PERSONNEL

Rhonda Boose has been appointed as a Secretary III in the Administrative Office effective January 7, 1991. Rhonda is currently employed as an Office Assistant IV with the Division of Information Services and Communication in Topeka. She has previously held secretarial positions with Washburn University in the School of Business Dean's Office and in the President's Office. Rhonda replaces Ruth Miller.

Sandy Gilliland

REFERENCE DEPARTMENT INTERNSHIP REMINDER

As a reminder, library staff interested in being considered for the internship opportunity available in the Reference Department should contact Sandy Gilliland by Friday, January 4th. (An announcement describing the internship opportunity has been mailed to all staff.) Additional information is available from Jim Neeley, 4-3366.

Sandy Gilliland

ALA MID-WINTER CAUCUS--REMINDER

A brown bag lunch--to serve as a pre-ALA Midwinter Caucus--has been scheduled for Monday, January 7th in Watson's Conference Room A from noon to 1:30 p.m.

W. J. Crowe

STUDENT APPLICATIONS FOR FALL 90 JOBS

Please send all applications for student jobs for Fall 1990 to the Administrative Office no later than January 25, 1991. If you have any questions, please call me at 4-3601.

Rex Hargis

INFORMATION RETRIEVAL SOFTWARE RFQ

The Libraries in cooperation with the Computer Center have submitted a "Request for Quotation for Information Retrieval Software for Full Text and Bibliographic Citation Databases." We will keep you informed as we learn of its progress through State Purchasing. We have requested that the RFQ be sent to both BRS and Infodata, so if you run into any of their representatives at ALA, please be aware the bid is currently in process.

John Miller

NEW LOCAL MAIL DISCUSSION LIST: KULALA-L

To facilitate sharing of information about ALA conferences (and possibly other library conferences) the Libraries have set up a discussion list on the local LISTSERV. The list is called KULALA-L

(continued)
NEW LOCAL MAIL DISCUSSION LIST: KULALA-L (continued)

("KU Libraries ALA Conference Discussion List"). An email message was sent to all members of KULIB-L on December 26th informing them of the list and giving instructions on how to join. Anyone with a VM account may subscribe to the list. If you are interested in joining and did not receive the message, please contact John Miller (4-5530) for information. (In case anyone is interested, the preferred pronunciation of the list name is "cool a la el" rather than "coo la la el.")

John Miller

CLASSES STILL OPEN!

Beginning WordPerfect:
   Tuesday, January 22, 1:30-4:30
   Wednesday, January 23, 9:30-12:30
   Wednesday, January 23, 1:30-4:30

Intermediate WordPerfect:
   Thursday, January 24, 9:30-12:00noon
   Friday, January 25, 9:30-12:00noon
   Friday, January 25, 1:30-4:00
   Monday, January 28, 1:30-4:00

(All WordPerfect classes to be held in Room 424, Anschutz Science Library. Call Gaile at 4-5530 to sign up.)

Beginning VM:
   Tuesday, January 22, 9:30-11:30
   Computer Center Auditorium

You do not need to sign up in advance for this class.

Beginning DOS:
   This class WILL happen. Date will be set next week. Please call Gaile Burchill at 4-5530 to sign up.

John Miller and Gaile Burchill

KULSA NEWS

New Year's resolution #1: Collect dues.
New Year's resolution #2: Put out a KULSA Newsletter.

Are there any volunteers out there who want to do these two projects? Please call Marilyn Landon or me by Monday, January 15th. Thanks.

Annie Williams

KULSA HOLIDAY PARTY THANKS

My thanks to the following for all their ideas and help with decorations for the KULSA Holiday Party: Kathy Lathrom, Mary Roach, Mary Miller, Muriel Cook, Kerry Bower, Nicholas Eshelman, Brenda Owens, Holly Meinholdt, Rachelle Windholz and Michelle Sunier.

Joy Fry

BIRTH ANNOUNCEMENT

Pam Bower, former Library Assistant I in the Engineering Library, gave birth to a baby boy on Friday, December 28th. Joseph Calvin Bower weighed in at 8 pounds, 2 ounces, and measured 20 inches long. Mother and son are reportedly doing well.

LeAnn Weller

ATTACHMENTS

Kendall Simmons' rendition of "'Twas the Night Before Christmas", given at the 1990 Library Holiday Party; updated VM/Bitnet/OFFICE List.
"Twas the night before Christmas, and all through the stacks
No one was working. It was driving us bats.

The books were all piled on the trucks everywhere,
and the shelvers just sat and sat, "We don't care"

"You don't pay enough, only minimum wage.
We're here to be students, not your lousy wage slaves."

When out in the hall there arose such a clatter
We ran to the lobby to see what was the matter.

