels. Heat will be off during the steam shut down, but air circulation will be operable. Should the weather be unfavorable in March, this work will be postponed until May 22-23, 1990.

Nancy Jaeger

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING ANNOUNCED

There will be a meeting of the Classified Conference Executive Board on Wednesday, March 7, at 1:30 p.m. in Watson's conference room A. If you cannot attend, please let either myself or Kerry know.

Rex Hargis

DOS/ZENITH, VM/MAIL/OFFICE AND INTERNET/KARANET SESSIONS

I will present the following sessions next week in the computer center auditorium. Anyone who wishes to attend may do so without signing up. Everyone who has asked for a VM account as of 2/27/90 will have an account and documentation by Wednesday the 7th.

Introduction to DOS and to Zenith microcomputers: Wednesday, March 7, 9-10:30 a.m. and Friday, March 9, 1:15-2:45 p.m. This is not a training session, but rather an attempt to introduce new users to DOS. It will cover the following topics: 1) directories and subdirectories on the hard disk, including commands to create, delete, and rename directories and the commands to move around from directory to directory; 2) formatting floppy disks; 3) the DIR, DDIR, TYPE, BROWSE, PRINT, COPY, XCOPY, AND BACKUP commands; 4) the CONFIG.SYS and AUTOEXEC.BAT files; 5) a very brief introduction to batch files and menus created from batch files; and 6) an introduction to Zenith microcomputers, including the MONITOR and GDU programs.

Introduction to VM, MAIL, and BITNET (with a little bit about OFFICE): Wednesday, March 7, 10:45-12:15. This is for new VM users. It is intended to complement the OFFICE introduction and training sessions given by the computer center.

VM/OFFICE/MAIL question and answer session: Friday March 9, 3-4 p.m. This is intended for staff who have begun to use VM and who have questions about MAIL or OFFICE or any other system. This is the first of what should be monthly meetings.
Present: Rhonda Neugebauer, Chair, Norma Bishop, Connie Powell, Linda Evans, Rick Clement, Rosemary McDonough.

The Committee agreed to a regular meeting time at 1:00 on Thursday.

Connie suggested that equitable funding across the board for staff development be a topic for the next meeting.

Rick is working on a staff tour to Park College to view Park's underground library. Rick asked that any staff member with ideas for worthwhile tours give him suggestions.

Norma reported on activities of the Orientation Committee. OC members are presenting slide shows on preservation. OC members also are calling on department heads to find out what kind of library tours heads are interested in and how much time might be taken for a new person's tours.

Rhonda suggested that the preservation slide, *Slow Fires*, be shown at a brown bag luncheon. This will be discussed at the next meeting. Rhonda suggested also that each SDC member take responsibility for a brown bag luncheon.

Rhonda said she and Rick will be working on the lecture series.

The Committee discussed Connie's draft on how people can apply for the workshop money that was allocated for this year. Rick suggested development of a form on which people could apply. The Committee discussed the steps in order by which a staff member might apply for funding through SDC, receive approval of the appropriate department head and appropriate assistant dean, and be given funding or a refusal. A refusal at any step would be accompanied by an explanation.

---submitted by Rosemary McDonough, Secretary

Minutes
Staff Development Committee
December 14, 1989

Present: Rhonda Neubegauer (Chair), Linda Evans, Rick Clement, Rosemary McDonough.

Connie Powell has been working on a form for applying for workshop funding. Rhonda will talk with Connie about this. The Committee is working toward an announcement about the form.

The Committee looked at the outline of Rhonda's ideas for library issues forums for spring, 1990. The Committee discussed what fees might be expected for some out-of-town forum leaders on the list and the cost of entertaining forum leaders and staff members who are involved in the entertaining. It was suggested that an honorarium, transportation, lodging, and meals should be paid for those presenting the forums.

Some additional topics for the forums were suggested: The present and future of library education (suggested by Rick); the role of libraries in the community, perhaps to be presented by Susan Marchant or Jim Marvin from Topeka; indexing, which might be a topic for the *Kansas City Times* librarian.

---submitted by Rosemary McDonough, Secretary
LFA EXECUTIVE COMMITTEE: Minutes
February 19, 1990

Present: Biggins, Bromberg, Clark, DiFilippo, Melton, Snell, S. Williams.

Minutes from the Staff Development committee (December 7, 1989) were acknowledged and forwarded to FYI.

I. Advertising for library deanship: Melton had contacted the chair of the Dean of Libraries search committee, Ron Francisco, who informed him that the editors of College and Research Library News had failed to include the KU deanship in its February listing of open positions, although the search committee had sent C&RLN copy for the advertisement. The advertisement would first appear in the March issue of C&RLN, and consequently the committee had set a new deadline for applications of March 20.

II. Library budget request for FY 91 and 92: Exec discussed what issues of professional concern to library faculty might go into a letter to the University administration calling for greater budgetary support for the libraries in the next two fiscal years: a stronger library budget is crucial to the process of hiring a new Dean of Libraries; fewer student hours would require professionals to do more clerical work to the detriment of their professional responsibilities; there is a need for more professional positions library-wide. Melton would draft a letter by Wednesday incorporating Exec's most salient suggestions, to be sent on behalf of LFA to the Office of Academic Affairs.

III. Senate Libraries Committee: Melton, as LFA representative to this committee, announced that discussion of Library policy on collecting non-print materials (e.g., video and audio tapes, machine-readable data bases) was on the agenda of its next meeting. He asked for suggestions on whether to maintain or change the present policy.

The next meeting of Exec would be called when the need arose.

Submitted by Mike Biggins
Personnel Committee Minutes

February 20, 1990

Present: Janet Revenew, presiding; Verna Froese, Pat Wittry, and Janet Anderson-Story. Absent, Susan Hamilton.

Janet Revenew reported on her meeting with Sandy Gilliland about the Shift Differential information. She also reported a new food and drink proposal is being drafted.

Pat Wittry reported on the services offered at Robinson Gym. It was suggested that she share the information with Linda Evans, Classified Representative to the Staff Development Committee, to see if they would sponsor the idea. She would like to send a mailing to all Library employees to assess interest in an introductory session offered by the staff at the Gym.

Verna Froese reported on the progress she and Sue Hewitt have made as the Ad Hoc Committee On Restructuring Groups.

The list of group reps. generated by this committee will be updated and published in a May or June FYI.

Specification of Group Rep's responsibilities was discussed again and will be brought up at the next Exec. Board meeting.

Janet Revenew will meet with Sandy Gilliland about equipment needs which continue to go unmet.

Concern was voiced about the combined meeting of classified and unclassified employees when interviewing the Dean candidates. Janet Revenew will make a request to Lars that these meetings be held separately.

The next meeting will be held following the next Exec. Board meeting unless otherwise announced.

[Signature]

Janet Anderson-Story
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**WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II,

**UNASSEMBLED EXAMINATIONS OFFERED:** Carpenter I, Dietitian I & II, Electrician I, Medical Technician I

**WRITTEN & PERFORMANCE EXAMINATIONS:** Keyboard Operator I & II, Secretary I & II
**PROMOTION AND TRANSFER LIST**

**State of Kansas -- Department of Administration**

**DIVISION OF PERSONNEL SERVICES**

Landon State Office Building, 300 S.W. Jackson Street

Topeka, Kansas 66612-1251

913-296-4278

February 26, 1990

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, March 2, 1990

**SALARY RANGE**

**VACANT POSITIONS**

**CONTACT PERSON**

**GARDEN CITY**

R-13

Engineering Technician II

Mike Ramirez (913) 296-3721

Department of Transportation

R-13

Engineering Technician II

Mike Ramirez (913) 296-3721

Department of Transportation

**KANSAS CITY**

SHAWNEE - Kansas City Area

R-13

Engineering Technician II

(2 Positions)

Mike Ramirez (913) 296-3721

Department of Transportation

**TOPEKA**

Assistant Director for Medical Services

(Health Officer II - Unclassified)

Jo Ann Moran (913) 296-1290

Department of Health and Environment

R-26

Chemist III

Mike Ramirez (913) 296-3721

Department of Transportation

R-31

Chief of Services

(Public Health Nursing Director)

Jo Ann Moran (913) 296-1290

Department of Health and Environment

R-28

Civil Engineer III

Sheri Jacobs (913) 296-3721

Department of Transportation

R-11

Keyboard Operator I

(Application Deadline 2-28-90)

Sandy Smith (913) 296-3469

Kansas Parole Board

**TOPEKA (cont.)**

R-13

Keyboard Operator II

Diane Engelken (913) 296-6800

Kansas Highway Patrol

R-23

*Occupational Therapist I

Don Pesmark (913) 296-4321

Topeka State Hospital

R-13

*Office Assistant III

(Tele-Set Printing)

Teresa Parsons (913) 296-1462

Adjutant General's Department

R-18

Office Specialist

Cynthia Goetz or Lola Warner (913) 296-3600

State Conservation Commission

R-22

Programmer II

Mike Ramirez (913) 296-3721

Department of Transportation

R-26

*Psychologist II

(2 Positions)

Don Pesmark (913) 296-4321

Topeka State Hospital

PHD in clinical/counseling psychology including completion of APA approved clinical/counseling internship.

R-27

*Psychologist III

Don Pesmark (913) 296-4321

Topeka State Hospital

R-31

*Public Health Physicist

Jo Ann Moran (913) 296-1290

Department of Health and Environment

R-22/25

*Registered Nurse II/III

Don Pesmark (913) 296-4321

Topeka State Hospital

R-15

Secretary II

(Legal Experience Desirable)

Ginny McCord (913) 296-4171

Board of Agriculture

R-17

Secretary III

Mike Ramirez (913) 296-3721

Department of Transportation

R-20

*State Contracting Officer I, Trainee

(Vacancy)

Vicki Harding (913) 296-3140

Department of Administration

Division of Purchases

R-24

Tower and Antenna Specialist

(Streetwide Travel)

Mike Ramirez (913) 296-3721

Department of Transportation

WINFIELD

R-15

*Licensed Practical Nurse

(3:00 p.m. to 11:00 p.m.)

Farrel Oard (316) 221-1200

Winfield State Hospital and Training Center

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.)
The Division of Purchases is seeking racial minority and female applicants for a State Contracting Officer 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 employee will be provided on the job training and will receive close supervision.

This position is responsible for acquisitions of assigned commodities and services for State agencies. The trainee selected will learn to process requisitions, perform market analyses, review bids and make final award of contracts.

Qualifications Required: Individuals who are able to meet the following qualifications within a 6 to 24 month training period from the date of appointment are eligible to apply.

A bachelor's degree from an accredited four year college or university or two years of experience in the preparation of specifications, estimates and/or bids for the purchase of commodities or services or in marketing.

Starting Salary: $21,564 annually with scheduled increases.

Location: Topeka

Application Procedure: Submit a letter of interest, completed State of Kansas application form and college transcript (if applicable) to:

Vicki Harding
Room 951, Landon State Office Building
900 S.W. Jackson
Topeka, Kansas 66612
Phone (913) 296-3140

Application Deadline: March 2, 1990
The Staff Orientation Committee invites all Library Classified and Unclassified Staff to a TGIF party Friday, March 9th 5:00-7:00 p.m. at 620 Ohio.

Barb Gaeddert is graciously providing her home for this occasion.

Refreshments will be served.
**DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS***

**TIME CARD DEADLINE**

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 10:00 a.m. Tuesday, March 13. 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

**SERVICE AND RESEARCH RATING SCHEDULE CHANGE**

Librarians to be evaluated for their service and research contributions during calendar year 1989 will be notified of the rating assigned by the Committee on Service and Research on or about March 19th, rather than March 16th. Please contact Sandy Gilliland if you have any questions regarding this schedule change.  

Sandy Gilliland

**STAFF DEVELOPMENT COMMITTEE ANNOUNCES PROFESSIONAL ISSUES FORUM**

The Staff Development Committee has planned a series of lectures by regional experts on important issues in the library profession. Librarians with a number of specialties have been invited. Each speaker will give a lecture on a topic of her/his choice and will be available to answer questions on that topic or other topics which may interest KU staff members. It is hoped that these lectures will offer new information or new perspectives on activities and ideas relevant to libraries and librarianship. All staff and persons interested in library issues are invited to attend. All lectures will be held in the conference rooms on 5th floor, Watson. Refreshments will be provided. The speaker schedule is as follows:

**Wednesday March 14, 10:00 a.m.:**  
Ernestine Voss, Staff Development Officer, State Library  
Topic: Continuing Education and Professional Development for Librarians and Library Staff (will also talk about State Library)

**Tuesday April 10, 11:30 a.m.:**  
Dan Barkley, Government Documents Librarian, KU  
Topic: Access to Government Information: the Broad Issues

**Wednesday April 25, 10:00 a.m.:**  
Dr. Martha Hale, Dean, School of Library and Information Management, Emporia State University  
Topic: Emerging Paradigms in Library Science Research (will also answer questions about library science education and its contribution to our changing profession)

**Tuesday May 8, 10:00 a.m. (tentative):**  
Aurora Davis, Director of Information Services, Kansas City Star Company  
Topic: The Kansas City Star Library: Automation Activities and Future Directions

Everyone is welcome, visitors included! Please mark your calendars today!  

Rhonda Neugebauer

**DEAN SEARCH COMMITTEE UPDATE**

The Search Committee for the Dean of Libraries has begun to plan the candidate interview schedule. Interviews will span 2 days, and will include meetings with library staff, University administrators, faculty, and students. At this time it appears that approximately 6-7 hours over the 2-day period will be available for meetings with library staff. It is anticipated that all group meetings would be

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open. The 5 library representatives on the search committee have drafted a very tentative outline of how the library portion of the interview might be structured. If you have comments or suggestions, please contact any one of us before Monday, March 19 (Sandra Brandt, Deborah Dandridge, Lars Leon, Rachel Miller, Mary Roach). The final draft of the interview schedule will be published in FYI.

George Gibbs, Mary Hawkins, John Miller 1½ hours
Public Meeting (15-minute presentation 1 hour
on a topic given by the Search Department Heads 1½ hours
Committee, followed by discussion) Classified Conference Members 1 hour
Department Heads 1 hour LFA Members 1 hour
Library Tours 1 hour

Total 7 hours

In addition, we are proposing:
- Lunch with Administrative Office Staff
- Dinner with 3-5 bibliographers who are not department heads

**REVISION TO MARCH CIVIL SERVICE TESTING CALENDAR**

Please note the revised Civil Service testing calendar for March, attached to this issue of FYI.  

**ROBINSON GYM SURVEY**

All library personnel will be receiving a short survey concerning interest in an introduction to recreational services in Robinson. Please return to Pat Wittry’s desk in SPLAT by March 20th. Thanks.

**MASON NAMED DISTINGUISHED LIBRARIAN**

Congratulations to Alexandra Mason, Spencer Librarian, and Head of the Department of Special Collections, who has been named as the first recipient of the Distinguished Librarian Award. The Distinguished Librarian Award was established in 1989 through contributions to the Endowment Association to recognize excellence in librarianship. It includes a one-time stipend of $2,500. Chancellor Budig was quoted in the March 2, 1990 issue of the OREAD as follows: "Alexander Mason is a superb librarian, an outstanding choice for this first award...she also is a dedicated and accomplished teacher and scholar. We are very fortunate to have her on our faculty." Alexandra joined the University Libraries staff in 1957 as a special collections cataloger. She has held positions of Head, Department of Special Collections, Assistant Dean of Libraries for Special Collections and in 1975 became Spencer Librarian. In addition, she is a courtesy professor of English and a member of the KU graduate faculty. Alexandra has been active in national and international professional rare books associations. She is a member of the Grolier Club, the Bibliographic Society of America and Phi Beta Kappa. Congratulations!

**CONGRATULATIONS**

Congratulations to Rhonda Neugebauer for winning a paper competition sponsored by the Beta Epsilon Chapter of Beta Phi Mu and the Junior Members and Social Responsibilities Roundtables of the Kansas Library Association. Her paper entitled "Do Libraries and Librarians Have Social Responsibilities?", will be read at the annual Tri-conference (in Wichita, March 22) and will subsequently be published in the Kansas Library Association Newsletter.

**CHICAGO ANYONE??**

Anyone interested in going to Chicago Friday, April 6th — Sunday April 8th? For $95.00, you get round-trip airfare to Chicago and back and two nights lodging in the Lenox House (based on 4 per room). This is a great opportunity to see the
sights of the "Windy City" on a budget! If interested, please contact Saralinda Rhodes (4-3366) immediately — no later than Friday, March 9th. For more info or to confirm your reservation, call SUA at 4-3477.

ATTACHMENTS
Revised March Civil Service testing calendar and the State Promotion and Transfer list.
Current state employees who qualify for promotion or transfer will be considered for these vacancies, and should contact the appropriate agency immediately. Your Personnel Office will help determine whether you qualify.

* 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, March 9, 1990.

### Salary Range

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<td><strong>ANTHONY</strong></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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<td><strong>BELOIT</strong></td>
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<tr>
<td>R-21 Social Worker II</td>
<td>Dennis Shumate (913) 738-5735 Youth Center at Beloit</td>
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<td><strong>CHANUTE</strong></td>
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<td>R-13 Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td><strong>EMPORIA</strong></td>
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<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td><strong>HUTCHINSON</strong></td>
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<td>R-16 Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td><strong>LEAVENWORTH</strong></td>
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<td>*Buildings System Technician (Unclassified - $1,712 per month)</td>
<td>John Speaks (913) 651-8739 or Teresa Parsons (913) 266-1462 Adjunct General's Department</td>
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### TOPEKA

- **R-24** Accountant III  
  - Mike Ramirez (913) 296-3721  
  - Department of Transportation

- **R-26** Administrative Officer III  
  - Susan Koch (913) 296-3785  
  - Department of Commerce

Two years experience in budgeting and fiscal administration. (Experience in preparation and management of a state agency budget preferred.)

- **R-21** Auditor I  
  - Mike Ramirez (913) 296-3721  
  - Department of Transportation

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

- **R-27** Environmental Engineer II  
  - Ginny McCord (913) 296-4171  
    - (Need Engineer Training License)

- **R-15** Office Assistant IV  
  - Ginny McCord (913) 296-4171  
  - Board of Agriculture

- **R-15** Secretary II  
  - Vicki Harding (913) 296-3140  
    - Department of Administration
    - Health Benefits Administration Office

### WICHITA

- **Director of Employee Relations**  
  - The Wichita State University
  - Richard York (316) 263-1500  
    - Kansas Securities Commissioner

- **Secretary III**  
  - (Know WordPerfect and Have Dictaphone Experience)

### WINFIELD

- **Licensed Practical Nurse**  
  - Farrel Oard (316) 221-1200  
    - (3:00 p.m. to 11:00 p.m.)
    - (11:00 p.m. to 7:00 a.m.)

- **Psychologist IV**

- **Registered Nurse III**  
  - (3:00 p.m. to 11:00 p.m.)  
  - (11:00 p.m. to 7:00 a.m.)

*Job Description is in Administrative Office*
University of Kansas Libraries

Number 1060

March 15, 1990

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

INCREASE IN MILEAGE REIMBURSEMENT RATE

The University has recently announced that the mileage reimbursement rate for use of privately owned vehicles on official state business has been increased from 22.5 cents per mile to 24 cents per mile, effective 3/1/90. All library staff who receive approval to be reimbursed for mileage while on official business will receive compensation at the rate of 24 cents per mile for personal vehicle use. Please contact Ruth Miller or Nancy Jaeger should you have questions concerning the procedures for applying for mileage reimbursement for privately owned vehicles.

LIBRARY COMPUTER SYSTEMS DOWN ON SUNDAY, MARCH 18

Next Sunday, March 18, all computers at the main operations room of the computer center will be shut down from 4 a.m. until approximately 6 p.m. Facilities Operations staff will be draining the air conditioning system and installing new pipes. This means that all library systems (circulation, online catalog, etc.) will be unavailable until sometime after 6 p.m. They most likely will not be available until at least 7 p.m.

CLASSIFIED AD HOC COMMITTEE ON HEALTH ISSUES

This committee has been formed to study working conditions and their impact on employee health. Particular emphasis will be given to CRTs and the latest findings on health implications. Anyone wishing to relate comments or wishing to serve on this committee should call me in the Cataloging Dept. (4-3038).

WITHDRAWAL OF BOOKS

Notice all items to be withdrawn and any queries about withdrawals should be directed to Miloche Kottman, Cataloging Dept.

CIRCULATION TASK FORCE CHARGE AND MINUTES

The charge to the Circulation Task Force from the Library Automation Committee and the minutes of the task force's Feb. 22 meeting are attached to this FYI.

INTRODUCTION TO MS-DOS HANDOUT AVAILABLE

Copies of the 10-page Introduction to MS-DOS that I wrote to accompany last week's training sessions are available to anyone who wishes them. You may get a copy from Ruth Miller in the Watson Administrative Office or request one directly from me (4-5530). I will repeat the introductory DOS session a couple of times in mid-April.

ST. PATRICK'S DAY PARTY CANCELLED

The St. Patrick's Day party which the O'Hegarty Irish Library Project staff had intended to give has been cancelled due to unforeseen circumstances. Apologies to all who were looking forward to green beer.

ATTACHMENTS

State Promotion and Transfer List; Charge to the Circulation Task Force memo; Minutes of Circulation Task Force 2/22/90 meeting.

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CIRCULATION TASK FORCE. MINUTES FOR FEBRUARY 22, 1990

Attendees: John Miller (Chair), Sarah Couch, Susan Craig (Recorder), Gaele Gillespie, Annamarie Hill, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

Absent: Bayliss Harsh, Mary Hawkins

1. Minutes: John Miller asked for a volunteer to record minutes for all the meetings of the task force. No one volunteered so it was decided that the members will take turns at the task. It was decided that regular reports of the committee’s deliberations should be published in FYI so that all members of the library staff could remain informed as discussion continues.

2. Charge to the Circulation Task Force from the Library Automation Committee: The bulk of the meeting was spent analyzing the charge which was distributed. Points in the charge include: the task force is required to produce a report by September 1, 1990; the report will be an interim report which must be comprehensible to general library staff--detailed appendices may be added to the report or a second, more detailed report may be required; the project must be viewed as a new system, not a set of fixes to the existing system. Specific areas to be covered in the report include: basic circulation functions; reserve; collection development statistics and reports; public access, including integration with the online catalog; interlibrary services; staff management; security and confidentiality; record creation and modification. The committee briefly discussed each of the specific areas and decided that working groups chaired by a committee member may be needed to address each concern. The working groups will be formed after further discussion within the committee occurs however a tentative list of working group chairs was made: Reserve (Harsh); Interlibrary Services (Neeley); Patron files, accounting, fines (Simmons); Patron use (Hawkins); Collection Development (Ring); Check-in, Check-out, Recalls, etc (Couch), Staff Management (Gillespie).

3. The next meeting of the task force will be Thursday, March 8 at 10:30am.
Charge to the Circulation Task Force

from the
Library Automation Committee

February 27, 1990

The Task Force shall present a report to the Library Automation Committee by September 1, 1990 that presents options and recommendations for a new circulation system for the KU Libraries. The report should address at least the following topics: (1) basic circulation functions such as checkout, inventory and transfers, accounting and fines, notices and reports, patron files, and record creation and modification; (2) staff management; (3) security and confidentiality; (4) reserve; (5) collection development statistics and reports; (6) public access, including integration with the online catalog; and (7) interlibrary loan requests and control.

The project should be viewed as a new system, not as a set of fixes to the existing system.

The Committee feels that what is needed at this point are functional system requirements in priority order. In some sense, this report is an interim report, assuming that a new Dean will wish to review the general idea before going forward with a complete analysis and design. This means that this report will probably be the first of two, to be followed by a more detailed analysis following a review by the Automation Committee and the Dean. The report must be written in a way that is comprehensible to general library staff not actively involved in circulation activities. A middle-level of detail is perhaps best -- something more than sweeping statements, something less than a complete detailed system design.

The following are some general goals that the Automation Committee wishes to see reflected in the system requirements. The goals listed represent a consensus of the committee members, but are not meant to be an exhaustive list.

1) The system should minimize redundant data and minimize duplication of effort throughout all library systems.

2) The system should maximize what library patrons are allowed to do for themselves.

3) The system should maintain necessary security of files and data and maintain necessary patron confidentiality.

4) The system should make the issue of centralization versus decentralization one of administrative policy rather than technical requirement.

5) The system should stress simplicity of use.
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

March 12, 1990

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, March 16, 1990

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<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-23</td>
<td>*Budget Analyst I (See Page 3)</td>
<td>Louis Chabira (913) 296-2436 Department of Administration Division of the Budget</td>
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<tr>
<td>R-25</td>
<td>*Computer Systems Analyst II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-27</td>
<td>*Computer Systems Analyst III (Data Base Analyst)</td>
<td>John Oliver (913) 296-3343 Department of Administration Division of Information Systems &amp; Communications</td>
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<tr>
<td>R-17</td>
<td>Electronics Technician I (Final candidate must pass security clearance)</td>
<td>Don DeHart (913) 296-1150 Department of Administration Division of Information Systems &amp; Communications</td>
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<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>*Laboratory Improvement Specialist (Position located at Forbes Field)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-23</td>
<td>Management Analyst II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-23</td>
<td>Research Analyst III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-15</td>
<td>Secretary II (Position located in Mills Building)</td>
<td>Homer Johnson (913) 296-4505 Board of Indigents' Defense Services</td>
</tr>
<tr>
<td>R-28</td>
<td>*Technical Support Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
</tbody>
</table>
The Division of the Budget for the State of Kansas is recruiting at the entry level of the BUDGET ANALYST series of positions in the classified civil service system until 5:00 p.m., Friday, March 16, 1990.

Qualifications: Master's degree in public administration, business administration, economics, or related field. Applicants should have knowledge of the principles and practices of organizational theory, personnel management, public finance, and intergovernmental relationships to assist in the review and analysis of the annual budget request of state agencies and to aid in the development of the Governor's budget recommendations to the Kansas Legislature.

Interested persons should send a current resume and college transcript to Louis Chabira, Division of the Budget, Room 152-E, Statehouse, Topeka, Kansas 66612, or call (913) 296-2436 for additional information. Interested persons may also contact the Department of Administration Personnel Office at (913) 296-3140, Room 951, Landon State Office Building, Topeka, Kansas 66612.
PERSONNEL

Gaile Burchill has been hired as a full-time Secretary I in the Anschutz Science Library. Gaile has held employment with the University of Wisconsin-Madison as an Assistant to the Student Affairs Coordinator, and with the City of Madison as an Assistant to the Community Services Supervisor. Her most recent employment was with AFS Intercultural Programs in New York, as Manager of Development Operations and Support Services. Gaile has a B.S. degree in History from the University of Wisconsin. Her appointment is effective March 27th. Sandy Gilliland

CHANGE IN LIBRARIAN EVALUATION SCHEDULE

Due to unforeseen circumstances, librarians who are being evaluated for their performance and for service and research contributions during calendar year 1989 will receive notice of ratings assigned by supervisors and the CESR on or about March 30. Librarians will be notified of the ratings assigned by Assistant Deans as soon as possible following that date. Contact Sandy Gilliland if you have any questions. Sandy Gilliland

DOCUMENTS PHONE ANNOUNCEMENT

The temporary phone number for Government Documents/Maps Library, 4-5154, is no longer in use. Please delete it from your present Library Directory. Use 4-4660 or 4-4662. Thanks. Carmen Orth-Alfie

MASON ELECTED BSA COUNCILLOR

Alexandra Mason has been elected to a three-year term as a member of the Council of the Bibliographical Society of America. L. E. James Helyar

JOHN MILLER—EMERGENCY PHONE NUMBERS MARCH 21-26

I will be out of town until next Tuesday (except for Saturday). I can be reached at the following numbers in an emergency:

Wed. evening - Fri. afternoon:
Ramada at Broadview Place (Wichita) -- (316) 262-5000

Sunday evening - Monday afternoon:
Ramada University hotel (Columbus, OH)--(614) 267-7461
OCLC—(800) 848-5878 (tell them I am attending the Research Libraries Directors Conference.) John Miller

WORDPERFECT AND DOS BOOKS ON RESERVE

Several books on WordPerfect 5.1 and one on DOS will soon be on 1-week reserve in Watson and in Science for use by library staff. For the sake of convenience, all of them are listed with John Miller as the instructor. More books, including several copies of WordPerfect's own workbook for version 5.1 will be added later. Currently Watson has 1 copy of Mastering WordPerfect 5.1 (Sybex, 1990, 1044 pages), 1 copy of Teach Yourself WordPerfect 5.1 (MIS Press, 1990, 272 Pages), 2 copies of Using WordPerfect 5.1 (Que, 1989, 940 pages), and 1 copy of Using DOS (Que, 1989, 612 pages). Science reserve has 1 copy of each of the WordPerfect books. Please note that these books are on regular reserve so that fines will be assessed if items are returned late. John Miller

An Equal Opportunity/Affirmative Action Employer
WORDPERFECT 5.1 INSTALLATIONS

Almost all of the new microcomputers in the library and several old ones now have WordPerfect 5.1 installed on them. As you may know, we have a license to install 50 copies of WordPerfect, several copies of which are still available. Would anyone who is expecting to have or would like to have WordPerfect 5.1 installed on an existing microcomputer please contact John Miller sometime after Monday the 26th. We probably will be able to honor most if not all of your requests.