And what to our wondering eyes should appear
But a miniature sleigh and 8 moulting reindeer

Who poop-ed on the carpet and ate the new books.
The patrons were giving us all dirty looks.

We said, "Hey, they're not ours. We don't know where they've come from!"
Then someone suggested we dial 911.

We called KUPD. They said, "What did you say?"
We said "Help! We have reindeer. Please take them away."

But the cops never came, and the deer kept on eating.
Our entire collection was taking a beating
When in through the door came a fat little man
Who went to the reindeer and took them in hand

Saying, "Dasher! Now Dancer! Now Comet and Cupid!
How can you reindeer be so damn stupid?

Let's get out of this place." We said, "Look at the mess."
He said, "We're in a hurry." We said, "Give it a rest.

This place is a disaster and your deer are to blame,
So show us some ID and tell us your name."

He said, "Surely you know me, I'm from the North Pole
And I'm not the Green Giant, but I go 'Ho, ho, ho'

And, what else can I show you to prove I'm not joking?
Well, I don't have a pipe 'cause I've given up smoking,
And since I've done that, I'm not really so merry,
But my belly still shakes like a bowlful of jelly."

We weren't sure we believed him, thought it might be a ruse,
Then he made us an offer we couldn't refuse.
He said that he'd lend us all of his elves
And they put every book where they went on the shelves.

The elves really showed up and they went straight to work,
And shelved all the books, then turned with a jerk

And laying their fingers aside of their noses
They ran past our shelvers and stomped on their toeses

Then they raced out the door, to a cab gave a whistle
And away they all drove like the down off a thistle

But we heard them exclaim ere they drove down the hill,
"Merry Christmas to all, Peace on Earth, and goodwill,"

-Revision: Kendall Simmons
KU Libraries -- VM/Bitnet/OFFICE List

January 3, 1991

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. For other lists, see the bottom of this document.

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Rosenbloom, Mary
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Schaffner, Brad
Schulte, Becky
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Simmons, Kendall
Slater, Alex
Slater, Geri
Smith, Jim
Snell, Kathy
Snow, Ann
Starr, Inge
Susott, Gary
Swartz, Denise
Symons, Eleanor

Taylor, Toni
Traxler, Joanna
Waters, Julie
Weller, LeAnn
Whitaker, Mike
Williams, Sherry
Wilson, Margaret

Other local library discussion lists:

KUBIB-L -- Bibliographers
editor: Rachel Miller (RMILLER)
closed membership (contact editor)

KULALA-L -- ALA Conference Discussion
editor: John Miller (SP05)
open membership (use "sub" command)

PUBHEADS -- Public Service Dept. Heads
editor: Sherry Williams (SWILLIAM)
closed membership (contact editor)
REMINDER OF UNCLASSIFIED PROFESSIONAL VACANCY

As announced in a memorandum to all library staff January 7, 1991, applications are now being accepted for the position of Library Automation Specialist, a full-time, continuing, unclassified professional staff appointment. As a reminder, applications are due in the Library Administrative Office by Tuesday, January 15, 1991 (postmark deadline). Contact Sandy Gilliland, 4-3601, if you have any questions.

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 9:00, Wednesday, January 16. 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

REVISED SCHEDULE OF LIBRARY HOURS

Attached is a revised schedule of spring semester library hours, dated 1/4/91. It replaces the schedule dated 12/20/90, which should be discarded. Two corrections appear in the attached schedule: 1) Watson Reference desk hours during class holidays are 9am (not 8:30 am) to 5 pm Monday through Friday, and 2) the Fines Office will be open during its usual Saturday hours on May 11 (not closed May 11, as listed earlier).

Mary Hawkins

MUSIC LIBRARY TO BE CLOSED FRIDAY, JANUARY 11

Due to a scheduled shut-down of water supply to Murphy Hall on Friday, January 11, the Music Library will be closed on the 11th.

Mary Hawkins

USER SERVICES IN WATSON LIBRARY

Following up on concerns about such issues as adequacy of communication, interdepartmental coordination, and overall adequacy of resources expressed to me in writing by a number of staff who provide direct service to users in Watson Library, I met with approximately 30 staff on November 16th. I subsequently discussed these issues with the Assistant Deans and received many helpful suggestions about how best to proceed. Assistant Dean Hawkins suggested continued discussions with staff on the topics. Therefore, I have scheduled a meeting (given the systemwide importance of many of the issues) to ensure that I hear a full range of concerns and suggestions.

I regret the delay in acting on these issues, and have scheduled time for the suggested meetings on beginning with the first open date following a very full

(continued)
USER SERVICES IN WATSON LIBRARY (continued)

January schedule for many of us--Friday, February 8th, beginning at 10:00 AM, in Watson Conference Room A & B. Following that session, I will settle on a specific course of actions. The most likely outcome would be my appointing a self-study-type task force to examine the issues and make recommendations by late spring or early summer. Another option might be to engage external consultants actually to conduct a study--or to get the recommendations of an internal group.

W. J. Crowe

UPCOMING VENDOR VISITS

The Committee to Review NAB Vendor Performance has invited six vendors to send representatives to visit the Libraries and talk with the Committee and interested staff about their firm's approval plan services. The following dates have been set for the visits: Jan. 16, Stevens & Brown; Jan. 18, Lindsay & Howes; Feb. 1, Scholarly Book Center; Feb. 6, Blackwell North Yankee Book Pedler. All interested staff are invited to meet with the representatives from 9:00-10:00 on each of the appointed days. They have been asked to make a presentation of 30 minutes or less on the firm's whole selection process for approval books. Each of these firms has sent the Committee a packet of general information about how its approval plans work and has sent answers to questions posed by the Committee. Rachel Miller and Lorrie Knox have copies of these packets for examination.

George Gibbs

LFA GENERAL MEETING

An LFA meeting will be held Wednesday, January 23, 9:30 a.m., in Conference Rooms A & B, Watson Library. Dean Crowe will be presenting his state of the library report, followed by a question and answer period.

At 10:30 an open meeting for all library staff will be held concerning budget preparation for FY 1992 and FY 1993.

Sherry Williams

CLASSIFIED CONFERENCE GENERAL MEETING

A Classified Conference meeting will be held Wednesday, January 23, 2:00 pm in Conference Rooms A & B, Watson Library. Dean Crowe will be presenting his state of the library report, followed by a question and answer period.

At 3:00 pm, an open meeting for all library staff will be held concerning budget preparation for FY 1992 and FY 1993.

Rex Hargis

LIBRARY BUDGET MEETING

The Budget and Planning Committee in cooperation with LFA Exec. will be holding two meetings to discuss the Libraries budget for FY91/92 and FY 92/93. The library must submit a written budget document for these two years in Academic Affairs by February 1. The meetings will be held in order for Dean Crowe to hear the perspectives of library staff concerning budget priorities and to have an opportunity to explain the current budget situation to us. We will also be discussing planning for governance and departmental participation in budget matters in the future. The two meetings with the same agenda are being held so that staff will have an opportunity to attend either one or the other. All staff will be receiving some background information on budget issues prior to the meeting so they will have a chance to formulate questions or comments ahead of time.

(continued)
LIBRARY BUDGET MEETING (continued)

Both meetings will be held in Watson Conference Rooms A and B on Wednesday, January 23. The morning meeting will be at 10:30. The afternoon meeting will be at 3:00. Although the morning meeting follows the LFA general meeting and the afternoon meeting follows the Classified Conference general meeting the budget meetings are open meetings, and all staff are invited to attend the meeting that is most convenient.

Lorraine Moore

STUDENT EMPLOYMENT APPOINTMENT REVIEW

I will be giving a review of student employment procedures, with a concentration on filling out the Appointment Packet and necessary documentation, on the following dates: Tuesday, January 29, 9:00-10:00, Anschutz Science Library Conference Room; Wednesday, January 30, 3:00-4:00, Conference Room A, Watson Library; Thursday, January 31, 3:00-4:00, Anschutz Science Library Conference Room. If you would like to sign up for one of these sessions, or if you have a particular topic you would like me to cover (or if you just want to ask my chicken question), please call at 864-3601. Walk-ins will also be welcome at these sessions.

Rex Hargis

ELECTION RESULTS!!!!

The results of the election for seats on the Committee on Evaluation of Service and Research are as follows:

Librarian I: Michael Biggins
Librarian II: Sandra Brandt
Librarian III: Susan Craig

Nicholas Eshelman

KU LIBRARIES' CATALOG WINS FAVORABLE REVIEW

Thanks to the sharp eye of Assistant Dean George Gibbs, a copy of an article by Aggi W. Raeder and Karen L. Andrews, "Searching Library Catalogs on the Internet: A Survey," Database Searcher 6:16-31 (September 1990) came to my attention. Beyond alerting staff to the general usefulness of the article (a copy of which I am routing to unit heads), I am very pleased to report that the authors specifically praised only one library in the body of the text of this extensive article:

"One library with excellent help screens was the locally developed catalog at the University of Kansas. Besides context-sensitive help, they offered extensive information about various branch libraries' collections, and amazingly, an all-purpose 'list of reference books'."

In the several pages of appended directory-like information that describe Internet access to many library catalogs, the authors comment further in the section on KU:

"Excellent catalog invites comments from users, including book suggestions. Extensive help screens from each branch explain collection. . . ."

In these chill and dark days of January, all of the many staff in the Library and Computer Center who had a hand in developing KU's catalog should warm a bit to some well-deserved praise from two disinterested reviewers!