John Miller

SERIALS WITH TEMPORARILY-NON-DISPLAYING HOLDINGS

Due to the gap between the time a local serial bibliographic record is bumped by an incoming OCLC record (every other Sunday night) and the schedule for creating and loading a new online catalog (Wednesday-Sunday), individual serials may appear in the online catalog for a week without holdings. If someone requests a holdings display for one of these titles, a message window appears with the following message: "Sorry—Holdings for this serial are not currently available in the online catalog. Ask for assistance at the Reference Desk. Holding may be available in the library's serials technical processing system." If a user comes to you with such a case, the only place (until the next week) to find the location, call number, and holdings is in UKASE.

John Miller

NEW EXHIBIT

The Kansas Collection has prepared a new exhibit which will open for viewing Monday, March 26, in the Main Gallery (1st floor) of Kenneth Spencer Research Library. "Against the Tide!" is the first exhibition drawn from the Wilcox Collection of Contemporary Political Movements. The exhibit contains materials that document a very wide spectrum of subject and opinion, including anti-communist sentiment in the 1930's, the civil rights movement in the 1960's, and current concern with the abortion issue and the preservation of the earth's environment. Student protest in the 1960's and 1970's is illustrated by posters and underground newspapers, and by the writings of such people as Jerry Rubin, and Abbie Hoffman. The exhibit was prepared by Rebecca Schulte, with assistance from Susanne Clement.

The Kansas Collection will also host a reception on Wednesday, March 28, at 4:00 p.m. on the first floor of Spencer Research Library. Everyone is invited to attend. Mr. Laird Wilcox, the primary donor to the Wilcox Collection will be present.

Sherry Williams

LAW LIBRARY ANNOUNCEMENT

Maxine Younes, Circulation Assistant at the School of Law Library, has resigned effective March 31. She will attend graduate school.

Mary Burchill

LA VERNE'S BACK!

Friends of La Verne Coan (Reference Department, 1982-1985) are invited to a pot-luck reception at the Neeley's (1107 Avalon) this Saturday (March 24) beginning at 5:00.

Jim Neeley

ATTACHMENT

Attached to this FYI is the State Promotion and Transfer List.
PROMOTION AND TRANSFER LIST

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

March 19, 1990

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, March 23, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORT SCOTT</td>
<td></td>
<td></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-18</td>
<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Storekeeper II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>KINGMAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-22</td>
<td>Corrections Specialist I</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
</tr>
<tr>
<td>NORTON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-26</td>
<td>Corrections Specialist I</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
</tr>
</tbody>
</table>

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

SALINA
R-24 *Health Facility Surveyor (RN License Required) Jo Ann Moran (913) 296-1290 Department of Health and Environment

TOPEKA
R-28 Civil Engineer III Mike Ramirez (913) 296-3721 Department of Transportation
R-22 Computer Systems Analyst I Donna Krier (913) 296-3077 Department of Revenue
R-26 Psychologist II Don Permark (913) 296-4321 Topeka State Hospital

$1,533/mo. *Resource Protection Officer - Armed Security (Unclassified) (4-12 Shift) Theresa Parsons (913) 266-1462 Adjutant General's Department

EQUAL OPPORTUNITY EMPLOYER
TOPEKA (cont.)

R-15  Secretary II

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-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.)

Mike Ramirez (913) 296-3721
Department of Transportation

Farrel Oard (316) 221-1200
Winfield State Hospital and Training Center
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

Pat Wittry was recently appointed to the Library Assistant II "Acting Assignment" position in Acquisitions for the duration of Susan Hamilton's medical leave. Pat will be working within the Exchange and Gifts Unit until April 17th, when she will then return to her regular assignment in SPLAT.

Sandy Gilliland

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 12 noon, Thursday, April 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

STUDENT APPOINTMENT DATA SHEETS

I have included in this FYI a copy of the NEW revised (as of 3/27/90) Student Appointment Data Sheet. Please discard all of your old forms, and substitute copies of this new one.

Rex Hargis

UPDATED LIBRARY DIRECTORY

Attached to this issue of FYI is an updated Library Directory. Please report any discrepancies you may find to me. Thanks.

Ruth Miller

DEADLINE ON PURCHASES THAT MUST BE BID

Attached to this issue of FYI is a memo from Keith Nitcher on the deadline dates for purchase requisitions chargeable against FY 1990 funds. All orders that must be submitted for competitive bids (i.e., $500 or above) must be processed by the deadlines indicated. To provide adequate time for the Library to process all orders, please submit your special supply requests to Denise Swartz by April 20. Orders received after April 20, may have to be held and processed against FY 1991 funds, so your cooperation in meeting this deadline would be appreciated. Thank you.

Nancy Jaeger

MCI CREDIT CARDS MEMO

Included in this FYI is a memo from Telecommunications regarding MCI credit cards.

Nancy Jaeger

SUMMER WORK STUDY ELIGIBILITY

The Student Employment Center, 1 Strong Hall, will be releasing Work Study eligibility for the summer session starting April 16. If you are eligible, or think that you are eligible, or would like to see if you are eligible, contact them.

Rex Hargis

CDC EXECUTIVE COMMITTEE MEETING

The Collection Development Council Executive Committee will meet on Monday, April 2 at 1:30 p.m. in conference room A. The main items on the agenda will be the FY90 and FY91 budgets and the collection of non-print materials in the Library.

Rich Ring

An Equal Opportunity/Affirmative Action Employer
CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a meeting of the Classified Conference Executive Board on Friday, April 6 at 1:30 p.m. in conference room B.  

Rex Hargis

CLASSIFIED EMPLOYEE COMMITTEE VACANCIES

We currently have a vacancy in both the Staff Development Committee and the Orientation Committee for a Classified employee. If you are interested in one or both of these vacancies, please let your group representative know by Monday, April 2.  

Rex Hargis

FOOD AND DRINK POLICY

A revised Food and Drink Policy for the entire library system will be distributed to library department heads by assistant deans. Library staff are invited to make comments concerning the Policy and may do so by contacting their department heads.  

Sandy Gilliland

PERSONNEL SERVICES TRAINING CALENDAR

Attached to this FYI is a copy of the Department of Personnel Services' training calendar for the Spring 1990 quarter. As a reminder, all staff (unclassified and classified) are eligible to attend any of these sessions, with supervisory approval. Contact Personnel Services, 4-4946, to register.  

Sandy Gilliland

ONE-DAY SYMPOSIUM ANNUNCED

The Kansas City Area Archivists are sponsoring a one-day symposium, April 21, on oral history. The morning session will highlight John E. Wickman, Director Emeritus of the Dwight D. Eisenhower Library. His talk will provide an examination of the oral history process, and the importance of oral history as a documentation tool. Two additional panel sessions will feature oral history professionals who will address issues involved in the practice and use of oral history. Included will be discussions about methodology, and techniques in interviewing, legal issues affecting interviewing, and the use of interviews; grant funding for oral history projects; processing oral history; and providing access to oral interviews. The registration fee is $20.00 for KCAA members, and $25.00 for non-members. The fee includes a catered, informal lunch. All sessions will be held at the Arthur May Conference Center, Kansas City, MO. For registration forms, see Sheryl Williams.  

Sheryl Williams

HEART OF AMERICAN CHAPTER OF SLA MARKETING SWAP & SHOP

Bring examples of materials used for marketing your library and services to share with the group. Scott Hooper of Corporate Communications Group will speak on "Effective Marketing & Public Relations Techniques". This meeting will be held on Friday, March 30 from 3:00 - 5:00 at Black & Veatch (11401 Lamar). Anyone interested in attending and wanting to car pool should call LeAnn Weller by 12:00 (noon) on Friday, 4-3866.  

LeAnn Weller

BIRTH ANNOUNCEMENT

Rex Hargis, Student Employment Coordinator, and his wife JoAnne are the proud parents of a baby boy, born Friday, March 23rd at 11:26 p.m. Rex Dean Hargis, III, weighed in at 6 lbs. 12 ounces, and measured 19½ inches. Congratulations!  

Sandy Gilliland

ATTACHMENTS

Memo from Keith Nitcher regarding purchase requisitions deadlines; MCI Credit Cards memo; State Promotion and Transfer List; Personnel Services Staff Training Calendar; Minutes of the Orientation Committee meetings for 1/8/90, 1/17/90, 2/27/90; Minutes of the Staff Development Committee meetings for 2/15/90, 2/22/90; Library Employee Education Plan Calendar; Student Appointment Data Sheet; updated Library Directory.
# 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.

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

Applications will be accepted through Friday, March 30, 1990.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-24</td>
<td>*Health Facility Surveyor (RN License Required)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</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-13</td>
<td>Engineering Technician II (2 Positions)</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-19</td>
<td>*Printer III (Press Operation) (Applications accepted through April 2, 1990)</td>
<td>Kim Bowker (913) 532-6277 Kansas State University</td>
</tr>
</tbody>
</table>

**EQUAL OPPORTUNITY EMPLOYER**

### MARYSVILLE
- Veteran Service Representative I
  - Stan Teasley (913) 296-3976 Commission on Veterans Affairs

### TOPEKA
- Administrative Officer II
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Attorney II
  - Mike Ramirez (913) 296-3721 Department of Transportation
- *Computer Systems Analyst I
  - Joe Wishall (913) 296-4113 Department of Administration Division of Information Systems & Communications

### KANSAS CITY
- Engineering Technician III (Several Positions)
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Engineering Technician V (Several Positions)
  - Mike Ramirez (913) 296-3721 Department of Transportation
- *Environmental Geologist II (Limited Term)
  - Jo Ann Moran (913) 296-1290 Department of Health and Environment
- *Geologist I (Limited Term)
  - Jo Ann Moran (913) 296-1290 Department of Health and Environment

### EL DORADO
- Management Analyst III
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Office Assistant IV
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Office Specialist (Computer Services)
  - Mike Ramirez (913) 296-3721 Department of Transportation

### DODGE CITY
- Programmer I
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Programmer III
  - Mike Ramirez (913) 296-3721 Department of Transportation
- Secretary II (Dictaphone Experience) (Prefer Legal Experience)
  - Diane Cashman (913) 296-3308 Kansas Securities Commissioner

### MANHATTAN
- Transportation Manager I
  - Mike Ramirez (913) 296-3721 Department of Transportation

### WINFIELD
- Secretary I
  - Janet Valente-Pope (316) 262-5127 Wichita Parole Office

- **WINFIELD**
  - *Licensed Practical Nurse*
    - (3:00 p.m. to 11:00 p.m.)
    - (11:00 p.m. to 7:00 a.m.)
  - *Psychologist I*
  - *Psychologist IV*
  - *Registered Nurse III*
    - (3:00 p.m. to 11:00 p.m.)
    - (11:00 p.m. to 7:00 a.m.)

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

Applications will be accepted through Friday, March 30, 1990.

**EQUAL OPPORTUNITY EMPLOYER**
# SPRING TRAINING CALENDAR

April, May & June 1990

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Writing Position Descriptions</td>
<td>April 11</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>New Employee Orientation</td>
<td>April 13</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Working Smarter, Not Harder!</td>
<td>April 17</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>April 19 &amp; 26</td>
<td>8 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>New Employee Orientation</td>
<td>April 27</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td>May</td>
<td>Assertiveness</td>
<td>May 2</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>New Employee Orientation</td>
<td>May 4</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Promotions &amp; Staff Development</td>
<td>May 7</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Writing Position Descriptions</td>
<td>May 9</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Policies &amp; Procedures</td>
<td>May 14</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Stress Management</td>
<td>May 16</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>New Employee Orientation</td>
<td>May 18</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Introduction to Supervision</td>
<td>May 22 &amp; 24</td>
<td>8 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Assertiveness</td>
<td>May 23</td>
<td>2 p.m.-5 p.m.</td>
</tr>
<tr>
<td>June</td>
<td>New Employee Orientation</td>
<td>June 1</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Time Management</td>
<td>June 7</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Writing Position Descriptions</td>
<td>June 13</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>New Employee Orientation</td>
<td>June 15</td>
<td>10 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Performance Evaluation</td>
<td>June 18</td>
<td>9 a.m.-12 noon</td>
</tr>
<tr>
<td></td>
<td>Assertiveness</td>
<td>June 27</td>
<td>9 a.m.-12 noon</td>
</tr>
</tbody>
</table>

Programs on this calendar are open to all employees of the University. Please get your supervisor's permission to participate in these programs. For reservations call 4-4946.
Orientation Committee  
Meeting of 1-8-90

Present: Norma Bishop, Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

The meeting convened at 1:30pm.

1. Minutes for 11/16/89 and 12/18/89 were corrected and approved.

2. CO-A will start working on the new edition of the Libraries’ Who’s Who. She will contact Saralinda Rhodes to get the diskette containing the current edition; new members will be sent forms; old members will be notified by FYI to send updates (if desired) to CO-A.

3. The Committee continued planning for showings of the preservation slides. JE will put a notice in FYI, and individual notices to supervisors of student assistants will be sent out. The schedule will be as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/90</td>
<td>Anschutz Science Library</td>
<td>11:00am</td>
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<tr>
<td>2/7/90</td>
<td>Anschutz Science Library</td>
<td>3:30pm</td>
</tr>
<tr>
<td>2/8/90</td>
<td>Watson Library</td>
<td>4:00pm</td>
</tr>
<tr>
<td>2/9/90</td>
<td>Watson Library</td>
<td>11:30am</td>
</tr>
</tbody>
</table>

Watson showings will be in the Cataloging conference room; Sites of the Anschutz showings are to be determined. Ruth Miller will keep a sign-up sheet.

4. SG reported on her discussion concerning library orientation tours at the Dean’s conference. Concern was expressed in regard to the time involved and that supervisors not be required to send employees on the tours. However, the Deans were supportive of the program. The Committee will prepare a proposal for the Dean’s approval, after input from supervisors has been gathered. JE will send out an information sheet on the tours to supervisors and Department Heads by 1/12/90.

5. The next meeting was scheduled for Wednesday, Jan.17 at 1:30pm, in Anschutz Science Library. The Committee will view the preservation slides at that time.

The meeting adjourned at 2:40pm.

Submitted by Susan Hitchens
ORIENTATION COMMITTEE
Meeting of 1/17/90

Present: Norma Bishop, Judith Emde, Bayliss Harsh, Sandy Gilliland, Susan Hitchens, Carmen Orth-Alfie

1. The 'slide preservation shows' were discussed. The committee viewed one of the two slide shows 'CARE AND HANDLING OF BOOKS' to learn how to use the equipment and when to advance the slides. Judith presented a draft of the memo to send to all staff. The committee amended and approved the memo. Sandy will ask Ruth M. to type up the memo and label them for campus mail. A notice will also be included in the FYI. The committee also toured the different conference rooms in Anschutz to decide which room to use for showing slides. Seminar room 202 was chosen.

2. The 'orientation tours' were discussed. Judith reported that the memos for the department heads/supervisors were sent. It was decided that the committee members will contact their assigned persons within the next few weeks. The interviews should be completed by Feb. 12 to be reported at the next meeting.

3. The next meeting is scheduled for Tuesday Feb. 13 at 1:30 in Watson Library.

Submitted by Carmen Orth-Alfie

---

ORIENTATION COMMITTEE
Meeting of 2/27/90

Present: Judith Emde, Sandy Gilliland, Bayliss Harsh, Carmen Orth-Alfie

Absent: Norma Bishop, Susan Hitchens

Judith reminded committee members to invite new staff to the Orientation Committee luncheon on Tuesday, March 6th, 12 noon in the International Room, Kansas Union. She also asked members to invite new staff to the TGIF party at Barb Gaeddert's home, Friday, March 9th, 5-7pm.

Carmen will write an invitation to the TGIF party for the March 1st FYI. Dean Ranz has approved spending $25 for miscellaneous supplies (napkins, cups, plates). Barb Gaeddert will provide the coffee; Judith will bring serving trays; Bayliss will provide tea. LeAnn Weller has donated punch supplies. Committee members were asked to bring cookies.

Who's Who update: Carmen is working on the draft.

Code Change: Judith will forward proposed changes to the committee's name and membership to Rob Melton. Proposed are changing the committee's name to "Committee on Staff Orientation" and adding the Personnel Officer as an ex-officio member with voting privileges.

Orientation Tours: Discussion on orientation tours was tabled until the next meeting.

The Orientation Committee will meet again on Tuesday, March 6th at 1:30 p.m. in Watson Library Conference Room B.

Submitted by,

Sandy Gilliland
Minutes
Staff Development Committee
February 15, 1990

Present: Rhonda Neugebauer, Chair, Connie Powell, Linda Evans, Rosemary McDonough.

The meeting was devoted to discussing questions connected with funding for staff members who attend workshops. Rhonda's draft of an announcement for FYI about the funding was examined. The Committee went over Connie Powell's draft of a form on which people would apply for workshop funding. Possible funding levels for workshop attendance was discussed. The Committee discussed briefly the kinds of workshops in which staff members may be interested.

Rosemary McDonough, Secretary

Minutes
Staff Development Committee
Meeting of February 22, 1990

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

The Committee discussed workshop funding and reviewed the form on which people will apply for such funding.

Rhonda described a tentative speakers' schedule for March, April, and May.

Rick talked about the prospective trip to Park College.

Linda showed a form from Robinson Center offering an orientation session to the Center for the Classified Conference. People in the Classified Conference want to know if the orientation session should be made available to everyone in the Libraries. People on SDC agreed that SDC would be willing to co-sponsor such a session. Linda will tell Pat Wittry of this.

The Committee voted on shares to be allocated to those who had applied for travel funds for trips during the next three months. There were 18 applications.

The next SDC meeting will be on March 1, 1990.

Rosemary McDonough, Secretary
LEEP Calendar (Library Employee Education Plan)

Compiled by Ernestine Voss

MARCH - MAY 1990

DATE, LOCATION OFFERING

March 26
Holiday Inn, Lenexa

"Success Skills for Secretaries, Administrative Assistants & Support Staff," sponsored by Fred Pryor Seminars. A dynamic seminar that will help you improve self confidence, develop professional skills and assume increased responsibilities. Learn how to maximize your benefit to the company, key communication skills that get results, how to be a manager and how to build a great team with your boss. $99.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/255-6139

April 4-6
San Francisco

"Creativity to Innovation: Breaking the Bonds of Traditional Thinking," sponsored by Association of Research Libraries. Enhancing individual creativity; managing the creative process; fostering creativity in organizations. $425; 15 hrs. C.E. For information call 202/232-8656.

April 6
Teleconference

Spring Telenet classes announced: "Update on School Library Media Programs: Getting Ready for the 21st Century," will be taught by June Level and "Television and Children: Viewing, Effects, and Policy," will be taught by Dr. John Murray. For dates and charges contact the Kansas Regent's Network at 913/532-5995.

April 6
William Allen White Library, Emporia State University

"PsychINFO Workshop" sponsored by William Allen White Library. This workshop will include lecture, search strategy preparation and online practice. Morning session includes review of the scope and coverage of the PsychINFO database, indexing policies and search implications, and important features of searching PsychINFO on DIALOG and BRS. Afternoon session devoted to development of search strategies in small groups and review of results online. 9:00 to 3:00. To register call 316/343-5040 or write to PsychINFO Workshop, c/o Terri Pedersen, W.A. W. Library, Emporia State University, Emporia, KS 66801.

April 9
Embassy Suites KCI
7640 N.W. Tiffany Springs Parkway

"Business Writing for Results," sponsored by Fred Pryor Seminars. In just one day you can learn how to 1) cut stiff, boring verbiage from everything you write, 2) sell anything in writing, 3) build your credibility and earn respect through impactful, polished letters, memos and proposals, 4) cut the time you spend rewriting, editing and proofreading by up to 50% and much more. $99.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/255-6139 or write to Fred Pryor Seminars, P.O. Box 2951, Shawnee Mission, KS 66201.
MEMO TO: ALL FACULTY AND STAFF
FROM: Keith L. Nitcher, University Director, Business & Fiscal Affairs

RE: Purchases to be Charged Against 1990 and 1991 Fiscal Year Funds

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

All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1990, must be received in the University's Purchasing Office by:

1) Friday, April 27, 1990, if the amount is estimated to be $10,000.00 or more;
2) Friday, May 4, 1990, if the amount is estimated to be less than $10,000.00;
3) Friday, May 11, 1990, if the amount is estimated to be less than $5,000.00.

Purchase Requisitions chargeable against 1991 funds may be submitted after Thursday, May 31, 1990. They will receive immediate processing so that orders can be placed soon after July 1, 1990. However, fiscal year 1990 transactions will necessarily be given priority.

Additional instructions for completing fiscal year 1990 financial transactions by June 30, 1990 will be sent to your department from the Office of Business and Fiscal Affairs in May.
TO:    All Departments
FROM:  Telecommunications
SUBJ:  March Billing Memo
DATE:  03/16/90

** MCI CREDIT CARDS:

For individuals placing personal toll calls using their MCI cards, do not use a "1" in the dial pattern. The telephone system considers this a local call.

DIAL AS FOLLOWS:  8-950-1022

If you do place a "1" before the 950, you will be billed by the University and by MCI.

We will be giving credit to the departments for calls with the "1" inserted in the dial pattern placed before the receipt date of this memo. Future calls placed incorrectly will not be given credit.

If anyone in your department uses a personal MCI card, be sure they receive this information.

** FUNDING CHANGES FOR TELEPHONE LONG DISTANCE/EQUIPMENT:

Any funding changes in telephone charges for this fiscal year must be received in writing in the Telecommunications Office by May 15, 1990. Please indicate the account the charges currently go against, the account you wish the long distance/equipment to be changed to, and if the change is for the remainder of the fiscal year only.

Thank you.

FILE: MEMOMAR.AH
THE UNIVERSITY OF KANSAS LIBRARIES
STUDENT APPOINTMENT DATA SHEET

Please provide the following information which is needed to complete your Appointment Record
rm and to maintain your University records.

DEMOGRAPHIC INFORMATION

Social Security #: ________________________________

Name (as noted on your SS card): ____________________________

Birth Date (MMDDYY): ____________________________

Check Distribution Code: ____________________________ Sex (M/F): __________

Race: 1. White( ) 2. Black( ) 3. Hispanic( ) 4. Asian/Pacific Islander( )
5. American Indian/Alaskan( )

Marital Status: Married( ) Single( )

Disability: Visual( ), Hearing( ), Speech( ), Physical( ), Learning( ), Other( )

If Physical or Other, specify: ________________________________

IF PREVIOUSLY OR CURRENTLY EMPLOYED BY KANSAS STATE GOVERNMENT GIVE:

Agency Name: ____________________________ Employment Dates: ____________________________

U.S. Citizen? Yes( ) No( )

If NO, permanent resident? Yes( ) No( ) Visa Type: ______ I-94 Expiration(MMDDYY): ______

Visa Country Name: ____________________________

Student ID #: ____________________________ Work Study? Yes( ) No( )

Check Distribution Codes:
00 Primary Department 07 Capitol Federal Savings and Loan Assn
01 First National Bank 08 Anchor Savings Assn
02 Lawrence National Bank 09 American Savings Assn
03 Douglas County Bank 10 Columbia Savings Assn
04 Bank of Kansas/Lawrence 15 Savings Bank of Lawrence
05 ADC KU Federal Credit Union 16 Pioneer Savings
06 School Employees Credit Union 17 FirstBank

ADDRESS INFORMATION

W-2 Mailing Address:

Address: ____________________________ City: __________ State: __________

County: _________ Zip Code: _________ Phone: ( ) Country: __________

(if not USA)

Current Address, if not W-2 Address:

Address: ____________________________ City: __________ State: __________

County: _________ Zip Code: _________ Phone: ( ) Country: __________

(if not USA)
CLASSIFIED VACANCY: LAW LIBRARY

The Law Library has announced the availability of a full-time Library Assistant II position with primary responsibilities for the day-to-day management of the Circulation Department, management of library stack maintenance, supervision of student assistants and general reference. In addition, this position entails a number of tasks associated with the Public Services operation of the Law Library. Staff interested in applying for this vacancy should contact Sarah Campbell, Personnel Services, 103 Carruth-O'Leary Hall, 4-4946, by 5:00 p.m. April 11, 1990. The Law Library is an Equal Opportunity/Affirmative Action Employer.

Sandy Gilliland

PERSONNEL

Kent Lewis has been appointed to a half-time Library Assistant I position in the Interlibrary Services Department effective April 2nd. Kent worked previously for the Libraries as a Library Assistant I in Cataloging and an Office Assistant III for the Regents Center Library, working out of Watson Reference. Kent has a B.A. in English and an M.A. in Soviet & East European Studies, both from KU. He replaces Jennie Dienes.

Carol Miner, Alex Slater and Michael Wilson have been appointed to Office Assistant III positions in the Cataloging Department. Carol worked previously for the Kansas Union and for the KU Libraries in the Serials Department. She has a B.A. degree in Social Sciences and a Master's Degree in Business Administration. Her appointment is effective April 3rd.

Alex Slater has been employed as a graduate assistant with the Kansas Biological Survey. He has a B.A. degree in Biology from the Univ. of Connecticut, and M.S. and Ph.D. degrees in Entomology from KU. His appointment is also effective April 3rd.

Michael Wilson is currently employed as an Office Assistant III in the Office of Student Financial Aid. He worked previously for the Cataloging Department as a student monthly assistant. Michael has a B.A. degree in English from KU. His appointment is effective April 18th.

Sandy Gilliland

LIBRARY TELEPHONE DIRECTORY REVISED

The Library's Telephone Directory which was included in last week's FYI has been revised (see copy attached). Please note changes in the listings for Acquisitions, Collection Development, and Gifts and Exchange. Lorraine Knox has requested her name be listed in the Directory as "Lorrie" Knox. This change is also reflected. The listing for Al Mauler has been corrected. Sandy Gilliland

TIME CARD DEADLINE

This is to remind you that all student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 12:00, Thursday, April 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

An Equal Opportunity/Affirmative Action Employer
FYI 4/5/90

A GOOF ON CLASSIFIED/UNCLASSIFIED TIME REPORTS

Some of the dates on your current time sheets are incorrect. They should read:

- 4/1/90
- 4/7/90
- 4/8/90
- 4/14/90
- 4/15/90
- 4/17/90

Please "X" out Wednesday through Friday on the 4/15-4/17 week as these days will be included in the next pay period. Thanks. Ruth Miller

STUDENT APPOINTMENT DATA SHEET

I have attached a copy of the NEW, new revised Student Appointment Data Sheet (as of 4/3/90). Please replace all old data sheets with a copy of this one.

Rex Hargis

REMEMBER—DEADLINE ON PURCHASES THAT MUST BE BID

Attached to last week's FYI was a memo from Keith Nitcher on the deadline dates for purchase requisitions chargeable against FY 1990 funds. All orders that must be submitted for competitive bids (i.e., $500 or above) must be processed by the deadlines indicated. To provide adequate time for the Library to process all orders, please submit your special supply requests to Denise Swartz by April 20. Orders received after April 20, may have to be held and processed against FY 1991 funds, so your cooperation in meeting this deadline would be appreciated. Thank you. Nancy Jaeger

DEAN OF LIBRARIES INTERVIEWS

Tentative plans are to conduct interviews for the Dean of Libraries position on the following dates:

- April 10-11
- April 16-17
- April 23-24
- April 26-27
- May 3-4

The names of the candidates to be interviewed, as well as the actual interview dates and schedules, will be announced to all library staff as soon as possible after the Affirmative Action Office has reviewed the selection process, and after the candidates have been called to arrange their visits.

Library Representatives on Search Committee

ATTENTION ALA ATTENDEES!

For those staff who will be attending or are considering attending the American Library Association Annual Meeting in Chicago this summer, George Gibbs, Assistant Dean for Technical Services, has received a copy of the preliminary committee schedule. The listings are arranged by committee name under each ALA unit and gives the date and time of the assigned meetings for each committee. This schedule is the second of three which will be published. The third preliminary schedule, which will contain the hotel and room assignments in addition to the above information, should be available by late May. They will be available from Ruth Miller in the Administrative Office (4-3601).

George Gibbs

WORKSHOP FUNDS STILL AVAILABLE

The Staff Development Committee would like to announce, again, the availability of funds for staff members to attend workshops or specialized classes. These funds were made available this year for distribution to library staff for attendance at workshops which meet the following criteria: 1) staff member has
submitted the appropriate request form to the Staff Development Committee, 2) the workshop is job-related or will enhance the performance of job duties, 3) attendance at the workshop has been approved by the supervisor and the appropriate assistant dean. The Staff Development Committee will distribute the funds each month beginning March 15, until the total of $1,000 has been distributed. Forms can be obtained from Linda Evans (Reference) or Connie Powell (Science). Due to the limited amount of funds and the cost of workshops, please submit your application as soon as possible. We are working with John Miller and others on the Automation Committee to offer in-house training alternatives to the Computer Center workshops on Introduction to WordPerfect and Introduction to MS-DOS. Rhonda Neugebauer

**WORDPERFECT WORKBOOKS ON RESERVE**

Ten copies of WordPerfect Workbook for IBM Personal Computers (version 5.1) will be placed on reserve by early next week. Three copies will be in Anschutz and seven in Watson. All will be on 1-week reserve with John Miller listed as the instructor. This workbook is the manual developed and sold by WordPerfect Corporation. John Miller

**REMINDER—PROFESSIONAL ISSUES FORUM**

The Staff Development Committee has planned a series of lectures by regional experts on important issues in the library profession. Librarians with a number of specialties have been invited. Each speaker will give a lecture on a topic of her/his choice and will be available to answer questions on that topic or other topics which may interest KUL staff members. It is hoped that these lectures will offer new information or new perspectives on activities and ideas relevant to libraries and librarianship. All staff and persons interested in library issues are invited to attend. All lectures will be held in the conference rooms on 5th floor. Refreshments will be provided. The speaker schedule follows:

- **Tues. April 10, 11:30 a.m.**
  - Dan Barkley, Government Documents Librarian, KU
  - Topic: Access to Government Information: the Broad Issues

- **Wed. April 25, 10:00 a.m.**
  - Dr. Martha Hale, Dean, School of Library and Information Management, Emporia State University
  - Topic: Emerging Paradigms in Library Science Research (will also answer questions about library science education and its contribution to our changing profession.)

- **Tues. May 8, 10:00 a.m. (tentative)**
  - Aurora Davis, Director of Information Services, Kansas City Star Company
  - Topic: The Kansas City Star Library: Automation Activities and Future Directions

Everyone is welcome, visitors included! Please mark your calendars today. Rhonda Neugebauer

**CIVIL SERVICE EXAMINATION CALENDAR FOR APRIL**

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

**LINDSBORG ANYONE?**

If you would be interested in going to Lindsborg for the annual Messiah Art and Music Festival April 14 and 15 (Easter weekend) and can provide transportation, please call Saralinda Rhodes at 4-3366. Also, if you would be interested in
going with a group next year on either the weekend of Palm Sunday or Easter, let me know.

Saralinda Rhodes

UKRAINIAN EASTER EGG DISPLAY

Michael Palić, former Slavic Librarian, has arranged a display of hand-painted Ukrainian Easter eggs and embroideries, located in the main lobby of Watson Library. His intention in arranging this display is to raise the spirit of the Easter holiday and to display the art associated with the Holiday. Ruth Miller

WEDDING ANNOUNCEMENT

Jennifer (Jenna) Coker, Cataloging Dept., and Robert (Bob) Harness, A/C shop in Facilities Operations, exchanged wedding vows April 1. (This is no April Fool's joke — it's the real thing!)

Ruth Miller

ATTACHMENTS

Personnel Department's Testing Calendar (below); Circulation Task Force minutes of 3/8/90 meeting; State promotion and transfer list; NEW student appointment data sheet; REVISED Library Directory.

UNIVERSITY OF KANSAS

April 1990

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

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<td>8:30</td>
<td>Written</td>
<td>1:15</td>
<td>Secretary</td>
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<tr>
<td>10</td>
<td>11</td>
<td>Office Assistant</td>
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<td>15</td>
<td>16</td>
<td>Secretary</td>
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<td>22</td>
<td>23</td>
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<td>Office Assistant</td>
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<td>23</td>
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WRITTEN EXAMINATIONS OFFERED: Accountant I, Cook, Food Service Supervisor I & II, General Maintenance & Repair Technician I & II.

UNASSEMBLED EXAMINATIONS OFFERED: Carpenter I, Dietitian I & II, Electrician I, Medical Technologist I, Office Supervisor.

WRITTEN & PERFORMANCE EXAMINATIONS OFFERED: Keyboard Operator I & II, Secretary I & II.
## 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

913-296-278

April 2, 1990

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, April 6, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-10</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td></td>
<td>Department of Transportation</td>
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<tr>
<td>R-12</td>
<td>Keyboard Operator II</td>
<td>Donna Krier (913) 296-3077</td>
</tr>
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<td>Department of Revenue</td>
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<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Vicki Harding (913) 296-3140</td>
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<td>Department of Administration</td>
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<td>Division of Accounting and Reports</td>
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<td>(Must have at least one year of clerical experience operating a keyboard which includes six months of experience using word processing and spreadsheet software. Submit cover letter and State of Kansas application form to Room 951, Landon State Office Building, Attention: Vicki Harding.)</td>
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<tr>
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<td>(Must be doing outside advertising for this position.)</td>
</tr>
<tr>
<td>R-14</td>
<td>Nursing Education Specialist (Unclassified) (See Page 3)</td>
<td>Patsy Johnson (913) 296-3782</td>
</tr>
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<td>Board of Nursing</td>
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<tr>
<td>R-15</td>
<td>Occupational Therapist I</td>
<td>Don Pesmark (913) 295-4321</td>
</tr>
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<td></td>
<td></td>
<td>Topeka State Hospital</td>
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<tr>
<td>R-16</td>
<td>Psychologist II</td>
<td>Don Pesmark (913) 296-4321</td>
</tr>
<tr>
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<td></td>
<td>Topeka State Hospital</td>
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<tr>
<td>R-17</td>
<td>Psychologist III</td>
<td>Don Pesmark (913) 296-4321</td>
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<tr>
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<td></td>
<td>Topeka State Hospital</td>
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<tr>
<td>R-18</td>
<td>Secretary I</td>
<td>Gale Karns (913) 233-9367</td>
</tr>
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<td>Department of Administration</td>
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<td></td>
<td></td>
<td>Division of Architectural Services</td>
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<tr>
<td>R-19</td>
<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
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<td>Department of Transportation</td>
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</tbody>
</table>

**EQUAL OPPORTUNITY EMPLOYER**

### TOPEKA (cont.)

- **R-25** Engineering Technician VI | Mike Ramirez (913) 296-3721 |
  | Department of Transportation |
- **R-26** Psychologist II | Don Pesmark (913) 296-4321 |
  | Topeka State Hospital |
- **R-27** Psychologist III | Don Pesmark (913) 296-4321 |
  | Topeka State Hospital |
- **R-28** Secretary I | Gale Karns (913) 233-9367 |
  | Department of Administration |
  | Division of Architectural Services |

**ULYSSES**

- **R-23** Auditor II (Must pass KBI background investigation) | Marjorie Savoy (913) 296-5800 |
  | Racing Commission |
- **R-18** Equipment Operator III | 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.)
R-21  *Psychologist I
R-28  *Psychologist IV
R-25  *Registered Nurse III
(7:00 a.m. to 3:00 p.m.)
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
R-28  *Registered Nurse IV
(11:00 p.m. to 7:00 a.m.)

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

* NURSING EDUCATION SPECIALIST

New challenging position. Responsibilities will include interpreting the Nurse and Licensed Mental Health Technician Act to nurses and the general public, assisting with continuing education activities of licensees and providers, serving as staff on Board Committees, and preparing statistical reports as directed. Following experience desirable: computer skills, research skills, and good communication skills. Minimum qualifications: RN in Kansas, BS and Master's in Nursing, at least five years of progressive experience in nursing as practitioner and/or educator. Knowledge of curriculum development and education helpful. Salary negotiable with fringe benefits. Kansas is an EEO employer. Please send curriculum vitae, college transcripts, and three letters of reference by April 20, 1990, to Patsy L. Johnson, R.N., M.N., Executive Administrator, Kansas State Board of Nursing, 900 S.W. Jackson, Suite 5518, Topeka, Kansas 66612-1256.
CIRCULATION TASK FORCE. MINUTES FOR MARCH 8, 1990

[These minutes have been updated by John Miller to show final memberships of the working groups, based upon reports given by the chairs at the March 29 meeting]

Present: John Miller (chair), Sarah Couch, Susan Craig, Gaele Gillespie, Bayliss Harsh, Mary Hawkins, Annamarie Hill, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons (Recorder)

The minutes were accepted and will be published in FYI.

The revised charge was also accepted and will also be published in FYI.

It was agree to have eight working groups including a working group of the whole. The chairs were determined officially and tentative memberships were suggested and discussed.


Interlibrary Services - Kathleen Neeley, Chair. Members: Sandra Brandt, Gaele Gillespie, Nancy Burich, possibly some others from ILS.


Patron use - Mary Hawkins, Chair. Members: Rich Ring, Norma Bishop, Patrick Kingsbury, Mary Roach, Lorraine Knox, Mary Rosenbloom

Collection development - Rich Ring, Chair. Members: Rachel Miller, Julie Waters, Jim Neeley, Barbara Michaels, George Gibbs.

Checkin, checkout, recalls - Sarah Couch, Chair. Members: Susan Craig, Dawn Murrell/LeAnn Weller, Marilyn Hu, Lorraine Knox, Norma Bishop, Brenda Owens, Barbara Michaels

Staff management - Gaele Gillespie, Chair. Members: Sarah Couch, Rex Hargiss, Kendall Simmons, Annamarie Hill.

Committee of the whole for record structure and record interrelationships -- John Miller, Chair. (John agreed to chair as long as the committee agreed to help with the writing and reports.)

It was decided that the working committees would each present a written report, with any supporting documentation, to the Task Force by July 2, 1990 and that the Task Force would present its first report to the Automation Committee by September 4, 1990.

The next meeting is scheduled for Thursday, March 29, 1990 in Conference Room A.
THE UNIVERSITY OF KANSAS LIBRARIES
STUDENT APPOINTMENT DATA SHEET

Please provide the following information which is needed to complete your Appointment Record form and to maintain your University records.

DEMOGRAPHIC INFORMATION

Social Security #: ____________________________

Name (as noted on your SS card):

(Last) (First) (Middle)

Birth Date (MMDDYY): ____________________________

4. Disabled Vietnam Era Veteran()

Check Distribution Code: ____________________ Sex (M/F): ____________________

5. American Indian/Alaskan()

Marital Status: Married() Single()

Disability: Visual(), Hearing(), Speech(), Physical(), Learning(), Other()
If Physical or Other, specify: ____________________________

IF PREVIOUSLY OR CURRENTLY EMPLOYED BY KANSAS STATE GOVERNMENT GIVE:

Agency Name: ____________________________________________ Employment Dates: ____________________________

U.S. Citizen? Yes() No()
If NO, permanent resident? Yes() No() Visa Type: _____ I-94 Expiration (MMDDYY): ______

Student ID #: ____________________________ Work Study? Yes() No()

Check Distribution Codes:

00 Primary Department
01 First National Bank
02 Lawrence National Bank
03 Douglas County Bank
04 Bank of Kansas/Lawrence
05 ADC KU Federal Credit Union
06 School Employees Credit Union
07 Capitol Federal Savings and Loan Assn
08 Anchor Savings Assn
09 American Savings Assn
10 Columbia Savings Assn
15 Savings Bank of Lawrence
16 Pioneer Savings
17 FirstBank

ADDRESS INFORMATION

Current Address, if not W-2 Address:

Address: ____________________________ City: ____________________________ State: ______
County: __________ Zip Code: ______ Phone: ( ) ______________________ Country: ______
(if not USA)

Address Information

Address: ____________________________ City: ____________________________ State: ______
County: __________ Zip Code: ______ Phone: ( ) ______________________ Country: ______
(if not USA)
UNIVERSITY OF KANSAS LIBRARIES

STAFF DIRECTORY (Revised 4/1/90)

ACQUISITIONS, 2nd Level Watson...........................3476
Rachel Miller, Cundiff, Froese, Hamilton, Jeffries, Leon, Lodwick, Stephens, Traxler

ADMINISTRATIVE OFFICE, 5th Level Watson........3601
Ranz, Gibb, Gilliland, Hargis, M. Hawkins, Jaeger, Miller (Ruth), Proctor, Swartz

ARCHIE R. DYKES LIBRARY-KUMC, Kansas 8-560-7166
James Bingham, Director
ARCHIVES, 422 SRL......................................4188
J. Nugent, Burchill, Keke, Waters

ART LIBRARY, 1st Level Spencer Museum..............3020
Craig, Altenbernd, Perry, Snow

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9900 Mission Road, Overland Park, KS 66206
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Anderson, Gordon, LII Slavic..........................3597
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Anderson-Story, Janet, LII Circulation..............4715
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Barkley, Dan, LI Documents............................4660
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DEAN OF LIBRARIES INTERVIEWS
For information on the Dean of Libraries interviews, please see the attached announcement. Search Committee Library Representatives

TUITION ASSISTANCE DEADLINE
Applications for Tuition Assistance for the summer 1990 semester are due in the Executive Vice Chancellor's Office, 231 Strong Hall, by 5:00 p.m. Friday, April 27th. All full-time staff who have been employed in a full-time position with the University for at least one year are eligible to apply. The Tuition Assistance Program will, if awarded, pay for the cost of tuition and books for approved courses. Application forms and copies of the guidelines/criteria are available from Ruth Miller, 4-3601, or from the Executive Vice Chancellor's Office, 4-4904. Applications must include a statement of support from the supervisor. Questions regarding the program may be directed to Ruth Miller or Sandy Gilliland, 4-3601, or the EVC's Office. Sandy Gilliland

PRESENTATION ON RECREATIONAL ACTIVITIES AVAILABLE TO KU STAFF
The Classified Conference Executive Board and the Staff Development Committee invite ALL LIBRARY PERSONNEL to a presentation by Robinson Staff on recreational facilities/activities available to KU Staff and their families next Thursday, April 19th at 9:30-10:20 a.m. in Room 252 of Robinson Center. Thanks to all those who filled out the survey. Hope you can all come! Pat Wittry

SEMINARS
The Division of Continuing Education has announced two seminars (see attached flier) on "The Use of Interactive Videodisc for Individual Instruction" and "The Microcomputer in the Classroom: Using the Overhead Data Projection Pad". Staff interested in more details regarding these seminars should contact Al Lata, Dept. of Chemistry (4-4054) or Sue Nishikawa, Media Services (4-3553). Nancy Jaeger

ATTENTION LFA MEMBERS
Any LFA member who hasn't yet responded to my letter of April 4 and who would like to do so, please give your feedback to me or any member of the Executive Committee (DiFilippo, S. Williams, Clark, Biggins, Bromberg, Snell) by Friday afternoon. We will be discussing this input at our Monday morning meeting April 16, before the LFA meeting with the first candidate for Dean. All LFA Exec meetings are, of course, open to any LFA member. We meet at 9:30 in conference room A, Watson. Rob Melton

SHELLEY MILLER OUT
Shelley Miller will be out of the office (SPLAT) for most of the next week (April 12-20), except for scheduled meetings, but can be reached at home for communications of minor and major importance during this time, (841-7518). She will be checking in at odd hours at least every other day if you need to leave written messages or schedule appointments. Shelley Miller

An Equal Opportunity/Affirmative Action Employer
CELEBRITY AUCTION FOR LIBRARY SUPPORT

The Friends of the Library will run a Celebrity Auction in the Student Union Ballroom on Sunday, April 22, beginning at 1 p.m. There are around 80 lots to be offered, including an autographed surgeon's cap from Dr. Michael DeBakey, a tin whistle from James Galway, a racket case from Chris Evert, and autographed memorabilia from the greats of television, movies, music, politics, and other fields. No charge for admission. (See the poster attached to this FYI for details.)

L. E. James Heylar

WHOS WHO IN THE UNIVERSITY OF KANSAS LIBRARIES

By now, all library staff members should have received a request from the Staff Orientation Committee to complete an entry for the 1990 Who's Who in the University of Kansas Libraries. You may include any information about yourself in a short paragraph. Suggested topics are: educational background, interests, activities, and aspirations. All library staff will be listed with name, classification, position, and department even if no other information is provided to the committee. Please return your entries to Carmen Orth-Alfie, Documents and Map Library, Malott Hall by May 1st. The committee wants to thank those staff members who have already returned their entries.

Judith Emde

ATTACHMENTS

Celebrity Auction notice (below); State promotion and transfer list; Seminars schedule; Dean of Libraries Interviews information.

Ben Hogan . Ann Landers
Victor Borge . Jack Nicklaus
Tom Watson . Charlton Heston
George Brett . Carol Burnett
Bette Midler . Henry Winkler

Mary Frann . Charles M. Schulz . President George Bush . Mary Tyler Moore
David Letterman . Barbara Mandrell
Itzhak Perlman . Leonard Bernstein
Elizabeth Taylor . Lady Bird Johnson
William Conrad . Katharine Hepburn
Jim Henson . Buy an autographed souvenir of the rich and famous!
Andy Travis . Michael Dukakis
Alan Alda . Choose from among a (heart)
Whoopi Goldberg . George V. Charles . President Gerald Ford
Carroll O'Connor . T.J. Kean . Clyde Lovellette
Tom Selleck . Ginger Rogers . Steve Martin . Paul Hornung . MORE TO COME!
To: All Deans, Directors, Chairpersons and Faculty

Please mark these dates on your calendar!

Thursday, April 12, 1990
IBM Consulting Scholar and winner of the EDUCOM-NCRIPタル awards for best chemistry software in 1987 and best chemistry and integrated software in 1989, Loretta Jones will discuss the impact of multimedia technology on student learning and attitudes, and demonstrate the use of an interactive videodisc system in developing and presenting instruction. Using a videodisc player, a touch-screen monitor and a microcomputer, Loretta will describe software development and applications. A brochure outlining her award-winning program will be available at the presentation.

Presenter: Loretta Jones
University of Illinois, Urbana-Champaign
Associate Director of the General Chemistry Program
IBM Consulting Scholar

Place: Computer Center Auditorium
Time: 2:00 - 3:00 pm
Subject: The Use of Interactive Videodisc for Individualized Instruction

Wednesday, April 25, 1990
Robert Nunley will demonstrate large-screen projection of Macintosh computer data using the Kodak Datashow.

Presenter: Professor Robert Nunley
Geography Department

Place: Computer Center Auditorium
Time: 3:30 - 5:00 pm
Subject: The Microcomputer in the Classroom: Using the Overhead Data Projection Pad

For further information, call: Al Lata, Dept. of Chemistry, 4-4054
Sue Nishikawa, Media Services, 4-3352.
PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
April 9, 1990

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, April 13, 1990

SALARY RANGE     VACANT POSITIONS     CONTACT PERSON

TOPEKA

R-25     Central Accountant II     William Ervin (913) 296-3436
         Department of Administration Division of Accounts and Reports
         (Submit cover letter, State of Kansas Application and college transcript to Room 253 South, Landon State Office Building, Topeka, Kansas 66612.)

R-25     Environmental Technician V     Jo Ann Moran (913) 296-1290
         Department of Health and Environment
         *Executive Director
         (Unclassified $28,896 - $31,860)
         (Application deadline April 23rd)
         (Must be fluent in the American sign language of the deaf and preference given to qualified applicants who are deaf or hearing impaired.)

R-25     Nursing Education Specialist     Patsy Johnson (913) 296-3782
         (Unclassified Board of Nursing)

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

TOPEKA (cont.)

R-13     Office Assistant III     Judy Shump (913) 296-3344
         (Intermittent)
         Department of Administration Division of Information Systems & Communications
         (Types correspondence and reports for DISC management and staff; functions as backup to the secretarial unit; picks up, sorts and delivers mail. Must be able to lift and carry flat mail weighing up to 35 pounds; push, pull and lift to load onto or from vehicles and docks, wheeled carts carrying weights of up to 250 pounds; and push and pull pallets of packaged bulk mail weighing up to and in excess of 250 pounds. Experience in operating electronic postal equipment and knowledge of postal regulations is helpful.)

R-13     Office Assistant III     Wanda Morgan (913) 296-3231
         Department of Administration Division of Information Systems & Communications
         Central Mail
         (Experience in operating electronic postal equipment and knowledge of postal regulations is helpful. Must be able to lift and carry flat mail weighing up to 35 pounds; push, pull and lift to load onto or from vehicles and docks, wheeled carts carrying weights of up to 250 pounds; and push and pull pallets of packaged bulk mail weighing up to and in excess of 250 pounds.)

R-28     Public Health Nurse VI     Jo Ann Moran (913) 296-1290
         (RN License Required) Department of Health and Environment
         Secretary I
         Diana Cobb (913) 296-4495
         Department of Corrections

WINFIELD

R-15     Licensed Practical Nurse     Farrel Oard (316) 221-1200
         (3:00 p.m. to 11:00 p.m.)
         (11:00 p.m. to 7:00 a.m.)

R-21     *Psychologist I

R-28     *Psychologist IV

R-25     Registered Nurse III
         (7:00 a.m. to 3:00 p.m.)
         (3:00 p.m. to 11:00 p.m.)
         (11:00 p.m. to 7:00 a.m.)

R-28     Registered Nurse IV
         (11:00 p.m. to 7:00 a.m.)

*NURSING EDUCATION SPECIALIST

New challenging position. Responsibilities will include interpreting the Nurse and Licensed Mental Health Technician Act to nurses and the general public, assisting with continuing education activities of licensees and providers, serving as staff on Board Committees, and preparing statistical reports as directed. Following experience desirable: computer skills, research skills, and good communication skills. Minimum qualifications: RN in Kansas, B.S and Master's in Nursing, at least five years of progressive experience in nursing as practitioner and/or educator. Knowledge of curriculum development and education helpful. Salary negotiable with fringe benefits. Kansas is an EEO employer. Please send curriculum vitae, college transcripts, and three letters of reference by April 20, 1990, to Patsy L. Johnson, R.N., M.N., Executive Administrator, Kansas State Board of Nursing, 900 S.W. Jackson, Suite 551S, Topeka, Kansas 66612-1256.

EQUAL OPPORTUNITY EMPLOYER
DEAN OF LIBRARIES INTERVIEWS

Five finalists for the position of Dean of Libraries have accepted interview invitations.

The first candidate to interview will be Dana Rooks, Assistant Director for Administration, University of Houston Libraries. She will be on campus April 16 and 17.

A copy of her interview schedule and a summary of her resume are attached. Her application letter and full resume are available for library staff to read at these library locations: 2 copies in Spencer Research Library (Kansas Collection), 2 copies in Anschutz Science Library, and 4 copies in Watson Reserve. (The Watson copies are on 2-hour reserve with Lars Leon listed as the instructor. Staff must present a KUID and must return the file on time or be fined.)

Additional interviews are scheduled for the following dates:

April 23-24
April 26-27
May 3-4
May 7-8

Pending notification of all the applicants who are not in this group of finalists, and to protect candidates' privacy, the names of the other four are not being released at this time. They will be announced as soon as possible and no later than several days before each interview, with their application letters and resumes made available then for staff to review.

These interviews offer library staff the opportunity to learn about the candidates' qualifications, accomplishments, style, and views on substantive issues, as well as to heighten candidates' interest in the position. The Search Committee would like to encourage all library staff to participate as fully as possible in the selection process. Open meetings are marked with asterisks (**) on the attached schedule. Please feel free to attend the meeting of your choice or the one that best fits into your schedule.

The Search Committee invites written comments on the candidates from all university faculty and staff. Library staff may address their comments to any of the library representatives on the Search Committee (Sandra Brandt, Deborah Dandridge, Lars Leon, Rachel Miller, Mary Roach) or directly to Ron Francisco, Committee Chairman. The Committee is scheduled to meet to decide on its recommendations on Thursday, May 10, at 3:00 pm.

--Search Committee Library Representatives
DEAN OF LIBRARIES INTERVIEW SCHEDULE FOR DANA ROOKS

(Note: Meetings marked with asterisks (**) are open to all library staff)

MONDAY, APRIL 16

7:00-8:00  Breakfast with Search Committee members
8:00-9:30  Search Committee
9:30-10:30 Library tour (Jim Neeley)
10:30-12:00 Central library administration (Mary Hawkins, George Gibbs, Sandra Gilliland, Nancy Jaeger)
12:00-1:30  Lunch with Dean's Council
1:30-2:00  Break
2:00-3:00  Meet with Del Brinkman, Vice Chancellor for Academic Affairs
3:00-4:00  **Library Faculty Assembly, Watson 5th Floor, Rooms A & B**
4:00-4:30  Meet with Chancellor Gene Budig
6:00-  Dinner with Search Committee members and representatives of KU Endowment Association and faculty governance

TUESDAY, APRIL 17

7:00-8:00  Breakfast with Search Committee members
8:00-8:30  Meet with John Miller, Automation Librarian
8:30-9:30  Library tour (Sherry Williams)
9:30-10:30 **Classified Conference, Watson 5th Floor, Rooms A & B**
10:30-11:00 Break
11:00-12:00 **Public presentation and questions, Spencer Auditorium**
12:00-1:30  Lunch with student representatives
1:30-2:00  Meet with Frances Horowitz, Vice Chancellor for Research, Graduate Studies and Public Service
2:00-2:30  Meet with Frances Horowitz, Vice Chancellor for Research, Graduate Studies and Public Service
2:30-3:45  **Department Heads and Collection Development Council, Watson 5th Floor, Room A**
3:45-4:45  Search Committee
Summary of the Vita of Dana C. Rooks

Education
M.A., Public Administration, University of Oklahoma, 1973
M.S., Library Science, Louisiana State University, 1970
B.A., English, Louisiana State University, 1969

Professional Experience
1983-present, Assistant Director for Administration, University of Houston Libraries
1981-1982, Library Personnel Coordinator, Houston
1980-1981, Coordinator of Library Instruction, Houston
1979-1981, Business/Economics Reference Librarian, Houston
1976-1979, Head of Instructional and Research Services Division, University of Missouri-St. Louis Libraries
1975-1976, Reference Librarian, Missouri-St. Louis
1970-1973, Lower Division (undergraduate) Librarian, University of Oklahoma Libraries

Publications/Books and some recent articles:

American Library Association Service
Association of College and Research Libraries
Library Administration and Management Association
Reference and Adult Services Division:
Collection Development & Evaluation Section, chair, 1990-1
Staffing & Organization Committee, Chair, 1989-1990
Professional Development Committee, Chair, 1989-1990
DEAN OF LIBRARIES INTERVIEWS

For information on the Dean of Libraries interviews scheduled for April 23, 24 and April 26, 27, please see the attached announcement.

Search Committee Library Representatives

ANNUAL EMPLOYEE RECOGNITION CEREMONY/SERVICE AWARDS

Several library staff will be honored for their years of service during the annual Employee Recognition Ceremony, to be held at 1:30 p.m. May 8th in the Kansas Union Ballroom. Library staff to be honored are as follows: 40 years: John Nugent, Archives. 30 years: Luceil Hamlin, Serials; Barbara Jones, Reference; Bill Mitchell, Special Collections. 25 years: Marilyn Clark, Reference; Kent Miller, Serials. 20 years: Muriel Cook, Serials; Sarah Couch, Periodicals; Mary Hawkins and Nancy Jaeger, Administrative Office; Ned Kehde, Archives; Rosemary McDonough, Reference; Mary Lou Warren, Documents/Map Library. 15 years: Sandy Gilliland and Jim Ranz, Administrative Office; Bob Marvin and Mary Roach, Cataloging. 10 years: Mary Borton and Paulette DiFilippo, Cataloging; Rob Melton, Reference/Special Collections; Rachel Miller and Joanna Traxler, Acquisitions; Becky Schulte, Kansas Collection. 5 years: Gregg Buckner, Copying Services; Jennifer Mellenbruch, Regents Center Library; John Miller, Administrative Office; Dawn Murrell, Engineering Library, Jo Nell Proctor, Administrative Office.

An informal reception will be held immediately following the Employee Recognition Ceremony to honor the library staff who will receive service awards. The Reception will be held in Watson Library conference rooms A and B, at approximately 3:30. Refreshments will be served. All staff are invited to attend the Employee Recognition Ceremony and the Library Reception.

Sandy Gilliland

NEW NEC SILENTWRITER 890 LASER PRINTER

The Libraries now have a NEC Silentwriter 890 laser printer in Anschutz Science Library that is available for your use. It has the ability to print in approximately 35 fonts (each in unlimited size!). It will also print graphics. If you are interested in more information about the capabilities of the laser printer or how to use it to print WordPerfect, SMART, and other documents, contact me at 4-5530.

Gaile Burchill

ACRL PRESIDENT TO VISIT KU

William A. Moffett, President of ACRL and Librarian of Oberlin College, will be at KU this Friday, April 20th. He has accepted our invitation to attend an informal reception at 4:00 that afternoon. This will be a wonderful opportunity for Library staff to meet one of the leading academic librarians in the U.S. Please join us at the Anschutz Science Library conference room between 4 and 5 Friday, April 20th. Refreshments will be served.

Mary Rosenbloom

CONTINUING EDUCATION WORKSHOPS AND TOUR PLANNED

The Continuing Education Committee is sponsoring a half-day workshop to be presented twice entitled "Basic Reference: Materials and Techniques". The workshops will be held during the morning of April 19 and the afternoon of April 20 at the West Wyandotte Branch of Kansas City, Kansas Public Library. Topics to be discussed include the reference interview, levels of reference service, An Equal Opportunity/Affirmative Action Employer
non-traditional reference resources, the teaching of basic reference to patrons, and the most often reached for reference tools. Registration is $5 for Kansas City Metropolitan Library Network (KCMLN) members. On May 17, a workshop on Business Reference Resources will be held in the Mag Conference Center at Midwest Research Institute. Participants will be advised on sources for locating information on companies, economic information, small business information, and investment information. KCMLN's traditional summer tours will be continued on June 22. A full day is planned touring libraries in South Kansas City. Included in the tours are the libraries of Mid-Continent Red Bridge Branch, Avila College, Barstow School and St. Joseph Health Center. The cost will be $3 for KCMLN members. For more information or to register for any of these events, call KCMLN at 836-5200 ext. 257.

Rhonda Neugebauer

NATIONAL ARCHIVES—CENTRAL PLAINS REGION

The Kansas City Area Archivists, an organization of archivists, manuscript curators, museum professionals, librarians, genealogists and educators interested in the preservation and use of historical records, announces its upcoming Spring educational symposium. The symposium is entitled "Speaking of History...An Exploration of the Methods and Uses of Oral History". John E. Wickman, recently retired Director of the Dwight D. Eisenhower Presidential Library, will present the keynote address "Oral History: When the Future Becomes the Present". Two panel sessions will feature oral history professionals who will address issues involved in the practice and use of oral history. The symposium will be held Saturday, April 21, 1990, at the Arthur Mag Conference Center, Kansas City, MO. The program will start at 9:00 a.m. and adjourn at 4:00 p.m. Registration fee is $20 for KCAA members and $25 for non-members. A catered lunch, to be held at Mag Center, is included in the cost of registration. A special purchase price for oral history books published by the American Association for State and Local History is offered to registrants. For more information call Dave Boutros (816) 276-1544 or Patrice Shalda (816) 926-6272.

Rhonda Neugebauer

ETHICS AND THE LIBRARIAN

The Missouri Association of College and Research Libraries spring conference will be on Friday, April 20, 1990 at Central Missouri State University. The focus will be on Ethics and the Librarian. Linda Medaris, CMSU will discuss "Ethical Dilemma's and Reference Service" and Dr. Stephen Good, Drury College will discuss "Teaching and Research: Students, Faculty and the Library Connection". Case study discussions on issues such as management, access to materials, and professional integrity will also be included. The conference registration fee is $35 for MLA or ACRL members, $45 for non-members, and $20 for students. Conference participants are also invited to attend a National Library Week Symposium featuring William Moffett on "Changing Technology and the Future of Publishing". The symposium will be held from 9:00 to 9:15 p.m. on Thursday, April 19, on the CMSU campus, followed by a social hour. There is no charge for the National Library Week Symposium activities. To register for either activity, call Charles Slattery, CMSU at 816-429-4146.

Rhonda Neugebauer

I CAN'T BELIEVE I DID IT!!

This is to correct the announcement of Jenna Coker's marriage to Bob Harkness (not Harness as was printed in an earlier edition of FYI). Also, Jim, in Special Collections, spells his name Helyar, not Heylar as was printed in last week's FYI. My apologies to all concerned. (I must get my typewriter fixed.)

Ruth Miller

STOP DAY PICNIC

KULSA will be hosting the annual Stop Day Dog Roast and Picnic on Stop Day, Monday, May 7, 11:30 - 1:30 at Potter's Pavilion. KULSA will supply the hot dogs, lemonade, and tea. Feel absolutely free to bring other foodstuffs, frisbees, footballs, blankets, water balloons, surf boards. Winner of the brightest shirt contest will receive popular acclaim. All library staff and student assistants are welcome to attend.

Rex Hargis
Personnel Committee Minutes April 6, 1990

Present: Janet Revenew, presiding; Pat Wittry, Verna Froese, Janet Anderson-Story, Susan Hamilton, absent.

Pat reported on the status of the Robinson Gym presentation. It will be held Thurs., April 19, 9:30-10:30 am, Room 252 Robinson Gym. All staff are encouraged to attend.

Janet Revenew is waiting for the report on safe computer use before going forward with equipment needs.

The Food and Drink proposal was discussed at length. Suggestions, questions, and revisions are noted below. A copy of this was sent to Sandy Gilliland by Janet Revenew.

Submitted by Janet Anderson-Story

The Personnel Committee met this morning to discuss the new food and drink draft proposal. The following suggestions/questions follow below:

1. Coolers, sealed items such as sandwiches not being consumed but sitting in open view, squeeze bottles and cups of water either being carried around or sitting on tables need to be addressed as enforceable "no food or drink".

2. Define "administrative approval" for social functions (Dean's approval or department head approval?).

3. Is food/drink allowed in student lounge area? The only two options given in this draft for patrons caught with food/drink are leave building or discard.

The following changes are proposed for the draft:

Public Areas: remove the phrase "whose work responsibilities involve public areas of the Library" meaning not just public service staff should be responsible for enforcement.

The last paragraph should read: Within each department, the head shall establish a food and drink policy for work areas. This policy shall take into account the needs and responsibilities of staff members as well as the dangers posed by the consumption of food and drink within the departmental work area and shall contain such provisions as are necessary to protect the Library collection.

We felt the last sentence should be left off as it is redundant.

Thank you for your consideration of these suggestions.

Janet Revenew, chair
Personnel Committee
Classified Conference
April 6, 1990
DEAN OF LIBRARIES INTERVIEW SCHEDULE FOR BARTON CLARK

(Note: Meetings marked with asterisks (**) are open to all library staff)

MONDAY, APRIL 23

7:00-8:00  Breakfast with Search Committee members
8:00-9:30  Search Committee
9:30-10:30 Library tour (Jim Neeley)
10:30-12:00 Central library administration (Mary Hawkins, George Gibbs, Sandra Gilliland, Nancy Jaeger)
12:00-1:30  Lunch with Dean's Council
1:30-2:30  Meet with Del Brinkman, Vice Chancellor for Academic Affairs
2:30-2:45  Break
2:45-3:45  **Library Faculty Assembly, Watson 5th Floor, Rooms A & B**
3:45-5:00  **Department Heads and Collection Development Council, Watson 5th Floor, Rooms A & B**
6:00-  Dinner with Search Committee members and representatives of library faculty governance

TUESDAY, APRIL 24

7:00-8:00  Breakfast with Search Committee members
8:00-8:30  Meet with John Miller, Automation Librarian
8:30-9:30  Library tour (Sherry Williams)
9:30-10:30 **Classified Conference, Watson 5th Floor, Rooms A & B**
10:30-11:00  Break
11:00-11:45 **Public presentation and questions, Spencer Research Library Auditorium**
12:00-1:30  Lunch with student representatives
1:30-2:00  Senate Libraries Committee and Distinguished Professors
2:00-2:30  Meet with Chancellor Gene Budig
2:30-3:00  Meet with Frances Horowitz, Vice Chancellor for Research, Graduate Studies and Public Service
3:15-4:15  Search Committee
Summary of the Vita of Barton Clark

Education

B.A., Anthropology, University of Colorado, 1968
M.S., Library Science, University of Illinois, Urbana, 1970
M.A., Anthropology, University of Illinois, Urbana, 1970

Professional Experience

1983-present, Director of Departmental Library Services & Professor of Library Science, University of Illinois, Urbana

1981-1983, Assistant Director of Departmental Library Services for Social Sciences Libraries

1977-1983, Education and Social Science Librarian

1974-1977, Research Assistant/Information Specialist, .5 FTE, during graduate work in Anthropology, University of Arizona

1972-1973, Head, Social Sciences & Humanities Division & Assistant Professor, University of Nebraska

Publications (a sampling of most recent items):


"Serials Published by Departments of Anthropology (with S. Clark)," Behavioral and Social Sciences Librarian (in press)


Recent Grants

U.S. Department of Education, Title IID, Upgrading Microcomputer Workstations Used as Public Terminals for ILLINET Online, 1989

National Endowment for the Humanities, Preservation and Indexing the D'Arcy Collection, 1986-1988

Illinois State Library, Use of Optical Disc Technology for Bibliographic Reference Files, 1985-1986
### DEAN OF LIBRARIES INTERVIEW SCHEDULE FOR WILLIAM CROWE

(Note: Meetings marked with asterisks (**) are open to all library staff)

#### THURSDAY, APRIL 26

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<td>4:00-5:00</td>
<td>Search Committee</td>
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Summary of the Vita of William J. Crowe

Education

B.A., History & French, U. of Massachusetts-Boston, 1968
M.L.S., Rutgers University, 1969
Ph.D., Library Science, Indiana University, 1986

Professional Experience

1983-present, Assistant Director of Libraries for Administration and Technical Services, Ohio State University

1979-1983, Assistant to the Director of Libraries, Ohio State

1977-1979, Assistant to the Dean of Libraries, Indiana University

1971-1976, Coordinator for Processing, Indiana University

Some Recent Publications


Partial List of American Library Association Service


Library Administration & Management Association, Personnel Administration Section, Chair, 1980


Grants


CLASSIFIED VACANCY

The Science Library has announced the availability of a full-time Library Assistant I due to the resignation of Andi Kounas (see PERSONNEL below). Responsibilities of this position include: 1) maintaining and processing reserve materials; 2) overseeing and assisting in the copying services operations; 3) supervising student assistants; 4) serving as back-up for circulation supervisor; and 5) serving approximately eight hours per week on the Science Library Information desk. The State of Kansas has assigned 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 preferred selection criteria:** knowledge of supervisory methods and techniques and ability to establish and maintain effective working relationships. **Preferred selection criteria:** 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 rate of $16,116. Library staff interested in applying for this vacancy should contact Rex Hargis, 4-3601, by 5:00 p.m. Wednesday, May 2, 1990. A copy of the position description is on file in Rex’s office.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

PERSONNEL

Andreanna (Andi) Kounas has announced her resignation effective May 25th. Andi has been employed with the Libraries since August, 1989. She plans to pursue a master's degree in Library Science from Emporia State University.

Sandy Gilliland

DEAN OF LIBRARIES INTERVIEWS

All library staff will soon be receiving the interview schedule and résumé summary for the last two candidates. Search Committee Library Representatives

PROMOTION AND TENURE DECISION ANNOUNCED

Congratulations to Shelley Miller who has been awarded continuous tenure and promotion to the rank of Librarian II. Shelley is Head of the Library's Department for Spain, Portugal and Latin America.

Sandy Gilliland

EAP TASK FORCE SURVEY

Please fill out and return your EAP Task Force survey if you have not already done so. The information will be used to submit a proposal to the University Administration concerning EAP here at KU. If you have any questions, please call me at 4-3038.

Diana Dyal

An Equal Opportunity/Affirmative Action Employer
OPEN HOUSE PLANNED

The Anschutz Science Library will hold an open house from 3-5pm on Friday, May 11, with a program to be held at 3pm in the outside courtyard (weather permitting), followed by refreshments and tours of the building. Invitations are being sent to all University employees, to area libraries, and to various individuals and agencies involved with the Library's development. To also alert students to the open house, posters will be distributed to a number of campus buildings. Program speakers will be introduced by Jim Ranz, and will include Mark Viets from the architectural firm of Peckham Guyton Albers & Viets, library building consultant Ralph Ellsworth of the University of Colorado, Science Librarian Kathleen Neeley, and Automation Librarian John Miller. John hopes to have the Anschutz Library's local area network operational by May 11 for demonstrations. Also, the Heart of America Chapter of the Special Libraries Association will be meeting at KU's Law Library on May 11, and members are being invited to include the open house in their activities that day. Plan to attend!

Mary Hawkins

MUSIC LIBRARY BOOK SALE

The Music Library is holding a book sale next Wednesday, May 2nd, 10:00 a.m.-4:00 p.m. Items to be sold include books, scores and sound recordings. Proceeds from the sale will benefit Music Library Acquisitions. Susan Hitchens

STUDENT AWARDS???

The Personnel Committee would like to hear from student supervisors who would be interested in presenting award certificates to their students. Possible criterion could be longevity and or excellence in performance. If you have ideas or would like to see such a program established, contact any one of the Personnel Committee (Janet Revenew, Pat Wittry, Verna Froese, Susan Hamilton, or Janet Anderson-Story.) Whether or not the idea is pursued will be based solely on the number of responses we receive. Please contact us by May 4, 1990. Thanks!

Janet Anderson-Story

FINAL REMINDER FOR WHO'S WHO DIRECTORY

The deadline for sending in your entries for the Who's Who directory is Tuesday, May 1st. You may include any information about yourself in a short paragraph. All library staff will be listed with name, classification, position, and department even if no other information is provided to the staff orientation committee. Please return your entries to Carmen Orth-Alfie in Documents/Maps Library in Malott Hall. Thank you.

Carmen Orth-Alfie

THANKS!

Thanks to those of you who came to the Robinson presentation. For more info on recreational activities/facilities available to KU staff and their families, call the REC-INFO line at 864-3456 for a recording, and 864-3546 to talk with someone.

Pat Wittry

STOP DAY PICNIC

Don't forget the annual Stop Day Dog Roast and Picnic on Stop Day, Monday, May 7, 11:30-1:00, at Potter's Pavillion. KULSA will be providing the dogs and fixin's, tea, and lemonade. Feel free to bring other food and items to have fun. All library staff and student assistants are invited. Come on out and justify all my work!

Rex Hargis

ATTACHMENTS

Attached to this issue of FYI are the following minutes: LFA Executive Committee meetings on 3/26/90, 4/2/90, 4/16/90, 4/23/90; Budget and Planning Committee meetings for 2/20/90, 3/13/90; Orientation Committee meetings on 3/20/90, and 4/3/90; Stop Day Dog Roast Invitation; State Promotion and Transfer list.
LFA Executive Committee
Minutes
March 26, 1990

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

It was announced that Mike Biggins would be unable to attend the next few meetings as he is working on a translation project. The Committee then reviewed and approved minutes of the Orientation Committee, and the Staff Development Committee.

A general discussion then ensued concerning the structuring of LFA's involvement in interviews of candidates for Dean of the Libraries. The proposed time schedule for various contingents to meet with the candidates as issued in FYI allotted one hour for a meeting with the LFA. Concern was expressed that this might not be enough time. Rob has asked the Libraries' representatives on the search committee for an extra 15 minutes to be added to the LFA time; however, we do not know if the Search Committee will approve this. It was suggested that each candidate be sent a copy of the LFA Code, and perhaps other documentation such as minutes of meetings prior to each interview.

The Committee then discussed sending a letter to LFA members, asking them to think about general issues that they might want to discuss in the interviews. It was suggested that we could also ask for suggestions as to appropriate documentation to send. It was agreed that we should follow this approach, and Rob indicated that he would draft a letter for review.

The following issues were then identified as potential discussion areas for the interviews. 1. Background and experience working with a group such as LFA. 2. Experience with a category of staff as the Unclassified Non-Tenure Track Professional Staff. What could be done to ameliorate problems relating to misuse of the category? 3. Views on the importance of research and service in relation to Librarians' assignments. 4. The role of the Budget and Planning Committee. 5. The role of the staff development.

It was decided that in view of general concerns over the proposed length of each candidates visit, that Rob will draft a letter to Ron Francisco, chair of the Search Committee, requesting that the stay for each candidate be extended through an additional half day.

LFA Executive Committee
Minutes
April 2, 1990

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

In light of concerns expressed over an initial draft of a letter to LFA members outlining possible issues to discuss with Deans' candidates, the Committee discussed further the applicability of such a letter. A suggestion was made to put a general announcement in FYI, rather than send a letter. After considering this option the Committee decided to send a letter to each member. The draft of the letter, circulated previously, was then discussed briefly. Rob will contact Ron Francisco by phone to express our request that the time allotted for interviewees be extended by a half day.

The Committee then discussed what mechanisms, if any, should be set up for providing LFA feedback to the search committee on each of the candidates. It was suggested that we schedule a meeting after the interview process, in order for LFA members to discuss the candidates. This could be done in connection with an LFA spring meeting, at which other business could be conducted, if time allows. It was decided to ask the LFA members if they would like such an option in the the letter already designated to go out.

The Committee then discussed a memo from Judith Emde, chair of the Orientation Committee, containing proposed amendments to the LFA Code. It was decided to put the matter on the agenda for a spring meeting.
LFA EXECUTIVE COMMITTEE: MINUTES
April 16, 1990


Minutes of the LFA Executive Committee meetings of March 26 and April 2 were approved with minor corrections.

Minutes of four LFA standing committees (Orientation of March 20 and April 3; and Budget & Planning (B&P) of February 20 and March 13) were received, reviewed and forwarded to FYI. It was noted that Penny Donaldson is the new classified member of B&P (through FY 91) replacing Kent Lewis.

I. B&P annual report: Exec would meet April 30 for a preliminary discussion of the committee's report for this year, which will be an overview of the Library's planning committees.

II. LFA elections for 1990/91: Rob Melton noted that elections to LFA standing committees should be conducted soon. The Orientation Committee's proposed changes to the section of the LFA code dealing with it could be attached to the regular ballot.

III. Exec's open letter to LFA membership on new Dean of Libraries interviews: Rob reported that the majority of LFA members he had spoken to approved of the slate of questions the letter had suggested be put to candidates in their meetings with LFA. Other members of Exec reported that a few members they had spoken to were concerned the questions might be overly specific, or too rigid. By and large, though, the response seemed to be positive. There were mostly positive responses to Exec's suggestion that LFA hold a meeting (either formal or informal) after the last interview to share impressions of the candidates.

IV. Personnel issue: Exec spent the balance of the meeting discussing a personnel issue which Dean Ranz had referred to it.

Exec's next meeting was scheduled for Monday, April 30, 9:30 a.m.

Submitted by Mike Biggins

LFA EXECUTIVE COMMITTEE: MINUTES
April 23, 1990

Present: Biggins, Bromberg, Clark, Melton, Snell, S. Williams. Absent: Difilippo.

A short meeting was called for follow-up discussion of the personnel issue which the Dean referred to Exec on April 16.

Recorded: Mike Biggins
Minutes: Budget and Planning Committee
Date: Feb. 20, 1990
Present: Jaeger, Rhodes, Gaeddert, Simmons, Schulte, Ring

Minutes from the previous meeting were distributed and approved as written.

Rex Hargis called, he will be distributing ballots for Kent Lewis' replacement.

Barb distributed a revised list of committees and regular meetings which library staff attend. Kendall suggested that this list be placed in the FYI so that Classified staff could look it over and to give everyone a second chance to think of any committees which we might have missed during our survey.

Barb will start to put together the notebook of committees and their charges before the next meeting. All phone calls and all documents should be collected before March 9th. Please send any documents to Barb.

Rich suggested that an additional list of committees be done, classified by "type" also that we may want to do an annotated list of areas where planning is needed.

The next meeting will be March 13, at 10:30 in Meeting Room A.

Submitted by,

Rebecca Schulte, Secretary
Orientation Committee
Meeting of 3-20-90

Present: Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

Absent: Norma Bishop

The meeting convened at 1:40pm.

1. Minutes for 3/6/90 were approved.

2. CO-A presented a draft of a letter to be sent to all staff, describing the project to update the Libraries Who's who. The rest of the meeting was given over to discussion of this draft.

3. The next meeting was scheduled for Wednesday, March 28, at 1:00pm. The Committee will review the second draft of the letter for staff regarding the Who's who, and continue discussion of the orientation tours. A proposal for the Dean regarding the new program of orientation tours will be discussed, to include goals, purpose and expectations of the tours.

The meeting adjourned at 2:40pm.

Submitted by Susan Hitchens
It's too late for him, but it's not too late for you to come to the annual

**STOP DAY**

**DOG ROAST AND PICNIC**

sponsored by KULSA. Hot dogs and buns, lemonade, tea and condiments will be provided by KULSA. YOU need to bring 1) yourself, 2) things with which to have fun (blankets, frisbees, footballs, water balloons, squirt guns, other foodstufs, etc.), and 3) a bright Hawaiian shirt (optional).

THE PLACE: Potter's Pavillion

THE TIME: STOP DAY, Monday, May 7, 11:30-1:00

THE GUESTS: All Library staff and student assistants

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BE THERE OR FIND YOUR OWN LUNCH!

Unfortunately, this event will be cancelled in the event of rain.
PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Lower level office building, 305 S.W. Kansas Ave.
Topeka, Kansas 66612-1521
(913) 296-2476

April 23, 1990

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

Applications will be accepted through Friday, April 27, 1990

SALARY RANGE

GREAT BEND
R-23
Parole Officer II
Tony Ramos (913) 296-4501
Department of Corrections
Great Bend Parole Office

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

MANHATTAN
R-25
Parole Supervisor
Tony Ramos (913) 296-4501
Department of Corrections
Manhattan Parole Office

Upper S30's
*Assistant Director (Personnel) (Unclassified)
(May 18, 1990)

NORTON
R-11
Office Assistant II
Mary Stanton (913) 877-3380
Norton Correctional Facility

SHAWNEE
R-15
Engineering Technician III
Mike Ramirez (913) 296-3721
Department of Transportation

WINFIELD (cont.)
R-10
*Licensed Practical Nurse
(3:00 p.m. to 11:00 a.m.)
(11:00 p.m. to 7:00 a.m.)

R-21
*Psychologist I
(3:00 p.m. to 11:00 a.m.)

R-28
*Psychologist IV
(3:00 p.m. to 11:00 a.m.)

R-25
*Registered Nurse III
(7:00 a.m. to 3:00 p.m.)
(3:00 p.m. to 11:00 a.m.)
(11:00 p.m. to 7:00 a.m.)

R-28
*Registered Nurse IV
(11:00 p.m. to 7:00 a.m.)

TOPEKA
R-23
*Administrative Officer II
(Interim Manager)
Kay Jones (913) 296-2974
Kansas State Historical Society

R-23
(Three years experience in preparing and
refiling documents on a
security clearance.)

R-22
*Computer Systems Analyst
(Manages agency office including: typing and editing correspondence
and reports, handling accounts, preparing travel, states meetings and serves as
personnel manager. The position requires a person who can work
independently and interact with top management, as well as elected and
appointed officials. Proficiency in the operation of typical office machines,
especially desktop computer is necessary. Occasional travel required.)

R-21
*Laboratory Improvement Specialist
(Requires approximately 50% travel)

R-20
*Laboratory Specialist
(Equipment and documents original
and sending experience preferred)

R-22
Programmer II

R-23
Research Analyst III

WICHITA
R-11
Office Assistant II
(Typing)
Jack Fleet (316) 252-4939
Kansas Commission on Veterans Affairs

R-24
Correctional Specialist II
Linda Brooks (316) 221-6660
Winfield Correctional Facility

Correctional Specialist II positions require that 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.

WINFIELD
R-15
*Licensed Practical Nurse

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

*ASSISTANT DIRECTOR OF PERSONNEL

The Department of Personnel Services at Kansas State University is advertising for an Assistant Director of Personnel. The Assistant Director reports to the Director of Personnel Services and will supervise two functional units: Employment Services and Staff Training and Development, and act as a specialist administering employee relations programs and employee grievance resolution.

Minimum qualifications include a Bachelor’s degree in Management or related field and 3-5 years personnel experience in a university or public service environment. Familiarity with equal opportunity laws and fair employment practices is required. Demonstrated excellent verbal and written communication skills required. Advanced degree, employee relations experience and computer knowledge preferred. Beginning salary approximately $37,000 annually. Position available June 18, 1990. Submit a letter of application, resume, and the names, addresses and phone numbers of three recent work-related references by May 18, 1990 to: Director of Personnel, Search Committee, Personnel Services, Kansas State University, 228 Anderson Hall, Manhattan, Kansas 66506.
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

TIME CARD DEADLINE
All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 9:00 a.m., Tuesday, May 17th. 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

DEAN'S CANDIDATE SCHEDULE ERROR
The materials sent to all Library Staff regarding May 7 & 8 Dean's Candidate (Renner) schedule has one error on it. May 7, instead of 1:30-1:45 for LFA, it should be 1:30 - 2:30 p.m. in Watson's conference rooms A & B. Ruth Miller

HOWEY READING ROOM SPRING-SUMMER BREAK HOURS
Howey hours during spring-summer break (May 19–June 4):
12:00 noon-5pm (M-F; closed weekends)
Regular hours resume Tuesday, June 5. Cherry Saile

LIBRARY RECEPTION CANCELLED
Due to a scheduling conflict, the RECEPTION that was being planned to honor Library staff who receive service pins during the May 8th Recognition Ceremony HAS BEEN CANCELLED. The Reception was to begin immediately following the University's Recognition Program; however, due to Dean candidate interviews and the lack of other available space, the event has been cancelled. Sandy Gilliland

CDC EXECUTIVE COMMITTEE MEETING
The CDC Executive Committee will meet on Monday May 14 at 1:30 in conference room A. The agenda will include the FY91 Materials Budget, ISI current contents tapes, and audiovisual and electronic media policies. Rich Ring

LIBRARIANS ELECTED TO FACULTY GOVERNANCE
Of the fourteen University faculty recently elected by mail ballot to the Faculty Council, two are from the Library. Eleanor Symons, Reference Librarian, and Susan Craig, Art and Architecture Librarian, will serve three-year terms. Eleanor has also been elected to the Senate Executive Committee (SenEX) for 1990-91. Sandy Gilliland

KANS-A-N ANNOUNCEMENT
1. The KANS-A-N operator's number has changed. It is now 800-255-3555. The old number, 296-7898, is no longer valid.
2. Effective May 6, London will have two new city codes. All KU operators will have a complete list of the new city codes. Interested departments can be supplied a copy of this new information by calling Telecommunications at 4-9300.
3. Departments needing work performed at the beginning of Fiscal Year '91 do not need to hold the Telephone Work Orders until July. Send in the work order

An Equal Opportunity/Affirmative Action Employer
now, with a request to complete the order after a specified date in FY91. This will help avoid a large influx of Telephone Work Orders at the beginning of the fiscal year.

Jo Nell Proctor

TRAVEL FUNDS AVAILABLE

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 July, August or September of 1990, you must submit a request by the deadline, May 15th. Request forms are available from me.

Linda Evans

INVITATION TO MEET WITH BUILDING CONSULTANT RALPH ELLSWORTH ON MAY 11

In conjunction with Dr. Ralph Ellsworth's visit to campus to speak at the Science Library's open house the afternoon of May 11, all library employees are invited for an informal gathering with Dr. Ellsworth at 10:30am on May 11, for coffee and donuts in the Science Library's 4th floor conference room. Dr. Ellsworth, an internationally known library building consultant and prolific author of books and articles on library buildings, served as consultant not only for the Anschutz Science Library, but also for the renovation of Watson Library and the KU Medical Center's Dykes Library of the Health Sciences. Dr. Ellsworth has served as consultant for over 100 library buildings, including buildings in Great Britain, Sweden, Iran, Saudi Arabia, Venezuela, Yugoslavia, and Mexico. In addition, Dr. Ellsworth has been associated with the founding of the Midwest Inter-Library Center (CRL), and helped to establish Dissertation Abstracts.

Mary Hawkins

EPIC TRAINING DISKS

The Library has purchased two copies of the EPIC Computer-based Training (CBT) course for staff who may be interested in EPIC training or learning about searching on EPIC. Copies of this training course are available for check-out at the reserve desks in Watson and Anschutz libraries. The course includes basic online searching and searching on the EPIC service, interactive simulations, and six 5½" diskettes with a course guide.

Nancy Jaeger

LFA TO HOLD DISCUSSION FORUM ON CANDIDATES FOR DEAN

At its meeting on April 30, the Executive Committee decided there was enough positive interest expressed for such an idea that we will hold an informal forum for LFA members to discuss the five candidates for Dean of Libraries. Our intent is that the forum is partly for the benefit of LFA members who missed any of the presentations or meetings by any of the five candidates by having other LFA members who were in attendance summarize the questions and answers given, but it is also an opportunity for those who attended all meetings to share their views. It is not seen as a forum primarily for arguments for or against specific candidates, nor is it anticipated that any kind of straw poll or ranking will result which could be construed as any kind of official LFA preference.

As you are probably aware, the time constraints imposed on the Search Committee have provided little time between the last meeting with the final candidate at 4:00 on Tuesday, May 8th and the deadline for library staff comments to the Search Committee at noon on Wednesday the 9th. To be beneficial at all, a forum would have to be held late Tuesday afternoon or very early Wednesday morning. After discussing the options, the Executive Committee felt that a late Tuesday afternoon meeting would be preferable. In this way, individuals may still have overnight to digest the information they receive at the forum, form their best final opinion, and send it to the Search Committee Wednesday morning. We also felt that a meeting outside the Libraries might attract more people and emphasize the fact that the meeting was for information exchange and not for the formulation of an official LFA recommendation.

Therefore, the LFA Exec will sponsor such a forum on Tuesday afternoon, May 8th, beginning at 4:15 p.m. in Alcove "A" of the Kansas Union. The room is reserved
until 6:00 p.m., but the meeting is envisioned as a come-and-go affair. All LFA members are encouraged to attend. Rob Melton

LFA MERIT DISTRIBUTION BALLOT RESULTS

Results of the LFA ballot concerning merit salary distribution are as follows (43 librarians voting/7 unclassified prof. staff voting):

Question 1: Which ratio should be used...

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<th>Ratio</th>
<th>Votes</th>
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<td>22/1</td>
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<td>10/3</td>
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<td>11/3</td>
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Question 2: Which merit salary distribution...

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<td>1/2 equal dollar; 1/2 equal percentage</td>
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</tr>
<tr>
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<td>9</td>
</tr>
<tr>
<td>1/4 equal dollar; 3/4 equal percentage</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
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</table>

Thanks to all who voted. The results have been forwarded to Dean Ranz. LFA Salary Committee

PROFESSIONAL ISSUES FORUM: WITH GUESTS FROM THE KC STAR LIBRARY

(note new date and time please)

The Staff Development Committee invites all library staff members to the next lecture in our series. On Thursday, May 10 at 10:30 a.m. Alvin Goldberg, Director of Administrative Services, and Aurora Davis, Director of Information Services for the Kansas City Star Company, will speak about the KC Star newspaper library. They will discuss automation plans, ongoing activities in the library (such as going online) and their staffing and personnel practices. As information professionals dealing with a very fast-paced environment, their activities may be quite different from ours, but their philosophy of service and their need to have readily available information on practically every issue means they face a lot of the same challenges we do. Please join us in the conference rooms on 5th floor of Watson. Refreshments will be provided. ALL staff members are encouraged to attend. Rhonda Neugebauer

SPECIAL LIBRARIES ASSOCIATION'S HEART OF AMERICA CHAPTER MEETING

Special Libraries Association's Heart of America Chapter will have a meeting at noon here on campus on May 11. We will meet in the Rice Room in Green Hall (The Law School) and after the noon business meeting The Corporate Resources Consultants will discuss their collection and services. Interested faculty and staff are invited. Sherry Hawkins

CIVIL SERVICE EXAMINATION CALENDAR

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of May. All student employees who are interested in permanent civil service employment must take one or more examinations 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

EMPLOYEE RECOGNITION CEREMONY

As a reminder, the University's annual Employee Recognition Ceremony will be held at 1:30 p.m. Tuesday, May 8th in the Kansas Union Ballroom. Several Library staff will be honored for their years of service to the University. All staff are invited to attend. Sandy Gilliland
EXERCISE EQUIPMENT AVAILABLE

The University has acquired three exercycles, three rowing machines, one treadmill and one climber for use by faculty and staff at Robinson Gymnasium. Attached is a memorandum from Phil Rankin, Assistant Director of Personnel Services, describing the procedures for use of this equipment. For additional information, contact Phil at 4-4946 or Al Heinze, Robinson Center, 4-3385.

Sandy Gilliland

STOP DAY PICNIC

OK! This is the last reminder about the Stop Day Dog Roast and Picnic. It's going to be at Potter's Pavilion on Stop Day, Monday May 7, 11:30-1:00. KULSA is supplying the dogs and buns, condiments, tea and lemonade. All Library staff and student assistants are invited. Feel absolutely free to bring things such as potato salad, baked beans, chips, and items to have fun (I'm going to bring my squirt gun). Since we are all made out of sugar, this event will be cancelled if it rains.

Rex Hargis

ATTACHMENTS

Memo on Health and Fitness Equipment; Minutes of the following meetings: Classified Exec. Board 4/6/90, 2/7/90; "For Your Information Classified Conference Members; Minutes of Classified Conference Exec. Board 3/7/90 meeting; Travel report submitted by Nicolette Bromberg; Staff Orientation Committee minutes of 3/28/90 meeting; Budget & Planning Committee 4/3/90 minutes; Salaries & Benefits Committee 2/8/90 and 4/18/90 minutes; Travel report submitted by Susan Hitchens; May Civil Service testing calendar; State Promotion and Transfer List; Stop Day Picnic announcement.
THE UNIVERSITY OF KANSAS

April 27, 1990

Personnel Services
Carruth-O'Leary
Lawrence, Kansas 66045
913-864-4946

MEMORANDUM

TO: Vice Chancellors, University Directors, Deans, Directors
   and Chairpersons

FROM: Phil Rankin

SUBJECT: Health and Fitness Equipment

We are pleased to announce the availability of new exercise equipment including
one treadmill, one climber, three rowing machines, and three exercycles that are
on long term loan to us from the State. The exercise equipment will be available
during an employee's own time at the Robinson Center, Monday through Friday 6:00
a.m. - 10:30 p.m. On Saturday the equipment is available from 8:00 a.m. until
10:30 p.m. Sunday, it is available from 1:00 p.m. until 10:30 p.m. The Center
closes earlier during the summer academic term and on holidays, generally at 8:00
p.m. Faculty and staff members are encouraged to call the Rec. Info. Line at
4-3456 or 4-3491 if there are any questions about schedules.

In order to use the equipment, faculty and staff should go to the Robinson Ser­
vice Center and check in with the staff member on duty. Two exercise bikes and
two rowers will be available on a first-come, first-served basis at any time the
Center is open. The treadmill, climber, one bike, and one rower can be reserved
for use during recreation hours (hours other than 8:00 a.m. to noon Monday
through Friday and 1:00 p.m. to 5:00 p.m. Monday through Thursday) by signing up
at the Service Center, in person, up to twenty-four hours in advance. Otherwise,
exercise equipment set aside for reservations will be available to the first per­
son to check in at the Service Center, if it has not previously been reserved.

Prior to exercising, a faculty or staff member must read the Guidelines for Safe
Exercise and complete an Informed Consent form and Exercise Readiness form which
must be given to the Service Center staff member on duty. These forms will be
kept on file at the Service Center. Employees using the equipment must sign in
and out at the Service Center during each exercise period. Exercise use forms
must be submitted to the State Health Care Commission on a monthly basis.

Guidelines for safe use and heart rate charts will be posted near the exercise
equipment. Depending upon answers listed on the Exercise Readiness form, it may
be necessary to consult with a physician prior to exercising.

Please advise all faculty and staff members in your unit that the equipment is
available and encourage its use. If you have any questions, please feel free to
contact me at 4-4946 or Al Heinze at 4-3385.

PR: bw
cc: Personnel-Related Staff

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
An Equal Opportunity/Affirmative Action Employer
Applications are sought from all qualified people regard ess of race, sex, age, disability, or veteran status.
MINUTES OF THE CLASSISIFIED EXECUTIVE BOARD MEETING
April 6, 1990

Janet Anderson-Story was elected by acclamation to fill a vacancy on the Staff Development Committee. She reported that a newsletter is being started which will be a clearinghouse for articles written by staff, conference information, etc.

Group representatives were instructed to gather questions for the library dean candidates from their areas. Bayliss and Jane edited a list of questions that the exec board felt were important to be asked in some form to each candidate. Copies of these questions were distributed to all classified staff. The intention was to encourage attendance at the meetings with the candidates and to spur further questions.

Janet of the Personnel Committee brought copies of the new draft proposal for food and drink. This draft was to be distributed thru group representatives. Various ways of policing the food use of patrons were discussed including that of printing a statement in both graduate and undergraduate catalogs.

Bayliss of the Orientation Committee reported that orientation tours would begin in September.

Kerry Bower brought a copy of the preliminary report of the ad-hoc committee on health hazards in the library. If you wish to see the report, or have some specific questions, please contact Kerry. The June 26, 1989 issue of the "New Yorker" was used as a resource.

Jane Hoyt
Co-secretary
Committee Reports

A. Personnel and Staff Development - Both of these committees will soon have their first meeting of the year.

B. Orientation - Film strips on book preservation have been shown to student employees. The committee is also working on an orientation program that all new employees would be eligible for. Welcoming lunches for new staff are also on the drawing board. Bayliss reported.

C. Senate Library Committee - Chanette recently attended a meeting in which John Miller updated the committee on the status of automation at K.U. The accounting system for serials and the integration of serials into OCAT are being fine tuned. Planning is being done on "Local Area Network" which is a system that would allow several libraries on campus and several universities across the state to share the same on-line reference tools. All is dependent on budget.

D. Budget and Planning - Kendall reported that the major project on hand is the compiling of an accurate list of committees and their purposes. The aim is to complete a list including all library and university committees that library staff are on. The purpose is to facilitate communication and avoid duplication of effort.

Micro Computer Classes for Classified Staff

Lars reported that John Miller is trying to hire a student to teach the classes. More later ...

Search for a new Dean of the Library

The deadline for applications is Feb. 20th. There will be scheduled open meetings during which library staff can ask questions.

Redistribution of Classified Group Representatives

Because of several recent library moves, some representatives are no longer working in proximity to those they represent. There is also some doubt as to how equal representation may be in terms of number of employees each representative is accountable for.

Governor's Budget Proposal: how it effects classified staff and student employees

The governor proposed that the 2.5 step increase and the cost of living increase be lumped together. Brad emphasized the importance of keeping the merit increase and the cost of living increase separate so that legislators would not confuse the two. A letter will be sent out to this effect that can be used as a form letter to be sent to legislators. However, personal letters are always better.

A decision has not been made as to whether to give student employees a pay raise to $3.80 per hour to match the federal minimum wage. A state institution does not have to pay minimum wage.

The governor also wants to end preferential treatment for Regents Center institutions. This would mean that much more exact budget requests would need to be made to the legislature. Then, if an institution ran out of money, they could not simply ask for more funds as they have in the past.

Jane Hoyt, Secretary 2/12/90
FOR YOUR INFORMATION

CLASSIFIED CONFERENCE MEMBERS

President: Rex Hargis (Administrative Office)
Vice President: Kerry Bower (Cataloging)
Secretary: Verna Froese (Acquisitions) and Jane Hoyt (Serials)

Group Representatives:

Group I: (Dean's Office, East Asian, Photocopy, Microforms, Periodicals):
   Janet Revenew, Periodicals
   (no alternate)

Group II: (Reference, ILS, Bindery Preparations, Mail Room, Regent's Center):
   Linda Evans, Reference
   Penny Donaldson, alternate, ILS

Group III: (Serials Technical Staff, including classified staff in Serials Cataloging):
   Carole Dibben, Serials
   Lois Bauer, alternate, Serials

Group IV: (Circulation, Reserve, Art):
   Janet Anderson-Story, Circulation
   Brenda Owens, alternate, Circulation

Group V: (Acquisitions, SPLAT, Slavic):
   Pat Wittry, SPLAT
   Verna Froese, alternate, Acquisitions

Group VI, VII: (Cataloging):
   Kerry Bower, Cataloging
   Brad Eden, Cataloging
   (Two representatives at-large elected from Cataloging Dept.)

Group VIII: (Math, Science, Engineering, Music):
   Sue Hewitt, Science
   Andi Kounas, alternate, Science

Group IX: (Special Collections, Kansas Collections, Maps, Documents, Archives):
   Inge Starr, Documents
   (no alternate)

Officers and Group Representatives are elected to one year terms in January.
MINUTES, Classified Conference Executive Board
March 7, 1990

Lars Leon reported on the progress of the search committee for the new Dean of Libraries. A list of proposed meetings with library staff can be found in the March 8 issue of FYI. Lars requested that any comments about this or any proposed questions for the candidates be directed to him by March 19.

Pat Wittry has contacted the staff at Robinson Center. They would be happy to make a presentation to the library staff about their various services, but we need to indicate our interest. Each staff member will receive a questionnaire regarding their interest. This has the endorsement of the Personnel and Staff Development committees.

Channette Kirby reported on the Senate Libraries Committee meeting of February 23. Dean Ranz spoke at the meeting about the impact of the new budget in terms of cuts in serials and/or books, as well as the effect of the increase in the minimum wage for student employees. Each department head at the University received a letter explaining the situation of cuts in the acquisitions budget. It was suggested that a committee of five distinguished professors be set up, to try to write proposals for more funding for the libraries. Ron Francisco presented the latest information on the activities of the Dean's search committee. Channette Kirby and Rob Melton led a discussion on non-print mixed format. Action was tabled.

The Personnel committee suggested to Lars that there be a separate meeting of classified employees during the interviews of candidates for Dean of Libraries. The need for more equipment better suited to our work tasks will be discussed with Sandy Gilliland. The Personnel committee is also interested in clarifying the responsibilities of Classified Conference group representatives. This was discussed with the Executive Board. Rex suggested that the Personnel committee draft suggestions and distribute them to the Executive Board before the next meeting, for discussion at that meeting.

An ad-hoc committee on work-related wellness issues has been formed, with Kerry Bower heading this committee.

The Staff Development committee is sponsoring a tour to Parkville College. Funds for workshops (totalling $1,000) are now available through the Staff Development committee; they are in the process of developing an application form. The first in an on-going lecture series will be presented March 14 at 10:00 a.m. A schedule of the first four lectures and their speakers/topics was printed in the March 8 FYI.

The Orientation committee is developing training and tours for all new staff members. They hope to begin the program in the fall of 1990. During the first two tours, all staff will be encouraged to join the tours for any area of the library they are unfamiliar with. The Orientation committee is continuing to hold informal lunches for new staff. Work on a new library Who's Who will begin later this year.
The Budget and Planning committee is revising the list of committees involved in some aspect of budget or planning, thanks to the response of several people to the list published in the FYI. They have also indexed their notebook. Penny Donaldson is the new member of the Budget and Planning committee, replacing Kent Lewis.

Verna Froese reported on the proposed re-distribution of groups within the Classified Conference. Discussion will continue at the next Executive Board meeting.

The question was raised about input received from staff after the interviews for the Assistant Dean. We were assured that all input was read.

Rex encouraged each Executive Board member to go to the training session for E-Mail and get a password.

The next Executive Board meeting will be Wednesday, April 11, at 1:30 p.m.

Verna Froese
Co-Secretary
Classified Conference

April 2, 1990

To: Staff Development Committee

From: Nicolette Bromberg

I attended the Society for Photographic Education Conference in Santa Fe, New Mexico in March. Of particular interest to me were the sessions on censorship (which came out of the recent problems with NEA funding for the arts) and on new interpretations in photographic history.
Staff Orientation Committee
Meeting 3-28-90

Present: Janet Anderson-Story, Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

The meeting convened at 1:00pm.

1. Janet Anderson-Story has replaced Norma Bishop as the representative from the Staff Development Committee. She will be attending the committee meetings until someone else is elected to the position.

2. Minutes for 3-20-90 were approved.

3. Judith presented a draft for the proposed amendment to the LFA Code to change the title of the committee and other details. The draft will be completed for approval at the next meeting.

4. Up-coming events were discussed, such as the Science Library Open House in May. New staff will be called later about the open house.

5. The draft of the Who's Who letter was discussed and amended. May 1 was set as the return date for entries. Sandy will talk to Ruth M. about mailing labels.

6. The next meeting is scheduled for Tuesday, April 3 from 1:30-3:30. The Who's Who memos will be prepared during the meeting and sent out the next day.

7. The Orientation Tours discussion continued. More of the interviews were reviewed. The issue will continue at the next meeting.

Submitted by Carmen Orth-Alfie
MINUTES: Budget and Planning Committee

DATE: April 3, 1990

PRESENT: R. Ring, N. Jaeger, B. Gaeddert, B. Schulte, S. Rhodes, P. Donaldson

ABSENT: K. Simmons

1. Minutes from the 2 previous meetings were approved.

2. Barb had compiled the notebook of library planning committees. Hopefully everyone has had a chance to review it before this meeting. The notebook still needs a contents page and a statement of the Committee's purpose. Becky will type tabs for the notebook dividers.

3. Kendall has compiled a list of planning concerns which were gleaned from the surveys. This list will be included in the notebook.

4. Discussion followed concerning some committees not represented in the notebook. Efforts had been made by committee members to collect the information, documentation, etc. but unfortunately we weren't always successful.

5. Several questions were posed at the end of the previous meeting: can we provide LFA Exec with a summary of what is happening in terms of the planning process in various areas; and, do we think there are areas where planning is needed but not occurring? Barb suggested that we think about whether the Committee can follow through and complete such a summary. Discussion followed concerning the second question. Rich felt that preservation was an area which required attention. Becky brought-up the ARL Preservation Statistics Questionnaire which the Library completed last year. It was suggested that these statistics be included in the preservation section of the notebook. Nancy will provide a copy of those statistics for that purpose. Barb expressed surprise that no one brought-up salaries as an area of concern. Perhaps because salaries are considered to be the business of the salary committee. We will consider adding a salary component to the notebook.

6. Rich reported on his review of the Needs Assessment Papers. Seven papers were published in series in 1975 soon after the arrival of Dean Ranz. There were several other papers in the files which looked as though they were ready to publish but apparently never were. After some discussion, the majority decided to include these documents in the planning notebook.

7. Barb will draft a title page, contents and the Committee's purpose and distribute to the members of the Committee for comment.

8. Our next meeting will be held April 24 at 10:30 in Meeting Room A.

Submitted by,

Rebecca Schulte, Secretary
Minutes: SALARIES AND BENEFITS COMMITTEE
Date: February 8, 1990
Present: Sandy Gilliland, Kathleen Neeley, John Richardson
Absent: Ken Lohrentz

The committee reviewed the salary offer for the half-time Maps and Government Documents librarian.

John Richardson, Secretary

Minutes: SALARIES AND BENEFITS COMMITTEE
Date: April 18, 1990
Present: Sandy Gilliland, Ken Lohrentz, Kathleen Neeley, John Richardson

The committee reviewed the results of last year’s ballot for merit salary distribution. The majority of voting LFA members preferred the distribution formula 3/4Equal$+1/4Equal%; 3:4:5:6. The formula that Dean Ranz elected to use was 1/2Equal$+1/2Equal%; 3:4:5, however.

As a result of the budget cutback, the overall salary increase in FY91 is expected to be 4.5-4.8%, down from 7.97% in FY90.

The committee then prepared the ballot for merit salary distribution, FY91, along with an accompanying information leaflet. The ballot will be forwarded to the Nominating and Ballot Committee and distributed to LFA members no later than April 20.

John Richardson, Secretary
MUSIC LIBRARY ASSOCIATION ANNUAL MEETING
February 21-24, 1990, Tucson, Arizona
Pre-conference: February 20-21

This year's meeting of the Music Library Association drew over 500 music librarians and exhibitors from the U.S. and Canada. The uniquely large attendance can in large part be attributed to the fact that for the first time in several years, MLA held the annual conference in a pleasant climate for a winter meeting (the last two meetings were in Cleveland and Minneapolis).

I attended the pre-conference, "Space utilization in the Music Library: creation, renovation, reorganization." This was a very timely topic and the pre-conference was very well attended. The keynote address, by Philip D. Leighton (editor of the 2nd ed. of Keyes Metcalf Planning academic and research library buildings) stressed the importance of the role of the consultant in library planning, and brought out several questions that thoughtful library planners should consider. The remainder of the pre-conference consisted of three plenary sessions: a panel discussion on planning; a session on coping with architects and library facility coordinators; and, a final session on other issues and questions (rate of growth, space calculations, floorloading and other weight problems, etc.). There were also several different small group sessions that attendees could participate in; I attended discussions on moving the music library collection, lighting the library (and other electrical concerns) and coping with transition between old & new spaces (acclimating users). In all, this was an extremely valuable pre-conference, and should be helpful when it comes time to plan for the new music library.

The main conference provided a wide variety of interesting topics. I especially enjoyed the session on music of the Southwest, providing a chronological outline of the history of music in the Southwest from the music of the Pueblos and Athabascan peoples of Arizona and New Mexico, to the rise of the Zarzuela in the 19th century, and finally to the popular musics of today: Mariachi and Chicken Scratch (we were treated to a wonderful concert of the latter style at the conference banquet). Other sessions of note include a progress report on the index to collected editions (anxiously awaited for by all music librarians) and a plenary session on the preservation of sound recordings, including a very thought-provoking discussion on the legal aspects of sound preservation.

I very much enjoyed a field trip to the fabulous Arizona Sonora Desert Museum and the Tucson Museum of Art.

I would like to thank the Staff Development Committee and Dean Jim Ranz for supporting my attendance at this conference.

Susan Hitchens
Music Librarian
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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, Medical Technologist I, Office Assistant IV, Painter, Plumber I
PROMOTION AND TRANSFER LIST

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

April 30, 1990

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

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

NOTE: Vacancies to be listed on the Promotion and Transfer List must reach the Division of Personnel Services by 5:00 p.m. on Wednesday of each week. Applications will be accepted through Friday, May 4, 1990

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<th>CONTACT PERSON</th>
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<td>R-13</td>
<td>Engineering Technician II</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>
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<td>R-22</td>
<td>Corrections Counselor I</td>
<td>Mary Stanton (913) 877-3380 Stockton Correctional Facility</td>
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<td>R-23</td>
<td>Parole Officer II</td>
<td>Tony Ramos (913) 296-4501 Department of Corrections Topeka Parole Office</td>
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<td>R-24</td>
<td>Correctional Specialist II</td>
<td>Linda Brooks (316) 221-6660 Winfield Correctional Facility</td>
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Correctional Specialist 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-26        | Parole Officer II       | Tony Ramos (913) 296-4501 Department of Corrections Topeka Parole Office |

Upper $30's

Assistant Director
(Personnel) (Unclassified)
(Applied accepted through May 18, 1990)

Merry Lu Pasley (913) 532-7108 Kansas State University

TOPEKA

R-28 Civil Engineer III Mike Ramirez (913) 296-3721 Department of Transportation
R-16 Engineering Technician III Mike Ramirez (913) 296-3721 Department of Transportation
R-19 Engineering Technician IV Mike Ramirez (913) 296-3721 Department of Transportation
R-11 Office Assistant II (Typing) Mike Ramirez (913) 296-3721 Department of Transportation
R-13 Engineering Technician II Mike Ramirez (913) 296-3721 Department of Transportation
R-18 Legal Assistant Homer Johnson (913) 296-4505 Board of Indigents' Defense Services
R-24 Correctional Specialist II Linda Brooks (316) 221-6660 Winfield Correctional Facility
R-15 *Licensed Practical Nurse
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
Farrell Oard (316) 221-1200 Winfield State Hospital and Training Center
R-21 *Psychologist I
R-28 *Psychologist IV
R-25 *Registered Nurse III
(7:00 a.m. to 3:00 p.m.)
(3:00 p.m. to 11:00 p.m.)
(11:00 p.m. to 7:00 a.m.)
R-28 *Registered Nurse IV
(11:00 p.m. to 7:00 a.m.)

EQUIPMENT EMPLOYER
(Continued On Back)

Job description is in the Administrative Office.
It's too late for him, but it's not too late for you to come to the annual

STOP DAY
DOG ROAST AND PICNIC

sponsored by KULSA. Hot dogs and buns, lemonade, tea and condiments will be provided by KULSA. YOU need to bring 1) yourself, 2) things with which to have fun (blankets, frisbees, footballs, water balloons, squirt guns, other foodstufs, etc.), and 3) a bright Hawaiian shirt (optional).

THE PLACE: Potter's Pavillion

THE TIME: STOP DAY, Monday, May 7, 11:30-1:00

THE GUESTS: All Library staff and student assistants

BE THERE OR FIND YOUR OWN LUNCH!

Unfortunately, this event will be cancelled in the event of rain.
CORRECTION ON TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Office by 9:00am Tuesday, May 15. (Last week's date was incorrect.) 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

REAPPOINTING STUDENTS FOR THE SUMMER

As a reminder, ALL student appointments end on June 17, 1990. If you have students that are going to work during the summer, please send me a reappointment form as soon as possible. Also, work-study ends May 17, 1990. If you wish to pay a student on work-study for the period 18 May-17 June, the student needs to make an appointment with a director in Student Financial Aid to pick up summer work-study authorization. This also needs to be done as soon as possible. Any questions on appointment/reappointment for the summer, call me 4-3601. Rex Hargis

CORRECTION TO LAST WEEK’S FACULTY GOVERNANCY ANNOUNCEMENT

Please note that Susan Craig is the newly-elected member of the University Council and Eleanor Symons has already served for one year. Eleanor is a newly-elected member of SenEx.

Sandy Gilliland

SYSTEM DOWN TIME MAY 1990

Attached to this issue of FYI is a memo received last Thursday from Larry Lovell at Computing Services listing scheduled interruptions of the MVS, VM, and VMS systems in May. In addition to the system unavailability schedule provided, other equipment will be installed during the month of May which will require some system down time. Please check the system "Log On" screen on the recorded message facility for further information about down times this month.

Nancy Jaeger

IN-PROCESS REQUESTS, 24-MONTH HOLD REQUESTS

Please forward all in-process requests to Mike Wilson in Cataloging (backups: Diana Dyal, Al Mauler). Forward all 24-month hold requests to Carol Miner in Cataloging (backups: Diana Dyal, Al Mauler).

Al Mauler

REMEMBER—TRAVEL REQUESTS DUE

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 July, August or September of 1990, you must submit a request by the deadline, May 15th. Request forms are available from me.

Linda Evans

HOWEY READING ROOM SPRING-SUMMER BREAK HOURS

Howey Hours during spring-summer break (May 19-June 4):

12:00 noon-5:00pm (Monday-Friday; closed weekends)
Regular hours resume Tuesday, June 5.

Cherrie Saile
GOVERNOR'S CONFERENCE ON LIBRARIES AND INFORMATION SERVICES

Attached is information concerning the Kansas Governor's Conference on Library and Information Services, scheduled to be held November 8-10, 1990 in Topeka. Regional preconference meetings will be held Saturday, September 22, 1990. Additional information is included in the attached brochure. For further information, contact Sherri Schulte, State Library, 1-800-432-3919.

Sandy Gilliland

PROFESSIONAL ISSUES FORUM:

The Staff Development Committee invites all library staff members to the next lecture in our series. On Thursday, May 10 at 10:30 a.m. Alvin Goldberg, Director of Administrative Services, and Aurora Davis, Director of Information Services for the Kansas City Star Company, will speak about the KC Star newspaper library. They will discuss automation plans, ongoing activities in the library (such as going online) and their staffing and personnel practices. As information professionals dealing with a very fast-paced environment, their activities may be quite different from ours, but their philosophy of service and their need to have readily available information on practically every issue means they face a lot of the same challenges we do. Please join us in the Conference Rooms on 5th floor, Watson. Refreshments will be provided. All staff members are encouraged to attend.

Rhonda Neugebauer

ANOTHER CORRECTION

Last week's FYI included the first announcement regarding Howey Reading Room hours. The article was submitted by Cherrie (not Cherry) Saile. (I've spelled it correctly in this issue!) My apologies, Cherrie.

Ruth Miller

RECEPTION PLANNED

A reception is being planned to welcome George Gibbs, our new Assistant Dean for Technical Services, and to congratulate staff on their recent service awards. We hope to hold the reception sometime during the week of May 21st. Additional information will be forthcoming.

Sandy Gilliland

ATTACHMENTS

State Promotion and Transfer List; Governor's Conference information; Library Faculty Assembly Elected Committees for FY89/90; Minutes of LFA Executive Committee 4/30/90 meeting; Memo regarding system down times.
# 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.

<table>
<thead>
<tr>
<th>Vacant Positions</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-22 Chemist II</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
<td>R-31 *Chief of Services (Epidemiologist)</td>
<td>Jo Ann Moran (913) 296-1290</td>
</tr>
<tr>
<td>R-25 *Long Term Care Ombudsman II</td>
<td>Lyndon Drew (913) 296-4986</td>
</tr>
<tr>
<td>R-23 *Management Analyst II</td>
<td>Don Pesmark (913) 296-4321</td>
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<tr>
<td>GREAT BEND</td>
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<tr>
<td>R-13 Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<tr>
<td>R-16 Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<tr>
<td>MANHATTAN</td>
<td></td>
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<tr>
<td>Upper $30’s</td>
<td></td>
</tr>
<tr>
<td>*Assistant Director (Personnel) (Unclassified)</td>
<td>Merry Lu Pasley (913) 532-7108</td>
</tr>
<tr>
<td>(Applications accepted through May 18, 1990)</td>
<td>Kansas State University</td>
</tr>
<tr>
<td>OLATHE</td>
<td></td>
</tr>
<tr>
<td>R-13 Office Assistant III (Typing)</td>
<td>Warren Hurst (913) 782-2530</td>
</tr>
<tr>
<td>TOPEKA</td>
<td></td>
</tr>
<tr>
<td>R-24 Accountant III</td>
<td>Carla Roth (913) 296-6213</td>
</tr>
<tr>
<td>R-25 *Central Accountant II</td>
<td>Myrene Bears (913) 296-3146</td>
</tr>
<tr>
<td></td>
<td>Department of Administration Accounts and Reports/Payroll</td>
</tr>
</tbody>
</table>

Necessary Special Requirements: Experience in college level course work equal to two years in setting up programming, using and/or training on microcomputer and utilizing standard software programs.

- Physician Specialist (Unclassified) Dr. Erlina Pascua (913) 296-5306 Kansas Neurological Institute
- *Printing Specialist (Printing Estimator) (See Page 3) David L. Rake (913) 296-7870 Department of Administration Division of Printing
- *Public Health Nurse VI Jo Ann Moran (913) 296-1290 Department of Health and Environment
- Radiological Technologist I, Diagnostic X-Ray Carla Nolan (913) 296-5700 The Kansas Lottery
- Secretary I Carl Nolan (913) 296-5700 The Kansas Lottery
- Secretary II Mike Ramirez (913) 296-3721 Department of Transportation
- Secretary II (Legal experienced desired) Ginny McCord (913) 296-4171 Board of Agriculture
- Systems Analysis & Programming Manager Major David Hornbaker (913) 296-6800 Kansas Highway Patrol
- *Director of Internal Audit (Unclassified) See Page 4 The Wichita State University

EQUAL OPPORTUNITY EMPLOYER
WINFIELD (cont.)

**LICENSED PRACTICAL NURSE**

3:00 p.m. to 7:00 a.m.

(11:00 p.m. to 7:00 a.m.)

**PSYCHOLOGIST I**

**PSYCHOLOGIST IV**

**REGISTERED NURSE III**

7:00 a.m. to 3:00 p.m.

3:00 p.m. to 11:00 p.m.

(11:00 p.m. to 7:00 a.m.)

**REGISTERED NURSE IV**

(11:00 p.m. to 7:00 a.m.)

**ASSISTANT DIRECTOR OF PERSONNEL**

The Department of Personnel Services at Kansas State University is advertising for an Assistant Director of Personnel. The Assistant Director reports to the Director of Personnel Services and will supervise two functional units: Employment Services and Staff Training and Development, and act as a specialist administering employee relations programs and employee grievance resolution.

Minimum qualifications include a Bachelors degree in Management or related field and 3-5 years personnel experience in a university or public service environment. Familiarity with equal opportunity laws and fair employment practices is required. Demonstrated excellent verbal and written communication skills required. Advanced degree, employee relations experience and computer knowledge preferred. Beginning salary approximately $37,000 annually. Position available June 18, 1990. Submit a letter of application, resume, and the names, addresses and phone numbers of three recent work-related references by May 18, 1990 to: Director of Personnel, Search Committee, Personnel Services, Kansas State University, 228 Anderson Hall, Manhattan, Kansas 66506.

**PRINTING SPECIALIST (Printing Estimator)**

The Kansas Division of Printing announces a permanent, full-time Printing Specialist (Printing Estimator) vacancy. Starting salary is $1,712 per month. Primary duties consist of providing estimates of total printing costs for agency customers; determining printing procedures, methods of processing and assembling and stock needs.

MINIMUM QUALIFICATIONS: Graduation from high school or GED equivalency and three years experience in the graphic arts field involving the processing of estimates or in the production of traciers or cost sheets or three years experience in the area of printing estimating for book production or three years experience in the offset printing of materials or the production of plates and negatives for offset printing use. (Study in printing technology, printing plant management or graphic arts at an accredited college or technical school may be substituted for the required experience at the rate of 15 semester hours or 240 clock hours for one year of experience, with a maximum substitution of two years of experience.)

Application deadline is 4:30 p.m., May 11, 1990. A State of Kansas Application can be obtained from the State Printing Plant, 201 N.W. MacVicar, Topeka, Kansas 66606 (296-3631) from 8:00 a.m. to 4:30 p.m.

**DIRECTOR OF INTERNAL AUDIT**

The Director of Internal Audit reports directly to the Vice President for Administration and Finance and is an independent appraisal within the University, providing management examination and evaluation of the adequacy and effectiveness of departmental and activity controls through analysis, appraisals, recommendations, counsel, and information concerning activities reviewed. Responsibilities include preparing audit programs; conducting audits and writing reports on audit findings in accordance with IIA professional standards: using mainframe packages for data retrieval, analysis, and report generation (i.e., Easytrieve); analyzing operating systems and procedures for effectiveness and efficiency; developing and maintaining professional knowledge and skills and other assignments as made by the Vice President for Administration and Finance.

The successful candidate will be a self-motivated, experienced financial professional who has the following: Bachelor's Degree in Accounting or Business with a minimum of 24 hours in accounting required with advanced degree preferred; CPA or CIA required; extensive experience with financial/administrative software required; five years financial and operational audit experience required; higher education experience preferred; demonstrated strength in interpersonal skills required; and excellent oral and written communication skills and management abilities required. Salary is competitive.

A letter of application, resume and names of three references must be forwarded to: Mr. Roger D. Lowe, Vice President for Administration and Finance, The Wichita State University, Campus Box 47, Wichita, Kansas 67208.

Application deadline is May 18, 1990.

The Wichita State University has a budget of $110 million, enrolls 17,400 students, and is located in the urban and industrial center of the State of Kansas with a population exceeding 400,000. The metropolitan area of Wichita offers fine restaurants and numerous cultural and recreational opportunities. Major national corporations headquartered in Wichita include Pizza Hut, Rent-A-Center, Koch Industries, Coleman, Beech Aircraft, Cessna Aircraft, and Learjet.

The Wichita State University is an Affirmative Action/Equal Employment Employer.
The Governor's Conference on Libraries and Information Services

If you have an opinion or know someone who might have an opinion on library service issues, you need to tell them to get ready for the White House Conference on Library and Information Services and its Kansas equivalent the Governor's Conference on Library and Information Services. Your suggestions may eventually be included in a report to be submitted to the President and the Congress.

Among the important questions to be considered are the following:

- How can libraries provide services to business and industry (especially small businesses), improve access to needed information, and cooperate with the private sector?

- How can libraries meet the information needs of our children, senior citizens, prison inmates, the disabled, the disadvantaged, the illiterate and those whose primary language is not English?

- How can libraries insure access to new information technologies and how can new technologies be used to serve learners?

- How can libraries help users sift through an ever expanding information supply to find what is useful, reliable and timely?

- How can technology be used to store, analyze, and transmit information needed by the public and government decision-makers?

Delegates will be elected at each regional preconference meeting from the following four categories to attend the Governor's Conference:

1) Librarians
2) Library trustees and friends
3) Citizens
4) Public Officials

Regional preconference will be held throughout Kansas on September 22, 1990. The Kansas Governor's Conference on Library and Information Services is to be held November 8-10, 1990 in Topeka. The dates of the White House Conference on Library and Information Services are July 7-13, 1991 in Washington, D.C.

The Governor's Conference Steering Committee for Kansas includes the following:

Representative Belle Borum, Wichita
Betty Cattrell, Haysville
Karen Cole, Haysville
Ruthanna Danaher, Atchison
Joyce Funk, Topeka
Leroy Gattin, Hutchinson
Dr. Craig Haugsness, Topeka
Martha Hale, Emporia
Duane Johnson, Topeka
June Saine Level, Topeka
James C. Marvin, Topeka
Rowena Olsen, McPherson
Blanche Parks, Topeka
Richard Rademacher, Wichita
Celso L. Ramirez, Topeka
Dr. Rosemary Talab, Manhattan
Robert A. Walter, Pittsburg
Candia Welch, Wichita
Carol Wohlford, Wichita
Barbara Wunsch, Kingman

Anyone interested in libraries and learning is encouraged to participate in these important activities.
How can you get involved?

Regional preconference meetings will be held on Saturday, September 22, 1990 to identify concerns and elect delegates from each of the seven library regions in Kansas. For information on the meeting in your area, please contact:

**Central**
Jim Swan • 1-800-362-2642
1409 Williams, Great Bend, 67530

**North Central**
Jeff Hixson • 1-800-432-2796
Juliette & Poyntz, Manhattan, 66502

**South Central**
Paul Hawkins • 1-800-234-0529
901 N. Main, Hutchinson, 67530

**Northeast**
Sherri Schulte • 1-800-432-3919
State Library, Capitol Bldg., Topeka, 66612

**Southeast**
Bob Walter • 316-235-4878
Axe Library, PSU, Pittsburg, 66762

**Southwest**
Elaine Demuth • 1-800-657-2533
1001 Second St., Dodge City, 67801

**Northwest**
Leslie Bell • 1-800-432-2858
408 N. Norton, Norton, 67654
ELECTED COMMITTEES

Executive Committee
Chair: Rob Melton
Vice-Chair/Chair-Elect: Sherry Williams
Secretary: Mike Biggins
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
Chair: Barb Gaeddert
Secretary: Becky Schulte
Barb Gaeddert (FY 90)
Nancy Jaeger (FY 89-91)
Saralinda Rhodes (FY 89-91)
Rich Ring (FY 90)
Becky Schulte (FY 89-91)
Classified Conference Representatives: Penny Donaldson (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 89-91)
LFA 89/90 COMMITTEES - p. 2

Nominating and Ballot Committee
Chair: Shelley Miller
Secretary: rotating
Shelley Miller (FY 89-90)
Julie Waters (FY 89-90)
Susan Hitchens (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)

Classified Conference Representatives: Norma Bishop (FY 89-90)
Bayliss Harsh (FY 89-90)
Carmen Orth-Alfie (FY 89-90)

COMMITTEE WITH APPOINTED AND ELECTED MEMBERS

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

LFA REPRESENTATIVES ON OTHER COMMITTEES

Senate Libraries Committee: Rob Melton

Library Grievance Committee: Sandra Brandt
Judith Emde
Geoff Husic
John Miller
Mary Rosenbloom
LFA EXECUTIVE COMMITTEE: MINUTES
April 30, 1990

Present: Biggins, Clark, DiFilippo, Melton, Snell, S. Williams.
Absent: Bromberg.

Minutes were received from the following LFA standing committees: Budget & Planning (April 3), Salaries and Benefits (February 18 and April 18) and Staff Orientation (March 28). They were forwarded to FYI for publication.

I. Budget & Planning’s overview of Library planning activities: members of Exec agreed that B&P’s report, fulfilling a special charge from the Executive Committee this year, provided useful documentation of planning concerns and activities of the last few years. Exec would thank B&P for its work, and ask if the committee would consider using the straw poll that it took among library staff about perceived library planning needs to formulate a narrative summary of the overall report.

II. LFA input in the Dean of Libraries selection process: Rob Melton observed that the search committee’s timetable (the last candidate leaves KU May 8 and the committee’s deliberations begin the following day) leaves little time for LFA discussion. Exec agreed to schedule an informal meeting of LFA members on Tuesday, May 8 in the late afternoon in a conference room in the Kansas Union. It was felt the meeting would serve primarily as a medium for exchange of information. Although the search committee has encouraged individuals to submit to it their written comments on the candidates, members of Exec agreed that a collective statement of this kind from LFA would probably be infeasible and/or inappropriate.

III. On behalf of the Library Faculty Assembly members of Exec extend their congratulations to Shelley Miller on her promotion to Librarian II and award of tenure.

Exec would meet briefly on Thursday, May 3, at 2:15 p.m. A subsequent meeting was tentatively scheduled for Monday, May 14, at 9:30 a.m.

Submitted by Mike Biggins
TO: Computer Center Customers
FROM: Larry Lovell
DATE: April 30, 1990
SUBJECT: Major System Down Times

I would like to inform you of some system unavailability scheduled for the month of May. These scheduled interruptions are necessary to provide us the opportunity to upgrade our Computer room air conditioning equipment, and our computer equipment.

May 6, 1990 - MVS and VM will be unavailable from 5:00 a.m. to 11:00 a.m. We will install two Channel to Channel adapters on the IBM 3081-KX3.

May 13, 1990 - MVS, VM, and VMS will be unavailable from 4:00 a.m. to approximately 7:00 p.m. We will be upgrading our Computer Air Conditioning equipment. If Facilities Operations completes this upgrade in less time, we will make the systems available as soon as we can.

May 26, 27, 28, 1990 - MVS and VM will be unavailable from 4:00 a.m. Saturday May 26 until 8:00 a.m. Tuesday, May 29. During this time we will move the MVS Operating System and peripheral equipment from the currently installed IBM 3081-KX3 to the newly acquired Amdahl 5890-300E.

Then we will move the VM operating system and peripheral equipment from the Hitachi 8043 to the IBM 3081-KX3.

We anticipate this complex reconfiguration could be completed in less time if nothing goes wrong. If so, we will make the appropriate systems available to our customers as soon as we complete the physical change and test the software for stability.

During the month we will be installing other equipment which will require some system down time. We expect to be able to keep these interruptions to a minimum and would be finished during early morning hours through the week and on weekends.

We will state all scheduled down times on the systems Log On screens and on the recorded message facility.

I would like to thank you in advance for your understanding and patience. The results of this upgrade will provide better performance to you. To us, that is what it is all about, better support of your needs.

If you have any questions or comments, feel free to call me at 864-0228.
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

PERSONNEL

Rex Hargis, Library Student Employment Coordinator, has been named as the Commanding Officer of Company E, 2nd Battalion, 137th Infantry, Kansas Army National Guard. He assumes command on July 26, 1990. Congratulations, Rex!

Sandy Gilliland

SPRING SEMESTER 90 JOB APPLICATIONS

Please send all Student Employment Applications for jobs advertised during the Spring 90 semester to me by May 24, 1990.

MILITARY LEAVE

Rex Hargis will be out of the office from June 4 through June 15. All student employment and payroll questions should be directed to Sandy Gilliland during Rex's absence. Rex will return to work on Monday, June 18.

Sandy Gilliland

DEAN OF LIBRARIES SEARCH NEWS

The Dean of Libraries Search Committee has completed its evaluations and submitted its recommendations to Vice Chancellor Brinkman. The Committee thanks all library faculty and staff for the excellent cooperation, participation, and support provided to us and to the candidates we invited. All the candidates commented on the fine turnouts to events, the cooperative spirit displayed, and the cordial welcome they received. We are most grateful.

Ron Francisco

NO SIGN MAKER

Effective May 18, 1990, Chris O'Connor will no longer be working for the Libraries as the sign-making student. We will be posting this vacancy and hope to have someone hired by June 18, 1990. Any sign requests received will have to be held until a student is hired.

Jo Nell Proctor

SAFETY TRAINING

Attached to this issue of FYI is a memo from Phil Rankin, Assistant Director of Personnel Services, announcing several safety training sessions offered on May 30 and 31. Registration is not required. Contact Sandy Gilliland, 4-3601, if you have any questions.

Sandy Gilliland

AMERICAN LIBRARY ASSOCIATION MEETING FINAL SCHEDULE

The final schedule for this summer's American Library Association meeting, listing room assignments for all of the committee meetings, has arrived. To consult the schedule, please see Ruth Miller in the Administrative Office.

George Gibbs

BOOKS AND LIBRARIES, 21

The newly published issue of Books and Libraries is entirely devoted to coverage of the Marian and Fred Anschutz Science Library. Copies have been distributed on the faculty mailing list; other staff members may obtain copies from the Library Administrative Office.

L. E. James Helyar

An Equal Opportunity/Affirmative Action Employer
SMALL TABLE NEEDED
If anyone has a small table or desk, about the size of an IBM Selectric II typewriter, that is not in use, I am in need of one and would appreciate any leads. My number is 4-3960. Thanks! Judy Brow

FREE ENCYCLOPEDIA
Watson Reference has a complete set of the 1985 edition of Academic American Encyclopedia which is available for transfer to any library department that wants it. If interested, please contact Jim Neeley (JNEELEY@UKANVM) by Thursday, May 24. Jim Neeley

LIBRARY RECEPTION
All Library staff are invited to a Reception on Thursday, May 24, at 3:30 p.m. to welcome George Gibbs, congratulate Library staff who recently received service awards, and recognize Alexandra Mason, recipient of the Chancellor's Distinguished Librarian Award. Refreshments will be served. Sandy Gilliland

KULSA DUES
We recently had a successful Stop Day picnic to honor our wonderful student assistants who do so very much for us. Lots of folks enjoyed the event and 190 hot dogs were eaten. KULSA is glad to sponsor such events. However, it would be easier if the 67 folks who haven't paid their $4 dues for 1989/90 would do so. If you can't remember if you paid or not, please call Marilyn Landon in the Cataloging Dept. (4-3038). Thanks. Annie Williams

PARTY, PARTY, PARTY...
There will be an incredibly informal TGIF party starting about 4:30, on Friday May 18th at the Union to celebrate several things:

1) the books in Watson's hold pattern that formerly had temporary slips in the public catalog now have brief records in the online catalog;
2) the end of the academic year;
3) Friday! Annie Williams

ATTACHMENTS:
State Promotion and Transfer List; Safety Training Training Sessions memo.
**PROMOTION AND TRANSFER LIST**

State of Kansas -- Department of Administration  
**DIVISION OF PERSONNEL SERVICES**  
Landon State Office Building, 300 S.W. Jackson Street  
Topeka, Kansas 66612-1231  
913-296-4278  
TDD 913-296-4798  
May 14, 1990

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

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

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

Applications will be accepted through Friday, May 18, 1990.

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<td>Storekeeper II</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>Environmental Technician 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>

**MANHATTAN**

Upper $30's  
*Assistant Director (Personnel) (Unclassified)  
(Application accepted through May 18, 1990)

R-21  
*Biomedical Instrumentation Specialist II  
(Closes 5-21-90)  
Kim Bowker (913) 532-6277  
Kansas State University

R-10  
*Dairy Foods Processor  
(Closes 5-21-90)  
Kim Bowker (913) 532-6277  
Kansas State University

R-13  
*Engineering Technician II (2 positions)  
Mike Ramirez (913) 296-3721  
Department of Transportation

R-22  
*Engineering Technician V (Electrical Engineering) (Closes 5-22-90)  
Kim Bowker (913) 532-6277  
Kansas State University

R-26  
*Senior Television Engineer (2 positions) (Closes 5-22-90)  
Kim Bowker (913) 532-6277  
Kansas State University

**MARYSVILLE**

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

**TOPEKA/LAWRENCE**

R-24  
*Health Facility Surveyor (Limited Term) (RN required)  
Jo Ann Moran (913) 296-1290  
Department of Health and Environment

**TOPEKA**

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

R-19  
Chemist I  
Jo Ann Moran (913) 296-1290  
Department of Health and Environment

R-22  
*Engineer-in-Training  
(Graduation from a 4 year college or university in an approved engineering curriculum and/or Engineer-in-Training certificate.)  
Ginny McCord (913) 296-4171  
Board of Agriculture

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

**EQUAL OPPORTUNITY EMPLOYER**
### TOPEKA (cont.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Contact Info</th>
</tr>
</thead>
</table>
| R-11 | Keyboard Operator I                           | Linda Kraus (913) 296-3936  
Youth Center at Topeka |
| R-11 | Office Assistant II                           | Jo Ann Moran (913) 296-1290  
Department of Health and Environment |
| R-13 | Public Health Laboratory Technician I (3 positions) | Jo Ann Moran (913) 296-1290  
Department of Health and Environment |
| R-28 | Public Health Nurse VI                        | Jo Ann Moran (913) 296-1290  
Department of Health and Environment |
| R-17 | Safety and Security Officer II                | Linda Kraus (913) 296-3936  
Youth Center at Topeka |
| R-13 | Secretary I                                   | Carla Roth (913) 296-6213  
Department of Commerce |
| R-13 | Secretary I                                   | Judy Shump (913) 296-3344  
Department of Administration  
Division of Information Systems & Communications |

### ULYSSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Contact Info</th>
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</thead>
</table>
| R-16 | Equipment Operator II                         | Mike Ramirez (913) 296-3721  
Department of Transportation |
| R-16 | Engineering Technician III                    | Mike Ramirez (913) 296-3721  
Department of Transportation |

### WAMEGO

<table>
<thead>
<tr>
<th>Code</th>
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<th>Contact Info</th>
</tr>
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</table>
| R-24 | Health Facility Surveyor (RN required)        | 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Contact Info</th>
</tr>
</thead>
</table>
| R-18 | Equipment Operator III                        | Mike Ramirez (913) 296-3721  
Department of Transportation |
| 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-21 | Psychologist I                                |                       |
| R-28 | Psychologist IV                               |                       |
| R-25 | Registered Nurse III                          |                       |
| R-28 | Registered Nurse IV                           |                       |

### *ASSISTANT DIRECTOR OF PERSONNEL*

The Department of Personnel Services at Kansas State University is advertising for an Assistant Director of Personnel. The Assistant Director reports to the Director of Personnel Services and will supervise two functional units: Employment Services and Staff Training and Development, and act as a specialist administering employee relations programs and employee grievance resolution.

Minimum qualifications include a Bachelors degree in Management or related field and 3-5 years personnel experience in a university or public service environment. Familiarity with equal opportunity laws and fair employment practices is required. Demonstrated excellent verbal and written communication skills required. Advanced degree, employment relations experience and computer knowledge preferred. Beginning salary approximately $37,000 annually. Position available June 18, 1990. Submit a letter of application, resume, and the names, addresses and phone numbers of three recent work-related references by May 18, 1990 to: Director of Personnel, Search Committee, Personnel Services, Kansas State University, 228 Anderson Hall, Manhattan, Kansas 66506.

### *DIRECTOR OF INTERNAL AUDIT*

The Director of Internal Audit reports directly to the Vice President for Administration and Finance and is an independent appraiser within the University, providing management examination and evaluation of the adequacy and effectiveness of departmental and activity controls through analysis, appraisals, recommendations, counsel, and information concerning activities reviewed. Responsibilities include preparing audit programs; conducting audits and writing reports on audit findings in accordance with IIA professional standards; using mainframe packages for data retrieval, analysis, and report generation (i.e., Easytrieve); analyzing operating systems and procedures for effectiveness and efficiency; developing and maintaining professional knowledge and skills and other assignments as made by the Vice President for Administration and Finance.

The successful candidate will be a self-motivated, experienced financial professional who has the following: Bachelor's Degree in Accounting or Business with a minimum of 24 hours in accounting required with advanced degree preferred; CPA or CIA required; extensive experience with financial/administrative software required; five years financial and operational audit experience required; higher education experience preferred; demonstrated strength in interpersonal skills required; and excellent oral and written communication skills and management abilities required. Salary is competitive.

A letter of application, resume and names of three references must be forwarded to: Mr. Roger D. Lowe, Vice President for Administration and Finance, The Wichita State University, Campus Box 47, Wichita, Kansas 67208.

Application deadline is May 18, 1990.

The Wichita State University has a budget of $110 million, enrolls 17,400 students, and is located in the urban and industrial center of the State of Kansas with a population exceeding 400,000. The metropolitan area of Wichita offers fine restaurants and numerous cultural and recreational opportunities. Major national corporations headquartered in Wichita include Pizza Hut, Rent-a-Center, Koch Industries, Coleman, Beech Aircraft, Cessna Aircraft, and Learjet.

The Wichita State University is an Affirmative Action/Equal Employment Employer.
May 3, 1990

MEMORANDUM

TO: Deans, Directors and Chairpersons

FROM: Phil Rankin

SUBJECT: Spring 1990 Safety Training

On May 30 and 31, the Classified Employee Safety Committee will be conducting nine (9) repeat safety training sessions. The topic is: Work Place Emergencies and How To Deal With Them. Five safety video tapes will be shown, Severe Bleeding, Chemical Burns, Electrical Burns, Heat Exhaustion/Heat Stroke and The Heimlich Maneuver. The safety videos depict initial assistance that can be provided to an injured employee in a life threatening situation until trained help arrives whether the initial provider(s) does or does not have first-aid certification.

The sessions will be presented in the Alderson Auditorium on May 30 and in the Woodruff Auditorium on May 31 at the Kansas Union. They are scheduled for 8:30 a.m.; 10:00 a.m., 2:30 p.m. and 4:00 p.m. each day. There is also a 6:00 p.m. session scheduled on May 30 in the Alderson Auditorium for employees who work evening shifts. The sessions will be approximately one hour in length and will allow time for questions and answers.

All classified and unclassified staff members are invited to attend one of these safety training sessions. In some situations, maintenance and service employees may be scheduled by their respective supervisors to attend a particular session. Otherwise, no advance registration is required.

You may use this memorandum as the official training announcement for circulation to all staff members in your unit. If you have any questions or need additional information, please feel free to contact me.

PR: bw

cc: Personnel-Related Staff Members
    Supervisors
    Jim Long
    Classified Employee Safety Committee
    Main Campus, Lawrence
    College of Health Sciences and Hospital, Kansas City and Wichita
    An Equal Opportunity/Affirmative Action Employer
    Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.
**PERSONNEL**

Jane Hoyt, Office Assistant III in Serials, has been hired as a Library Assistant I in the Science Library effective June 18th. Jane replaces Andi Kounas.

Judy Brow will be on leave beginning June 1, 1990 through August 17, 1990 to study in Norway. During Judy's absence, Gina Gray has been appointed to a temporary position in Interlibrary Services to assist with many of the duties assigned to Judy's position.

Sandy Gilliland

**COURIER SCHEDULE**

Due to the Memorial Day holiday, the Regents (ILS) Courier will not drop off and pick up on Monday May 28th. Deliveries will made on Tuesday May 29th instead.

Judy Brow

**SPLAT TEMPORARILY CLOSED**

SPLAT will, for all practical purposes, be "closed" from Thursday, May 31, to Friday, June 15 due to conference attendance, book-buying, and vacation leave to be taken by the staff. During this time too, SPLAT students will be departing for the summer (though there will be a limited amount of student activity in the office for some of the time mentioned above). Please see Shelley and Pat before May 31 if you have current concerns which need SPLAT attention, or be assured of our prompt attention upon our return.

Shelley Miller

**CD POLICY REVISION PROGRESS**

I am pleased to announce that Darrell Wheeler is hard at work inputting text for the Collection Development Policy Manual. He is based at the Art and Architecture Library and is working 40 hours per week for the time being. Don't be surprised if he calls you to ask for clarification, or information concerning word processing program versions, etc. Your cooperation is very much appreciated.

Mary Rosenbloom

**MASON ON VACATION**

Alexandra Mason is on vacation until 11 June. Bill Mitchell is acting head of Special Collections during her absence.

Alexandra Mason

**ATTACHMENTS**

Minutes of Classified Conference General 5/8/90 meeting (below); State Promotion and Transfer List.

**MINUTES, Classified Conference General Meeting**

May 8, 1990

This meeting was called to provide classified staff with the opportunity to discuss the five candidates for Dean of Libraries. The pros and cons of each candidate were thoroughly discussed. We were encouraged to put our comments in writing and direct them to the search committee.

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

The vacancies listed on the Promotion and Transfer List are recorded on the Division of Personnel Services' Job Line (913) 296-2208, which is updated every Friday after 4:00 p.m. (Recording available 7 days a week, 24 hours a day.)

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

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

Applications will be accepted through Friday, May 25, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>CHANUTE</td>
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<td></td>
</tr>
<tr>
<td>R-16</td>
<td>Storekeeper III</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>DODGE CITY</td>
<td></td>
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</tr>
<tr>
<td>R-22</td>
<td>*Environmental Technician IV</td>
<td>Jo Ann Moran (913) 296-1290</td>
</tr>
<tr>
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<td>Department of Health and Environment</td>
</tr>
<tr>
<td>GARNETT</td>
<td></td>
<td></td>
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<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>JUNCTION CITY</td>
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<td></td>
</tr>
<tr>
<td>R-19</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
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<td></td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td></td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
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<td></td>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>LARNED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-23</td>
<td>*Personnel Management Specialist II</td>
<td>James Forrest (316) 285-2131</td>
</tr>
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<td>Larned State Hospital</td>
</tr>
<tr>
<td>R-21</td>
<td>*Psychologist I (2 positions)</td>
<td>James Forrest (316) 285-2131</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Larned State Hospital</td>
</tr>
<tr>
<td>MANHATTAN</td>
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<td>R-19</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721</td>
</tr>
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<td>Department of Transportation</td>
</tr>
<tr>
<td>NORTON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R-23</td>
<td>*Facilities Maintenance Supervisor</td>
<td>Mary Stanton (913) 877-3380</td>
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<td>Norton Correctional Facility</td>
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<td>OVERLAND PARK</td>
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<td>R-15</td>
<td>Secretary II</td>
<td>Robert Foerschler (913) 642-7650</td>
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<td>Department of Human Resources</td>
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<tr>
<td>SALINA</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></td>
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<td>Department of Transportation</td>
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<tr>
<td>SHAWNEE (Kansas City Area)</td>
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<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<tr>
<td>TOPEKA/LAWRENCE</td>
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<tr>
<td>R-24</td>
<td>*Health Facility Surveyor (Limited Term) (RN required)</td>
<td>Jo Ann Moran (913) 296-1290</td>
</tr>
<tr>
<td></td>
<td></td>
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EQUAL OPPORTUNITY EMPLOYER

Continued
<table>
<thead>
<tr>
<th>Location</th>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Department</th>
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<tbody>
<tr>
<td>TOPEKA</td>
<td>Accountant III</td>
<td>Don Pesmark</td>
<td>(913) 296-4321</td>
<td>Topeka State Hospital</td>
</tr>
<tr>
<td>R-31</td>
<td>Active Treatment Program Director</td>
<td>Jo Ann Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>R-28</td>
<td>Attorney II (Limited Term)</td>
<td>Jo Ann Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>R-23</td>
<td>Auditor II</td>
<td>Jo Ann Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
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<tr>
<td>R-28</td>
<td>Civil Engineer III</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
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<tr>
<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
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<tr>
<td>R-15</td>
<td>Food Service Supervisor I</td>
<td>Linda Kraus</td>
<td>(913) 296-3936</td>
<td>Youth Center at Topeka</td>
</tr>
<tr>
<td>R-28</td>
<td>Geologist III</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III</td>
<td>Jo Ann Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
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<tr>
<td>R-13</td>
<td>Public Health Laboratory Technician I (3 positions)</td>
<td>Jo Ann Moran</td>
<td>(913) 296-1290</td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>R-27</td>
<td>Programmer IV</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Secretary I</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
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<tr>
<td>R-17</td>
<td>Secretary III</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-28</td>
<td>Technical Support Supervisor</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
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| WICHITA  | Health Facility Surveyor (RN required) | Jo Ann Moran | (913) 296-1290 | Department of Health and Environment |

<table>
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<tr>
<th>WINFIELD</th>
<th>Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</th>
<th>Farrel Oard</th>
<th>(316) 221-1200</th>
<th>Winfield State Hospital and Training Center</th>
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<tr>
<td>R-21</td>
<td>Psychologist I</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
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<tr>
<td>R-28</td>
<td>Psychologist IV</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-25</td>
<td>Registered Nurse III (7:00 a.m. to 3:00 p.m.) (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>R-28</td>
<td>Registered Nurse IV (11:00 p.m. to 7:00 a.m.)</td>
<td>Mike Ramirez</td>
<td>(913) 296-3721</td>
<td>Department of Transportation</td>
</tr>
</tbody>
</table>
DEAN OF LIBRARIES APPOINTED

William Crowe, Assistant Director of the Ohio State University Libraries, has been appointed as Dean of Libraries at KU. Crowe has held his current position of Assistant Director for Administration and Technical Services since October, 1983. Prior to this position he was the Assistant to the Director of Libraries, Ohio State, from June 1979-September 1983. He has also held appointments at Indiana University Libraries and Boston Public Library. Crowe was selected as an Academic Library Management Intern with the University of Michigan Library from September 1976-July 1977 through the Council on Library Resources Intern program. Crowe has been a member of several professional associations including ALA, ACRL, American Society for Information Science, among others. He is also a member of Beta Phi Mu (library science honorary society). Crowe earned the B.A. degree in European history from Boston State College, the M.L.S. degree from Rutgers Unviersity, and the Ph.D. (administration of academic libraries) from Indiana University. His appointment is effective August 18th. Sandy Gilliland

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 12:00, Wednesday, May 13. 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

SUMMER LIBRARY HOURS

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

- First day of summer classes: Tuesday, June 5
- Independence Day holiday: Wednesday, July 4
- Last day of summer classes: Friday, July 27
- First day of fall semester enrollment: Monday, August 20
- First day of fall classes: Monday, August 27

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

CDC EXECUTIVE COMMITTEE MEETING ANNOUNCED

The Collection Development Council Executive Committee will meet Monday, June 4, at 1:30 p.m. in conference room A. The principal items on the agenda will be: the FY91 Acquisitions budget; budget requests for FY91; phonefiche; audio-visual and electronic media. Rich Ring

REMINDER—SPLAT WILL BE CLOSED FOR SHORT TIME

SPLAT will, for all practical purposes, be "closed" from Thursday, May 31 to Friday, June 15 due to conference attendance, book-buying, and vacation leave to be taken by the staff. During this time too, SPLAT students will be departing for the summer (though there will be a limited amount of student activity in the office for some of the time mentioned above.) Shelley Miller

An Equal Opportunity/Affirmative Action Employer
Circulation Task Force

Minutes 4/5/90


John asked for brief reports from the chairs of the sub-committees, or working groups.

We discussed potential surveys that various working groups might wish to distribute. John mentioned that we do not want to bombard anyone with surveys. If more than one group wants to do a survey, we should consolidate them into one survey.

We discussed telephone calls to other institutions. John wants all of us to take notes on any calls we make and distribute them to all other committee members.

The minutes from the last meeting were revised. The revision will be submitted for approval at our next meeting.

John distributed a list of questions that we formulated at the March 29 meeting. Some additions to this list were proposed. John will compile these and issue a revised list of questions to committee members.

We discussed field trips and the research of other circulation systems. We will be going to the KU Medical Center and the UMKC Library in mid-April. John will find out what other regional libraries might be worth visiting.
KU Libraries -- VM/Bitnet/OFFICE List
May 30, 1990

Since there is no place to put this information on the library staff directly, it will be issued from time to time as a separate list. The following are the VM/Bitnet/OFFICE identities for KU library staff and some related staff. Please contact John Miller with any corrections or additions.

Those listings marked with an * are NOT part of KULIB-L. A message sent to KULIB-L will be sent to all the others.

Altenbernd, Jan
Anderson, Gordon
Barkley, Dan
Borton, Dick
Bower, Kerry
Boyd, Esther
Brandt, Sandra
Bromberg, Nicolette
Burchill, Gaile
Burich, Nancy
Clark, Marilyn
Cook, Kristi
Couch, Sarah
Craig, Susan
Crank, Rich
Davey, Andrew
Dyal, Diana
Eden, Brad
Emde, Judith
Evans, Linda
Flanders, Bruce
Fry, Joy
Gates, Earl
Gibbs, George
Gillespie, Gaele
Gilliland, Sandy
Hargis, Rex
Harsh, Bayliss
Hawkins, Mary
Hewitt, Sue
Hill, Annamarie
Hitchens, Susan
Hoyt, Jane
Hu, Marilyn
Husic, Geoff
Hyde, Ann
Jaeger, Nancy
Jeffries, Carol
Kingsbury, Patrick
Kirby, Chanette
Koepf, Donna
Kounas, Andi
Lodwick, Malcolm
Lynch, John
Marvin, Bob
Mason, Alexandra
Mauler, Al
Melton, Rob
Michaels, Barbara
Miller, John
Miller, Kent
Miller, Rachel
Miller, Shelley
Moore, Lorraine
Murrell, Dawn
Neeley, Jim
Neeley, Kathleen
Neugebauer, Rhonda
Powell, Connie
Proctor, JoNell
Rake, Nancy
Revenew, Janet
Ring, Richard
Roach, Mary
Rosenbloom, Mary
Science Reference Desk
Simmons, Kendall
Slater, Geri
Snell, Kathy
Sosott, Gary
Swartz, Denise
Taylor, Toni
Waters, Julie
Weller, LeAnn
Whitaker, Mike
Wilson, Margaret
Wittry, Pat

JAL TENBE  GANDERSO  KIRBY, CHANETTE
JAN  ANDERSON  GOVDOCS  LKN OX
DAN  BARKLEY  DBORTON  KEOEPF, D ONNA
DICK  BOWER  KOWER  KOUNAS, ANDI
KERRY  BOYD  EBOYD  LODWICK, MALCOLM
ESTHER  MARVIN, BOB
SANDRA  BRANDT  LYNCH, JOHN
NICOLETTE  BOWER  MASON, ALEXANDRA
GAILE  BURICH  MAULER, AL
NANCY  CLARK  MELTON, ROB
Marilyn  COOK  MICHAELS, BARBARA
KRISTI  COUCH  MILLER, JOHN
SARAH  CRAIG  MILLER, KENT
SUSAN  CRAIG  MILLER, RACHEL
RICH  CRANK  MILLER, SHELLY
ANDREW  DA VEY  MOORE, LORRAINE
DIANA  DDYAL  MURRELL, DAWN
BRAD  E DEN  NEELEY, JIM
JUDITH  E ME  NEELEY, KATHLEEN
LINDA  LEVANS  NEUGEBAUER, RHONDA
BRUCE  F L AN D E R S  POWELL, CONNIE
JOY  F R Y  PROCTOR, JONELL
EARL  GATES  RAKE, NANCY
GEORGE  G GIBBS  REVENEW, JANET
GAEELE  G GIL LE SP  RING, RICHARD
SANDY  G S GILLILA  ROACH, MARY
REX  R HARGIS  ROSENBOOM, MARY
BAYLISS  B H AR SH  SCIENCE REFERENCE DESK
MARY  M HAWKINS  SIMMONS, KENDALL
SUE  SHEWITT  SLATER, GERI
ANNAMARIE  SP69*  SRELL, KATHY
SUSAN  SP 69  SUSOTT, GARY
JANE  JOY T  SWARTZ, DENISE
Marilyn  M HU  TAYLOR, TONI
GEFF  GHUSIC  WATERS, JULIE
ANN  AH YDE  WELLER, LEANN
NANCY  N JAEGER  WHITAKER, MIKE
CAROL  CJEFFRIE  WILSON, MARGARET
PATRICK  SP78*  WITTRY, PAT

JALLTENBE  GANDERSO  CKIRBY
GANDERSO  GOVDOCS  LKN OX
GOVDOCS  DBORTON  KEOEPF, D ONNA
DBORTON  KOWER  KOUNAS, ANDI
KOWER  EBOYD  LODWICK, MALCOLM
EBOYD  LYNCH, JOHN
LYNCH  MASON, ALEXANDRA
MASON  MAULER, AL
MAULER  NBURICH  MELTON, ROB
MBURICH  MCLARK  MICHAELS, BARBARA
MCLARK  KOWER  MILLER, JOHN
KOWER  EBOYD  MILLER, KENT
EBOYD  SCRAIG  MILLER, RACHEL
SCRAIG  RCRANK  MILLER, SHELLY
RCRANK  ADAVEY  MOORE, LORRAINE
ADAVEY  DDYAL  MURRELL, DAWN
DDYAL  BEDEN  NEELEY, JIM
BEDEN  JEMDE  NEELEY, KATHLEEN
JEMDE  LEVANS  NEUGEBAUER, RHONDA
LEVANS  FLANDERS*  POWELL, CONNIE
FLANDERS*  JFRY  PROCTOR, JONELL
JFRY  EGATES  RAKE, NANCY
EGATES  GGIBBS  REVENEW, JANET
GGIBBS  GGIL LESP  RING, RICHARD
GGIL LESP  SGILLILA  ROACH, MARY
SGILLILA  R HARGIS  ROSENBOOM, MARY
R HARGIS  B H AR SH  SCIENCE REFERENCE DESK
B H AR SH  M HAWKINS  SIMMONS, KENDALL
M HAWKINS  SHEWITT  SLATER, GERI
SHEWITT  SP69*  SRELL, KATHY
SP69*  HITCHENS  SUSOTT, GARY
HITCHENS  JHOY T  SWARTZ, DENISE
JHOY T  M HU  TAYLOR, TONI
M HU  GHUSIC  WATERS, JULIE
GHUSIC  AH YDE  WELLER, LEANN
AH YDE  N JAEGER  WHITAKER, MIKE
N JAEGER  CJEFFRIE  WILSON, MARGARET
CJEFFRIE  SP78*  WITTRY, PAT
THE UNIVERSITY OF KANSAS LIBRARIES
SUMMER SCHEDULE OF HOURS: JUNE 5 - AUGUST 26, 1990

5/31/90

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.
DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS

PERSONNEL

Rhonda L. Neugebauer, Latin American Specialist in the Cataloging Dept., has announced her resignation effective July 31, 1990. She has accepted a position as Latin American Area Specialist in the Arizona State University Libraries in Tempe, Arizona. Rhonda began employment in the libraries as a Research Assistant in the Title II-C Central America Cataloging Project in Feb. 1983. She joined the Cataloging Dept. as an Unclassified Professional in June 1984, where she has worked as a monographs and serials cataloger of Latin American materials. Rhonda also worked half-time as an intern in the Reference Dept. in spring 1988.

Her new work address is: Latin American Area Specialist, University Libraries, Arizona State University, Tempe, AZ 85287-1006. Her BITNET address will be announced on the library e-mail list as soon as she gets it; she invites you to contact her there after Aug. 1, 1990.

Sandy Gilliland

CORRECTION FOR TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 12:00 Wednesday June 13. 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

ELECTED OFFICERS AND REPRESENTATIVES FOR LFA AND LCPT

The following people have been elected to serve for 1990/1991:

LFA Executive Committee (Chairperson - Sherry Williams)
   Vice Chairperson/Chairperson Elect - Kent Miller
   Secretary - Kathy Snell
   LIII Representative - Gene Carvalho
   LII Representative - Ken Lohrentz
   LI Representative - Rebecca Schulte
   Unclassified Professional Representative - Deborah Dandridge

LCPT
   LIII's - Marilyn Clark
         Barbara Jones
         Jim Neeley
   LII's - There was a tie for this opening. The Nominating and Ballot Committee will assemble a runoff ballot and it will be distributed shortly.

The proposed code change passed. The former Committee on Orientation is now the Committee on Staff Orientation and will be composed of six members with the personnel officer serving as ex-officio member.

Kathy Snell

TELECOMMUNICATIONS ANNOUNCEMENT

Attached to this issue of FYI is a memorandum from Telecommunications regarding the development of a newsletter and also a warning about false yellow page solicitation.

Jo Nell Proctor

An Equal Opportunity/Affirmative Action Employer
State promotion and transfer list (below); Memo from Telecommunications.

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.

The vacancies listed on the Promotion and Transfer List are recorded on the Division of Personnel Services' Job Line (913) 296-2208, which is updated every Friday after 4:00 p.m. (Recording available 7 days a week, 24 hours a day.)

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

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

Applications will be accepted through Friday, June 8, 1990

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-17</td>
<td>General Maintenance and Repair Technician II (2 positions)</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility East</td>
</tr>
<tr>
<td>R-15</td>
<td>*Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
</tr>
<tr>
<td>R-21</td>
<td>*Psychologist I</td>
<td></td>
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<tr>
<td>R-28</td>
<td>*Psychologist IV</td>
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</tr>
<tr>
<td>R-25</td>
<td>*Registered Nurse III (7:00 a.m. to 11:00 p.m.) (3:00 p.m. to 7:00 a.m.)</td>
<td></td>
</tr>
<tr>
<td>R-28</td>
<td>*Registered Nurse IV (11:00 p.m. to 7:00 a.m.)</td>
<td></td>
</tr>
</tbody>
</table>

EQUAL OPPORTUNITY EMPLOYER
MEMORANDUM

TO: All Departments
FROM: Telecommunications
SUBJ: May Billing Memo
DATE: May 30, 1990

TELECOMMUNICATIONS NEWSLETTER - The Telecommunications Department is in the process of developing a newsletter. We are excited about our first publication coming out the first part of June. There will be important information in this publication including long distance charges information, voice messaging information, year end procedures, and telephone policies at the University of Kansas. We will send every full time faculty and staff member a newsletter. Please watch for our new "PHONE LINE" newsletter coming soon!

YELLOW PAGE SOLICITATION - It's that time of year once again! If you receive solicitation for yellow page advertisements for companies that look very similar in lay out to the Southwestern Bell yellow pages -- BEWARE! This solicitation looks like an invoice. A copy from one of these companies is attached. If you receive one in the mail, please forward to the Telecommunications office to the attention of Anna Hines.

---FY91 -- WE WILL ACCEPT TWO'S FOR FY91 STARTING NOW !!!! ---

FILE: MEMOMAY.AH
With your approval, your ad will be published in the next edition of the YELLOW PAGE BUYERS GUIDE and distributed in the shaded area shown on the map.

Your Ad Will Be Distributed In The Above Area For Only $165.00 Per Year.

☐ Ad is correct as shown above. Print as is. My check is enclosed in the amount of $

☐ Ad changes Required. Have my ad appear as follows:

Classified Heading: SCHOOLS-UNIVERSITIES & COLLEGES (ACADEMIC)

Name: ____________________________________________

Address: __________________________________________

Telephone: _________________________________________

Make Your check payable to YELLOW PAGE UPDATE.

This is not a bill. It is a solicitation and you are under no obligation unless you accept this offer.

A return envelope is enclosed for your convenience. Your ad must be received in our office no later than in order to guarantee your space reservation. If you wish to subscribe to this directory, please sign below.

Please return this copy with your check

Authorized by: ________________________________

Title ________________________________ Date __________

MAY 3 1 1990
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

CORRECTIONS SERIALS L.A. I VACANCY
A special flier distributed earlier this week to all classified staff announced a full-time Library Assistant I vacancy in the Serials Department. Please note, however, that the notice contained an inaccurate description of the position's responsibilities. The correct responsibilities of this position are: 1) training and supervision of 5-7 part-time student assistants; 2) check-in and special processing of journal publications; 3) processing of non-journal publications (SAVs, CAT AVs, and ANALs) and problem-solving; and, 4) physical processing procedures.

Library staff interested in being considered for this position are reminded to contact Sandy Gilliland by 5:00 p.m. Friday, June 15, 1990. Please refer to the special flier for additional information.

Sandy Gilliland

STUDENT REAPPOINTMENT FORMS
All student assistants must be reappointed for fiscal year 1990 (beginning June 18, 1990 through June 17, 1991). Please submit reappointment forms for all students—regular hourly, work-study, etc. (except those who will be inactive for the summer semester), if you have not already done so. The deadline for FY91 reappointments was Monday, June 11th. Also, if you have not already done so, please send us a list of the students who will be inactive for the summer. Thank you.

Sandy Gilliland

ADDRESSING CAMPUS MAIL
All Library staff are encouraged to read the attached memo regarding proper addressing of campus mail.

Bruce Coburn

FY91 CIVIL SERVICE SALARY SCALE
Attached to this issue of FYI is a copy of the Civil Service Salary Scale for Fiscal Year 1991 (effective June 18, 1990). All classified Library staff should receive salary notices by June 22nd. In the meantime, if staff have questions regarding their salary rates for FY91, please feel free to contact Sandy Gilliland, 4-3601.

Sandy Gilliland

CAMPUS MAILERS NEEDED CONTINUALLY!
Please send any extra small campus mailers you may have to me at the Administrative Office. I do not need large mailers. In fact, I have enough large mailers that if you need some of those, I'll be glad to share with you.

Ruth Miller

DESPERATELY SEEKING...
Orange and yellow "Returned at Wrong Location" flags. Please send them to me at Watson Circulation. My supply is completely gone. Thanks!

Janet Anderson-Story

NATIONAL UNION (NUC) CHANGES
The Library of Congress has informed us that "due to budgetary constraints and other urgent priorities, as of May 1, 1990, the Library will no longer include reports for books from the three major bibliographic utilities—OCLC, Inc.; the Research Libraries Information Network; and the Western Library Network—in the NUC. The frequency of publication and microfiche format for NUC—Books will

An Equal Opportunity/Affirmative Action Employer
remain the same. The NUC will continue to include LC cataloging, reports for books from U.S. libraries that create records on local systems, reports from Canadian libraries, reports of microform masters and reports from other libraries that do not add their cataloging onto the three bibliographic utilities. OCLC is modifying our card profile to exclude the card used to report to the NUC.

George Gibbs

ONLINE CATALOG MILESTONE

The online catalog quietly passed a small milestone last week when it passed the 3/4 million mark. The catalog now contains 751,178 records, an 87.7% increase over the 400,104 records that were in the catalog when it initially appeared in November 1987.

John Miller

CIVIL SERVICE EXAMINATION CALENDAR FOR JUNE

Attached to this issue of FYI is a list of examinations offered by the Department of Personnel Services during the month of June. All student employees who are interested in permanent civil service employment must take one or more examinations 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

LUNCH WITH BILL CROWE AT ALA

Library staff who are attending ALA in Chicago are invited to have lunch with Bill Crowe on Sunday, June 24. Meet him in the lower lobby of the Chicago Hilton at noon. (He will be wearing a Jayhawk insignia in his lapel.) He can be contacted at the Essex House during the conference.

George Gibbs

KULSA UPDATE

Ruth Fauhl reports that she spent the gift certificate she received when she retired, and she extends her thanks to everyone. She bought Ghost Towns of Kansas by Daniel Fitzgerald, Kaw Valley Landscapes by James R. Shortridge, and Kansas by Kenneth S. Davis.

Annie Williams

ATTACHMENTS

Proper addressing of Campus Mail memo; State promotion and transfer list; Civil Service examination calendar; "Avenues to Successful Management" conference; Travel reports submitted by Sherry Williams and Dan Barkley; minutes of LFA Executive Committee 6/4/90 meeting; minutes of Personnel Committee 5/7/90 meeting; Civil Service salary scale; KU Libraries VM/Bitnet/OFFICE list.
Memorandum

DATE: June 12, 1990
TO: All Campus Departments
FROM: Campus Mail
SUBJECT: Proper addressing of Campus Mail

Campus Mail sorts and delivers according to DEPARTMENT name only. A room number or name alone is not considered a sufficient address.

It is not now, nor has it ever been, Campus Mail policy to deliver hard-back books. Please do not attempt to send these through. They will be left in the outgoing mail slot.

Thank you in advance for your cooperation.
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.

The vacancies listed on the Promotion and Transfer List are recorded on the Division of Personnel Services' Job Line (913) 296-2208, which is updated every Friday after 4:00 p.m. (Recording available 7 days a week, 24 hours a day.)

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

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

Applications will be accepted through Friday, June 15, 1990

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<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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</thead>
<tbody>
<tr>
<td>EMPORIA</td>
<td>Engineering Technician V</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>HUTCHINSON</td>
<td>*Arts Program Coordinator I (Special Events Coordinator)</td>
<td>Deana Novak (316) 662-6611 Kansas State Fair</td>
</tr>
<tr>
<td>NORTON</td>
<td>Equipment Body Mechanic</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>SALINA</td>
<td>Equipment Mechanic</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>TOPEKA</td>
<td>Accountant III</td>
<td>Ric Silber (913) 296-4986 Department on Aging</td>
</tr>
<tr>
<td>R-24</td>
<td>Attorney I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-19</td>
<td>Engineering Technician III (2 positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-22</td>
<td>Engineering Technician V</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-25</td>
<td>Engineering Technician VI</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-11</td>
<td>Office Assistant II (Typing)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-13</td>
<td>Office Assistant III (Typing and Bookkeeping)</td>
<td>Donna Huxman (913) 271-3262 Kansas Corporation Commission</td>
</tr>
<tr>
<td>R-28</td>
<td>Research Analyst V</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-9</td>
<td>Storekeeper I</td>
<td>Linda Kraus (913) 296-3936 Youth Center at Topeka</td>
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<tr>
<td>WINFIELD</td>
<td>*Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</td>
<td>Farrel Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<tr>
<td>R-15</td>
<td>*Psychologist I</td>
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<tr>
<td>R-21</td>
<td>*Psychologist IV</td>
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<tr>
<td>R-28</td>
<td>*Registered Nurse III (7:00 a.m. to 3:00 p.m.) (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)</td>
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<td>R-25</td>
<td>*Registered Nurse IV</td>
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</tbody>
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**EQUAL OPPORTUNITY EMPLOYER**
### UNIVERSITY OF KANSAS

**TESTING CALENDAR**  
Department of Personnel Services  
For information call 864-4946

**JUNE 1990**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>Office Assistant II&amp;III</td>
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<td>18</td>
<td>19</td>
<td>Secretary I&amp;II</td>
<td>Office Assistant II&amp;III</td>
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<td>26</td>
<td>Written</td>
<td>Keyboard Operator I&amp;II</td>
<td>29</td>
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<td>8:30</td>
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</table>

**WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I&II, General Maintenance and Repair Technician I&II, Refrigeration A/C Technician I&II, Storekeeper I,II&III

**UNASSEMBLED EXAMINATIONS OFFERED:** Bookkeeper, Dietitian I&II, Facilities Maintenance Supervisor, Medical Technologist I, Painter, Plumber I
OPEN TO ALL KU STAFF
"Avenues to Successful Management"
a management training conference sponsored by
Unclassified Professional Staff Association

June 20, 1990
Kansas Union

Three workshops will be available:
(each offered twice)

"Computing Now and in the 21st Century"
Presented by Charles Tuller, Assistant to the President of Workstations at IBM. This will be a look to the future of computing. Mr. Tuller will demonstrate some computers of the future, from massive storage devices to touch sensitive screens, to voice recognition, and will discuss how this technology will impact managers of the 1990's.

"Effective Team Management"
Presented by Professor Jon Blubaugh, Professor of Communication Studies at KU. Professor Blubaugh will talk about current research regarding effective teams. The eight characteristics of an effective team will be discussed in detail as well as what team leaders need to do in order to create an effective team. The eight characteristics were the background for an instrument that was developed to measure the strengths and weaknesses of intact teams.

"Exploring Management Styles"
Presented by Renate Mai-Dalton, Professor in the School of Business at KU. Professor Mai-Dalton will explore the importance of using the right management style for you.

George Wright, a motivational consultant from Atlanta, will present "Training Is A Journey, Not A Destination" at 3:30 in Woodruff Auditorium.

Conference is free to University faculty & staff on a space available basis.
Reservations must be made by writing Janet Crow at the Hall Center.
Two of the three workshops can be attended. Please indicate the workshops you wish to attend and your mailing address. A ticket will be sent to you which will admit you to the events of the day.
Check-in for the conference will begin at 12:45.

The first session will begin at 1pm and the second session at 2pm.

---submitted by Rhonda Neugebauer
I recently returned from attending the MAC spring meeting, which is held every year in Chicago. The Midwest Archives Conference is the largest regional archival association in the U.S., and includes archivists from 12 states in the midwest. This was an especially interesting meeting for me as I was recently elected to a two-year term on the MAC Council, and attended my first council meeting. Actually, we held two council meetings, and a great deal of time was spent discussing MAC's financial future, and an invested reserves task force report. MAC finds itself in the interesting dilemma of having a surplus of funds that it wishes to use in a way that would be of broad benefit to members. These discussions were extended to the general membership as well at the general business meeting.

I also learned that MAC is looking for a meeting site for 1994. Interest was expressed in a Topeka/Lawrence meeting. The organization has never met in Kansas.

The program content was good, and offered a variety of sessions. The plenary session was handled differently this year. Each year MAC presents an award to an outstanding individual (non-archivist) or organization (non-archival) that has supported the archival field in some way. This year the award was presented at the plenary session to Vertex Dowey and Shirley Hurd of Indianapolis, for their work with the Black Women in the Middle West project. Following the presentation both women gave presentations about their work.

Program sessions that I found particularly interesting included "Accessioning and Accessing Confidential Information," "No Longer a Teenager: MAC in the 1990's" (a requisites for a council member), and "Collecting Denominational or Other Religious Materials by Non-Religious Repositories." The last session listed included an interesting discussion of collecting conflicts and advantages when both religious and non-religious archives pursue collecting church records, etc. As we have actively collected church records in the Kansas Collection I found this helpful, and made some good contacts with several Lutheran archivists.

The fall MAC meeting was held in Lansing, Michigan. The plenary session and reception were held at the new Michigan Library and Historical Center, which includes the State Archives, State Library, and State Museum. The plenary session featured John Fleckner, National Museum of American History, Smithsonian Institution. His address focused on the need for closer cooperation between museums and archives. Following the plenary session tours of the new facility were provided. I thought that the building was quite spectacular, having been built around an enormous Michigan White Pine. The Archives had only been in their quarters a short time. I found it interesting that they shelved their document cases too deep on 22' shelves, and at least 10 shelves high. I think this would be very difficult to work with.

Following the reception we were treated to a wonderful performance by Candace Anderson, a folk singer, who gave an historical presentation of songs about women in Michigan's history. Her songs were written from research conducted in archives using primary sources.

I found the sessions I attended to vary in content and usefulness. One interesting session involved several archivists talking about international archival cooperative efforts, including one archivist's recent consulting trip to Russia. Other good sessions dealt with deaccessioning manuscript material from collections, and archival security.

I participated in the program at this meeting by chairing a session on "Documenting the Black Experience in the Midwest." Speakers included Deborah Dandridge, from KU, and archivists from the Indiana Historical Society, and the Bentley Historical Library, University of Michigan. Both the speakers from Indiana and Michigan have participated in projects to collect Black History materials similar to ours. A small audience was in attendance (we were the last session of the Conference), but the exchange between the audience and panelists was good. I think this session was extremely beneficial to us, as we developed useful contacts with other repositories interested in collecting Black History.
I attended SAA's 53rd annual meeting in St. Louis last fall. The program content was quite good, and I found it frustrating to attend everything I wanted to as they had a record number of sessions scheduled against each other. I attended the usual President's address and awards ceremony, business meeting, and opening luncheon. The sessions I attended dealt with such topics as SAA's preservation program evaluation, collecting and promoting the use of local history materials, and grant funding. Three of the sessions I attended were especially applicable to work in the Kansas Collection. The first, "Documenting for Sainthood: The Case of Saint Philippine Duchesne" included a discussion of how the archives of a religious order were used to document and aid the canonization process relating to Saint Philippine, a French nun who worked in Kansas briefly with the Potawatomie Indians. The second session "Documenting Social Protest Movements" included presentations by archivists at Gallaudet University ("Seven Days that Changed the World: The 'Deaf President Now' Protest"), UC - San Diego (The Nuclear Issues Archives at UCSD), and Harvard ("Collecting Uncensored Polish Materials, 1976-1988"). This was an excellent session. The nuclear archives talked concerned a very ambitious collecting program established by a professor at UCSD, who then died, leaving the archives there unable to staff or support the amount of material that came pouring in from across the country. From discussion following the presentations the idea came forward to establish a social protest movements roundtable within SAA. As a point of follow up an archivist from the Tamiment Library and I are circulating petitions to this effect now.

The third session that I found most appropriate involved a presentation by David Weinberg at the University of Pennsylvania. A group of Philadelphia area archival and manuscript catalogers have been meeting since the fall of 1987 to create a local authority file of personal and corporate names, many of which have regional emphasis. The Philadelphia Authority File Cooperative (PAFC) was organized because many of the names represented in local collections were unpublished and not found in the Library of Congress name authority file. I think that the work done in Philadelphia has a lot of applicability for other area collections.

I also attended the Manuscript Repositories Section meeting which included an interesting presentation about a project at Arizona State to establish a data base of manuscript materials privately owned. Also during this meeting Deborah Bandridge and I attended a lunch meeting with archivists from the Schomburg Center, and the Bentley Historical Library to discuss the Schomburg's project to survey and collect Black church records nation-wide. This meeting was an outgrowth of our Black History session at the MAC fall meeting.

I appreciate the support given me by the Staff Development Committee to attend these meetings.
I recently attended Depository Library Council, held in Scottsdale, Arizona, April 25-17, 1990. I left Kansas expecting not only a stimulating conference but also a chance to absorb some southwestern culture, food and, of course, sun. I left Kansas on a warm, sunny day and landed in Phoenix to rain and cold (thought the plane had made a wrong turn and landed in Wichita). Fortunately, the rain and cold were brief aberrations and the remainder of the conference was sunny and hot (but it's a dry heat as the natives were to remind us). Needless to say, much business was conducted poolside.

The new Public Printer, Robert W. Houk, was present and addressed the conference attendees as well as attending a social sponsored by the Arizona State Library. Mr. Houk seems intent on incorporating new technologies to the Government Printing Office and is will to listen to the concerns of and work with depository librarians. As he has no ambitions to further his political career, I am encouraged by his willingness to work closely with depository librarians. Mr. Houk understands that GPO is at a crucial juncture with regard its publishing and information dissemination operations. He wants to bring GPO back to its position as a leader in the publishing/information dissemination field and has, at least for now, the full support of depository librarians.

The majority of presentations, either by GPO staff or invited speakers focused on cataloguing or processing government publications for an online environment. These presentations were informative and will be useful when KU brings our collection online.

The most frustrating aspect of the conference, aside from spending altogether too much time indoors, was the unwillingness of my colleagues as well as Council, in addressing a very important issue facing depository libraries. There are several pieces of legislation before Congress exploring cost-sharing activities, with the burden of these activities falling on the shoulders of depository libraries. Many at the conference choose to ignore this issue, and Council, unable to reach a consensus, failed to make either a recommendation to the Public Printer or enter any statement into the public record. While other issues were discussed at length (and ad nauseam), the issue of cost-sharing never reached the level of discussion appropriate for this important issue.

I want to thank the Staff Development Committee for their continued support of my professional activities.

Respectfully submitted:

Dan Barkley

LFA Executive Committee Minutes
June 4, 1990

Present: Bromberg, DiFilippo, Melton, Snell, S. Williams
Absent: Biggins, Clark

R. Melton will request that other committees' minutes be submitted to him in M. Biggins' absence.

Discussion focused on the results of the ballot for officers and representatives for LFA Executive Committee and LCPT. Winners have been notified and results will be announced in FYI, June 7, 1990. A runoff election for the LII Representative on LCPT will be necessary due to a tie.

The proposed Code change passed. The Committee on Orientation is now the Committee on Staff Orientation.

Annual reports will be requested from current committees for submission to LFA Exec.

R. Melton will write to Ron Francisco to thank him for his work as Chair of the Dean Search Committee. He will also write to thank the library representatives on the committee for their contributions.

Kathy Snell
Personnel Committee Minutes

May 7, 1990

Present: Janet Revenew, presiding; Pat Wittry, Verna Froese, Susan Hamilton, Janet Anderson-Story

Reports were made regarding feedback from staff members for the student awards certificates. Feedback from those questioned was overwhelmingly in favor of pursuing such a program.

Pat Wittry will consult with Jim Helyar about designing two certificates, one that can be used as a longevity award and one that can be used as recognition for excellence in job performance.

Janet Anderson-Story will consult with the Printing Service about paper and printing costs.

Janet Revenew will contact Sandy Gilliland with a list of general procedures. The list is as follows:

1. Two types of awards will be available, one for outstanding job performance, and one for longevity (it is possible for one student to receive both awards.)

2. Participation by supervisors of students is strictly voluntary.

3. It will be up to the student’s supervisor if, when and what type of award to be given.

4. Biannual notices will appear in the FYI reminding supervisors of the program (suggested dates: May 1, December 1.)

5. A handout explaining the program will be given to students by participating supervisors at the time they are hired or reappointed.

6. Certificates may be requested from the student employment coordinator, 5th floor.

7. Complaints by students are to be handled by direct supervisor who may in turn need to explain grievance procedures.

Other business:

There has been no new word on the Food and Drink Proposal.

The charge to outline group rep responsibilities will be turned over to the new committee in June.
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KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN
BASIC STEPS (MONTHLY RATES)

LONGEVITY STEPS

* Market Rate
KU Libraries -- VM/Bitnet/OFFICE List
June 13, 1990

The following are the VM/Bitnet/OFFICE identities for KU library staff and some related staff. Please contact John Miller with any corrections or additions. Donna Koepp’s logon is a correction of what was published last time. There are also 3 additions and 1 deletion.

Those listings marked with an * are NOT part of KULIB-L. A message sent to KULIB-L will be sent to all the others.

Altenbernd, Jan
Anderson, Gordon
 Barkley, Dan
 Benjamin, David
Borton, Dick
Bower, Kerry
Boyd, Esther
Brandt, Sandra
Bromberg, Nicolette
Burchill, Gaile
Burich, Nancy
Clark, Marilyn
Cook, Kristi
Couch, Sarah
Craig, Susan
Crank, Rich
Davey, Andrew
Dyal, Diana
Eden, Brad
Emde, Judith
Evans, Linda
Flanders, Bruce
Fry, Joy
Gates, Earl
Gibbs, George
Gillespie, Gaele
Gilliland, Sandy
Hargis, Rex
Harsh, Bayliss
Hawkins, Sherry
Hawkins, Mary
Hewitt, Sue
 Hill, Annamarie
Hitchens, Susan
 Hoyt, Jane
 Hu, Marilyn
 Husic, Geoff
 Hyde, Ann
 Jaeger, Nancy
 Jeffries, Carol
 Kingsbury, Patrick

JALTENBE
GANDERSO
GOVDOCS
DBENJAMI
DBORTON
KBOWER
EBOYD
SBRANDT
NBROMBER
GBURCHIL
NBURICH
MCLARK
KCOOK
SCOUCH
SCRAIG
RCRANK
ADAVEY
DDYAL
BEDEN
JEMDE
LEVANS
FLANDERS*
JFRY
EGATES
GGIBBS
GGILLES
SGILLILA
RHARGIS
BHARSH
SHAWKINS
MHAWKINS
SHEWITT
SP69*
HITCHENS
JHOYT
MHU
GHERUSIC
AHYDE
NJAEGER
CJEFFRIE
Kirby, Chanette
Knox, Lorraine
Koepp, Donna
Leon, Lars
Lodwick, Malcolm
Lynch, John
Marvin, Bob
Mason, Alexandra
Mauler, Al
Melton, Rob
Michaels, Barbara
Miller, John
Miller, Kent
Miller, Rachel
Miller, Shelley
Moore, Lorraine
Murrell, Dawn
Neeley, Jim
Neeley, Kathleen
Neugebauer, Rhonda
Powell, Connie
Proctor, JoNell
Rake, Nancy
Revenew, Janet
Ring, Richard
Roach, Mary
Rosenbloom, Mary
Science Reference Desk
Simmons, Kendall
Slater, Geri
Snell, Kathy
Susott, Gary
Swartz, Denise
Taylor, Toni
Waters, Julie
Weller, LeAnn
Whitaker, Mike
Wilson, Margaret
Wittry, Pat

CKIRBY
LKNOX
DOCSMAP
LLEON
MLODICK
JLYNCH
BMARVIN
AMASON
AMAULER
RMELTON
SP72*
SP05
KMILLER
RMILLER
SMILLER
LMOORE
DMURRELL
JNEELEY
KNEELEY
RNEUGEBA
CPOWELL
JPROCTOR
NRAKE
JREVENEW
RICRING
MRMOACH
MROSENBL
SCIREF*
KSIMMONS
GSLATER
KSNELL
SP46*
DSWARTZ
TTAYLOR
JWATERS
LWELLER
WHITAKER
MWILSON
PWITTRY
*** DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 P.M. WEDNESDAYS ***

PERSONNEL

Judy Tomei, Secretary I in the Department of Special Collections, has announced her resignation effective July 1st. Judy began work with the Libraries in July, 1989. She has accepted a promotion to the Office Assistant IV level with the University's Staff Benefits Office.

Sandy Gilliland

OFFICE SUPPLY HOLIDAY SCHEDULE

All departments, please note that due to Wednesday, July 4th being a holiday, you make pick up office supplies on Thursday, July 5th between 8:30am and 9:30am.

Denise Swartz

"SLIGHT" ADJUSTMENT IN COURIER SCHEDULE

There will be a slight adjustment in the Regents (ILS) courier in July and August. The ACCK courier will not be picking up materials at Wichita State University. It will be necessary to mail any materials going to ACCK schools or to Hutchinson Public Library (also SCKLS), during these two months.

Gina Gray

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a meeting of the Classified Conference Executive Board on Wednesday, June 27, 2:00 in conference room A in Watson.

Rex Hargis

LFA NEWS

In the recent run-off election for LII representative on LCPT, Sally Haines is the winner. She will serve a two-year term.

Library faculty members on the 1990/91 Grievance Committee will be: Julie Waters, Sherry Williams, Rick Clement, Becky Schulte, and Gene Carvalho.

Attached to this issue of FYI are ten or twelve sets of minutes from LFA committee meetings. Some of them are a bit long in the tooth, but were sent to Mike Biggins while he was away in Europe. We apologize for their tardy appearance.

Annual reports from LFA Committees are due July 1st or as soon thereafter as possible. As I will be at ALA and then on vacation until July 10th, please send these to Sherry Williams, who will become Chair of LFA on July 1st.

On behalf of all of the 1989/90 Executive Committee, it has been, as the stewardpersons say, our pleasure to serve you during the past twelve months.

Rob Melton

AFFIRMATIVE ACTION OFFICE ANNOUNCES SUMMER SEMINAR SCHEDULE

Attached to this issue of FYI is a copy of the Affirmative Action Office's Affirmative Action and Equal Opportunity Seminars for the summer 1990 semester. Staff interested in attending any of the seminars should call the Affirmative Action Office, 4-3686, to register. (Please note that the Office is closed from 12noon - 1pm.) Questions concerning the content of the seminars may be directed to Sandy Gilliland in the Library Administrative Office, or to the Affirmative Action Office. As a reminder, any staff member who may, in the near future, serve on a search committee for unclassified vacancies should attend the Search, Screening and Selection workshop.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer
KULSA

We need a volunteer contact person for folks needing rides to the picnic on July 29th. If interested please call me (4-3038) as soon as possible. Thanks.

Annie Williams

ATTACHMENTS

State promotion & transfer list; Affirmative Action/Equal Opportunity seminars calendar; Minutes of the following meetings: Staff Orientation, 4/25/90, 5/1/90, 5/14/90; Staff Development Committee, 3/29/90, 5/3/90, 5/24/90; Budget & Planning Committee, 4/24/90; Nominating & Ballot Committee, 5/9/90, 5/14/90, 5/17/90, 5/30/90.
PROMOTION AND TRANSFER LIST

State of Kansas -- Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 500 S. W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
TDD 913-296-4798
June 18, 1990

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.

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

Applications will be accepted through Friday, June 22, 1990

SALARY GRADE VACANT POSITIONS CONTACT PERSON

R-19 Accountant I Mike Ramirez (913) 296-3721
Department of Transportation

R-16 Environmental Technician III Jo Ann Moran (913) 296-1290
Department of Health and Environment

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

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

R-24 Civil Engineer I Sherri Jacobs (913) 296-3721
Department of Transportation

R-21 Procurement Officer I (Application Deadline is June 25, 1990)
Lynn George (913) 864-4942
University of Kansas

R-27 Technical Support Programmer II (Application Deadline is June 29, 1990)
Lynn George (913) 864-4942
University of Kansas

Mike Ramirez (913) 296-3721
Department of Transportation

Carla Roth (913) 296-6213
Department of Commerce

Mike Ramirez (913) 296-3721
Department of Transportation

Mike Ramirez (913) 296-3721
Department of Transportation

Ric Silber (913) 296-4986
Department on Aging

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

Sherri Jacobs (913) 296-3721
Department of Transportation

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

Elaine Schlink (913) 296-3471
Department of Social and Rehabilitation Services
Mental Health and Retardation Services

Dan Etzel (913) 233-9367
Department of Administration
Division of Architectural Services

Georgia Abel (913) 296-3421
Kansas Board of Regents

EQUAL OPPORTUNITY EMPLOYER
Position available for a licensed professional engineer in the Division of Architectural Services, Topeka. Work involves supervision of contract documents preparation including mechanical and electrical drawings and specifications, site visits, construction administration, preparing reports, performing special assignments, and checking consultants’ project drawings and specifications. Requires Bachelor's degree in engineering; five years of mechanical engineering experience including supervisory or administrative experience; knowledge of modern methods and techniques of building construction, electrical and mechanical systems and ability to prepare related drawings. Submit resume, salary history, and college transcripts to Dan Etzel, (913) 223-3967, Division of Architectural Services, 625 Polk, Topeka, Kansas 66603, no later than July 6, 1990.

**AFFIRMATIVE ACTION & EQUAL OPPORTUNITY SEMINARS**

**SUMMER 1990**

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Committee on Staff Orientation
Minutes of 4/25/90
Present: Janet Anderson-Story, Judith Emde, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie.

We discussed the upcoming lunch for new employees. It will be held on May 9 from noon to 1PM in Alcove F at the Kansas Union. Each of us will call one new staff member, and Judith will send them a note. When we call people we should also remind them about the May 7 Stop Day picnic and the May 11 opening ceremonies at the Anschutz Science Library.

The status of "Who's Who at the University of Kansas Libraries-Lawrence Campus" was discussed. Approximately one-third of the staff has responded so far. One more reminder notice will be put in the FYI.

We discussed and revised the proposal for the new orientation tour program.

We revised the evaluation tool that will be used with the orientation tour program.

Minutes submitted by Bayliss Harsh

Orientation Committee
Meeting of 5-1-90

Present: Janet Anderson-Story, Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

The meeting convened at 1:30pm.

1. Minutes for 4/10/90 were approved.

2. The next new staff luncheon was discussed. The luncheon will be held in Alcove F on May 9 at 12 noon. The committee considered topics for discussion.

3. CD-A reported that only 1/2 of the Libraries staff have returned an entry for the new edition of the Who's who in the University of Kansas Libraries--Lawrence campus. The Committee decided to send personal reminders to all staff who have not responded. A telephone call will be made a week later to all staff who still haven't responded.

4. The Committee returned to consideration of the staff orientation tour program proposal. We discussed whether or not to send copies of the proposal to all department heads, supervisors and tour guides that the Committee interviewed. Discussion of the evaluation instrument continued.

The meeting adjourned at 2:30pm. Submitted by Susan Hitchens
Staff Orientation Committee
Meeting 5-14-90

Present: Janet Anderson-Story, Judith Emde, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

The meeting convened at 1:30pm.

1. Minutes of April 25 were amended and approved.

2. Who's Who was discussed. Judith drafted a reminder letter for staff who haven't responded. Carmen and Judith will meet to send the letters out.

3. The final draft of the Tour Proposal was accepted by the committee. Judith will forward the report to the dean to review. Copies will be sent to the committee members.

4. The draft of evaluation form for the tours was discussed. Another draft will be reviewed at the next meeting.

5. The next meeting will address the committee's annual report.

6. The next meeting will be held Thursday May 31st, 1:30pm at the Science Library.

Submitted by Carmen Orth-Alfie end of the year final reports. This includes a report to be written about the Who's Who.

Staff Development Committee
Meeting of March 29, 1990

Present: Janet Anderson-Story, Connie Powell, Rick Clement, Linda Evans, Rosemary McDonough, Rhonda Neugebauer, Chair.

Because of the press of other work, Norma Bishop resigned from the Orientation Committee and its accompanying responsibility with the Staff Development Committee. Janet Anderson-Story attended in Norma's place.


The Committee discussed the SDC Newsletter.

Janet has done some research about staff development for library staff members, both professional and paraprofessional. She has an extensive bibliography.

Connie reported that work is continuing for a p.c. users' group.

Connie will work revising the form for applying workshop funding. The group discussed putting a cap on what is allowed for a workshop.

The Committee approved an appropriation for a staff member to attend a workshop at the Computer Center.

Rosemary McDonough, Secretary
Minutes
Staff Development Committee
Meeting of May 3, 1990

Present: Rhonda Neugebauer, Chair, Linda Evans, Rick Clement, Janet Anderson-Story, Connie Powell, Rosemary McDonough.

The minutes of the meeting of March 29 were approved.

The Committee discussed recent programs sponsored by the Staff Development Committee. The forums have been well-attended and very successful. The Committee acknowledges the contributions made by Dean Martha Hale, Ernestine Voss, and Dan Barkley. The next program will be presented by Aurora Davis and Alvin Goldberg of the Kansas City Star on May 10, 1990, at 10:30.

Rosemary McDonough, Secretary

STAFF DEVELOPMENT COMMITTEE
May 24, 1990

Present: Rhonda Neugebauer, Janet Anderson-Story, Rick Clement, Connie Powell, Linda Evans

Absent: Rosemary McDonough

Minutes of the last meeting were read and improved. Three travel fund applications were received for the "fifth quarter". Shares were discussed and allotted. Balances for travel, workshop, and seminar accounts were reviewed. John Miller's reply to the committee's inquiry into WordPerfect workshops for library staff was noted.

Janet discussed the revival of the SDC newsletter. Submission of articles will be accepted through June 7th. Current plans are to publish bimonthly. Committee members proposed numerous ideas for future editions.

Janet next brought up the main topic for discussion, the upcoming visit of Lois Adriance, consultant with NEKL (Northeast Kansas Library System). Ms. Adriance will discuss with the committee future possibilities and options for implementation of a continuing education program within the KU Libraries. Ms. Adriance will meet with the SDC Thursday, May 31st.

Signed,
[Signature]
MINUTES: Budget and Planning Committee  
DATE: April 24, 1990  
PRESENT: R. Ring, N. Jaeger, B. Gaeddert, P. Donaldson, K. Simmons, B. Schulte  
ABSENT: S. Rhodes  

1. Minutes from the Apr. 3, 1990 meeting were approved as written.  

2. Barb displayed the completed notebook of Library planning committees. She will submit it to LFA Exec. Kendall suggested that at least one copy of the notebook be made. Barb will make the copy.  

3. Rich expressed dismay that a more concise overview of planning activities had not been done. Nancy pointed out that the next Budget and Planning Committee could work further with what we had accomplished if they so desired.  

4. The next meeting has been scheduled for Tues. May 22nd at 10:30 in Meeting Room A. Barb will prepare a draft of our final report which we will discuss at that meeting.  

5. The secretary will distribute meeting minutes to the membership. Any comments should be directed to her before Friday May 4.  

Submitted by  
Rebecca Schulte, Secretary  

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MINUTES: Nominating and Ballot Committee  
Date: May 9, 1990  

Present: Shelley Miller, Susan Hitchens  

The Nominating and Ballot Committee met to plan solicitations for self-nominations for the 1990-1991 LFA ballot. Ballot will contain one code amendment question, LFA Exec officers and representatives, and LCPT vacancies.  

Julie Waters  
Secretary
MINUTES: Nominating and Ballot Committee  
Date: May 14, 1990  

Present: Shelley Miller, Julie Waters, Susan Hitchens  

The committee discussed the ballot for LFA code changes and the annual LFA Exec and LCPT elections.  

Julie Waters  
Secretary  

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MINUTES: Nominating and Ballot Committee  
Date: May 17, 1990  

Present: Shelley Miller, Susan Hitchens  

Members of the committee met to assemble and mail the ballot. Two ballots were assembled, one with LCPT representatives, and one without, to be mailed to tenure-track librarians and non tenure-track positions respectively.  

Julie Waters  
Secretary  

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MINUTES: Nominating and Ballot Committee  
Date: May 30, 1990  

Present: Shelley Miller, Julie Waters, Susan Hitchens  

The committee met to tabulate the results of the ballot for an LFA code change and the annual LFA Exec and LCPT elections. Sixty-one ballots were cast. The results will be forwarded by Shelley Miller to Rob Melton, Chair, LFA Exec. LFA Exec will then announce the results.  

Julie Waters  
Secretary
University of Kansas Libraries
Number 1075
June 28, 1990

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

REMINDER—SUPPLY ROOM HOLIDAY SCHEDULE
Due to Wednesday, July 4th being a holiday, you may pick up office supplies on Thursday, July 5th between 8:30am and 9:30am.

Denise Swartz

J-TALK—MAIL ROOM ANNOUNCEMENT
To leave messages after hours or when there's no answer at our usual number, call 4-9063. After the tone sounds, please leave your message and we will return your call as soon as possible. Thanks.

Bruce Coburn

PAPER TO BE RECYCLED
Please refrain from placing colored paper in the recycle boxes. Green bar computer paper is acceptable. Card stock should be placed in a separate receptacle. Any questions about recycle, call me at 4-3080.

Bruce Coburn

CLASSIFIED CONFERENCE COMMITTEE REPRESENTATION
Any classified employee interested in the following committees should notify their group representative, myself, Jane Hoyt, or Verna Froese by Tuesday, July 3. We will send out ballots to elect classified representatives by the end of the week. The committees are: Budget and Planning-1 opening-2 year term; Staff Development-1 opening-1 year term; Orientation-2 openings-1 year term; Senate Library Committee-1 opening-1 year term; Grievance Committee-5 openings-1 year term.

Rex Hargis

LONGEVITY BONUS FOR CLASSIFIED STAFF
There seems to be a bit of confusion regarding the longevity bonus for eligible classified staff members. Classified staff who have at least 10 years of service with the State will receive a full longevity bonus during fiscal year 1991 even if you received a full bonus during last fiscal year. As a reminder, eligible staff will receive $40 for every year of service, with a maximum bonus amount of $1,000. For additional information concerning longevity bonuses, contact Sandy Gilliland, 4-3601.

Sandy Gilliland

TIME SCHEDULE FOR CICS/ONLINE AVAILABILITY
Included in the attachments is a memo from William Pesek regarding the time schedule for Production CICS, Library CICS and Online Catalog System availability during the period of June 12 through August 26, 1990.

Nancy Jaeger

REQUEST
If anyone has any clear plastic covers with the words RESERVE BOOK written in red at the top, please send them to me. Thank you.

Bayliss Harsh

NEW YORK CITY ANYONE?
Would you be interested in going to New York City August 3-13 or anytime in between? Comfortable, convenient, free lodging in Manhattan provided — all other expenses must be paid for. Please contact me in Watson Reference (4-3366) or send a note if you are interested.

Saralinda Rhodes

An Equal Opportunity/Affirmative Action Employer
Orientation Committee
Meeting of 6-11-90

Present: Janet Anderson-Story, Judith Emde, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie

Absent: Sandy Gilliland

The meeting convened at 2:45pm.

1. The Committee discussed the Library Orientation Tours proposal. It was decided to send the proposal to the Assistant Deans, and to include the proposal with the Committee’s annual report, to be published in the FYI.

2. JE presented a rough draft of the Committee’s annual report. The Committee discussed the report and approved it.

3. CO-A reported on progress of the new edition of Who’s who in the KU Libraries—Lawrence campus. Members of the Committee had contacted Libraries staff who had not supplied an entry for the Who’s who, and reported results to CO-A. CO-A will provide members of the Committee with a draft, and we will proof it at the next meeting.

4. CO-A presented a calendar to assist the next Committee on Staff Orientation in planning events for the coming year. CO-A also presented a schedule for the Library Orientation Tours.

5. The next meeting was scheduled for Thursday, June 21, at 11am, at Paradise Cafe.

The meeting adjourned at 3:45pm.

Submitted by Susan Hitchens
MINUTES: Nominating and Ballot Committee
Date: June 8, 1990

Present: Susan Hitchens, Julie Waters

The committee met to assemble ballots for the LCPT LII representative run off election and the Grievance Committee election.

Julie Waters
Secretary

MINUTES: Nominating and Ballot Committee
Date: June 19, 1990

Present: Shelley Miller, Susan Hitchens, Julie Waters

The Nominating and Ballot Committee met to tabulate the results of the LCPT LII run off and Grievance Committee elections. Shelley Miller will report the outcomes to Rob Melton, Chair of LFA.

Julie Waters
Secretary

Minutes
Staff Development Committee
March 1, 1990

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

Workshop funds were discussed. SDC will check clarification from John Miller about future Word Perfect workshops that he is arranging with the Computer Center. The Committee understands that the library administration will fund workshops at the Computer Center, and at the moment the workshop funds administered by SDC will not be for Word Perfect sessions at the Computer Center.

Rhonda mentioned that the Orientation Committee is having a TGIF party at Barb Gaeddert's house. (Announcement was in Feb. 29 FYI.)

Linda reported on the balances in SDC funds.

Rhonda will find out the policy on using state cars for travel to meetings within Kansas.

Rhonda is working on a schedule for presentations to staff on various library topics.

Rosemary McDonough, Secretary
**PROMOTION AND TRANSFER LIST**

State of Kansas - Department of Administration

DIVISION OF PERSONNEL SERVICES

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

Topeka, Kansas 66612-1231

913-296-4278

TDD 913-296-4798

June 25, 1990

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

Applications will be accepted through Friday, June 29, 1990.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-19</td>
<td>Environmental Technician III</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-28</td>
<td>Civil Engineer III</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-16</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-21</td>
<td>*Food, Drug and Lodging Surveyor II</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
</tr>
<tr>
<td>R-26</td>
<td>Attorney I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<th>TOPEKA (cont.)</th>
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<tbody>
<tr>
<td>Attorney II</td>
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<tr>
<td>Computer Systems Analyst II</td>
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<tr>
<td>Engineering Technician II</td>
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<tr>
<td>*Mechanical Engineer III</td>
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<tr>
<td>*Registered Nurse IV (Investigative Experience Preferred)</td>
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<tr>
<td>Secretary II (2 Positions - Office of Chief Counsel)</td>
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<tr>
<td>*Technical Support Supervisor</td>
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<tr>
<td>*Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.)</td>
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<tr>
<td>*Psychologist IV</td>
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<tr>
<td>*Registered Nurse III (7:00 a.m. to 3:00 p.m.)</td>
</tr>
<tr>
<td>*Registered Nurse IV (11:00 a.m. to 7:00 a.m.)</td>
</tr>
</tbody>
</table>

*Indicates agency will be doing outside advertising for this position. Not restricted to state employees.

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

Applications will be accepted through Friday, June 29, 1990.

**EQUAL OPPORTUNITY EMPLOYER**

Position available for a licensed professional engineer in the Division of Architectural Services, Topeka. Work involves supervision of contract documents preparation including mechanical and electrical drawings and specifications, site visits, construction administration, preparing reports, performing special assignments, and checking consultants' project drawings and specifications. Requires Bachelor's degree in engineering; five years of mechanical engineering experience including supervisory or administrative experience; knowledge of modern methods and techniques of building construction, electrical and mechanical systems and ability to prepare related drawings. Submit resume, salary history, and college transcripts to Dan Etzel, (913) 233-9367, Division of Architectural Services, 625 Polk, Topeka, Kansas 66603, no later than July 6, 1990.
TO: Administrative Computing Users
FROM: William J. Pesek Jr., Operations Production Manager
DATE: June 12, 1990
SUBJECT: Time Schedule for Production CICS, Library CICS and Online Catalog System

The following is the schedule of availability for Production CICS, Library CICS and Online Catalog System for the period June 12, 1990 through August 26, 1990. Also included is a list of exceptions to the standard schedule.

If you have any questions concerning this schedule, they can be directed to William J. Pesek Jr., Operations Production Manager at 4-0112.

Production CICS Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Availability</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>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8 A.M. to 9 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 A.M. to 5 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 A.M. to 5 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 P.M. to 5 P.M.</td>
</tr>
</tbody>
</table>

Availability for the Online Catalog System

<table>
<thead>
<tr>
<th>Day</th>
<th>Availability</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.

Library CICS

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

- July 30 through August 3
- August 6 through August 10
- August 13 through August 17

From 8 A.M. to 6 P.M. on:

- August 20 through August 24

The Libraries are scheduled to be closed:

- July 4, 28, 29
- August 4, 5, 11, 12, 18, 19, 25, 26

Regular library services will not be available on these dates.

Online Catalog

There are no exceptions to the Online Catalog System during this period.