W. J. Crow
LAW LIBRARY CATALOGING

There seems to be some misunderstanding regarding catalog cards from the Law Library in the Watson card catalog. Cards, author, title, and subject, from the Law Library have been filed in the Watson catalog as long as that library has existed as a separate library, and they continue to be filed now. The Law Library sends us card sets for everything they catalog on OCLC, and we file them. They do very little maintenance on these cards once they have sent them to us, so the books may be missing or the call numbers may have been changed since the cards were filed, but we do get copies of all of their cataloging. The Law Library reports that they are happy to answer telephone questions concerning their holdings, but it is still possible to consult the Watson card catalog to find Law Library books.

Lorraine Moore

BUSINESS DATELINE AT THE REGENTS CENTER LIBRARY

Business Dateline Ondisc is now available at the Regents Center Library. It indexes and provides full-text coverage of more than 180 regional business journals and newspapers. KU faculty and students may call the Regents Center Library to reserve 1/2 hour(s) of search time. This index joins the following CD-ROM indexes: ABI-INFORM, ERIC, Periodical Abstracts Ondisc, Newspaper Abstracts Ondisc, and PsychLit.

Nancy Burich

RECOGNITION CEREMONY/EMPLOYEE OF THE YEAR NOMINATIONS

The Seventeenth annual Recognition Ceremony honoring members of the University faculty and staff for years of service will be held at 1:30 p.m. Tuesday, April 23. The University Recognition Committee is now accepting nominations for Classified employee of the year and Unclassified (non-teaching) employee of the year. All classified and unclassified, non-teaching staff are eligible for nomination if they have completed at least one year of service, are employed half-time or more in a permanent or continuing position, and have not received an "Employee of the Year" award within the past seven years. Staff members in each category who have been selected as one of the five finalists for the "Employee of the Year" award on two occasions during the previous seven year period are also not eligible for consideration. Nominations may be submitted to Phil Rankin, Coordinator, University Recognition Committee, c/o Department of Human Resources, Carruth-O'Leary Hall, by February 4th. Additional information concerning the nomination process and a copy of the nomination form are attached.

Sandy Gilliland

HEALTHCHECK '90

All Library staff should have received recently in the mail information concerning the State's HealthCheck '90 program. The State of Kansas, in cooperation with the Stormont-Vail Regional Medical Center, is offering State employees the opportunity to participate in the Health Risk Appraisal Screening Program. This program provides a computerized Health Risk Appraisal; a personalized booklet with recommendations for improving your health; height, weight, and resting blood pressure; blood analysis; and a follow-up group consultation and question/answer session. HealthCheck '90 will be offered on the KU campus February 20 through March 1 from 8:00 a.m. - 11:00 a.m. in various locations. Additional information concerning specific locations and the phone number to call to schedule the date and time of your individual appointment will be forthcoming.

Sandy Gilliland

(continued)
CIVIL SERVICE TESTING CALENDAR

Attached is the schedule of Civil Service examinations offered during the month of January, 1991 in the Department of Human Resources, 103 Carruth-O'Leary Hall. Library student assistants who are interested in permanent positions within the State Civil Service structure must take a civil service examination for each classification in which they are interested and qualified. Titles used most commonly within the Libraries are Office Assistant III, Library Assistant I and Library Assistant II. Applications for examination must be submitted prior to the scheduled examination and must include transcripts (when required). Contact Rex Hargis or Sandy Gilliland for additional information.

Sandy Gilliland

KU DIRECTORY CORRECTION INSERTS

As you are probably aware, there were some omissions of Library entries in the last KU Directory. Academic Affairs has created a list of those entries which were omitted on heavy cardstock which can be inserted between the pages of the directory to complete the listing. We've received several hundred of these inserts, and have them stored in the administrative office. If you're interested in obtaining one (or several), please send us a request, and I'll be happy to send them out.

Rhonda Boose

ATTACHMENTS

Minutes of the Library Automation Committee--December 13, 1990
Minutes of the Senate Library Committee--November 7, 1990
Minutes of the LFA Executive Committee--December 17, 1990
Minutes of the Salaries and Benefits Committee--December 10, 1990
Minutes of the Salaries and Benefits Committee--December 21, 1990
Division of Personnel Services Promotion and Transfer List
Employee of the Year Information
University of Kansas Spring Semester Schedule of Library Hours

Rhonda Boose
Library Automation Committee
Minutes
December 13, 1990

Members:   John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins (absent), Annamarie Hill (absent), Kent Miller, Jim Neeley, Mary Roach

Guests:   Patrick Kingsbury, Barbara Michaels

Next LAC meeting is tentatively scheduled for Thursday, January 3, 1:30 - 3:00pm, in Watson conference room A. You will receive confirmation prior to meeting date. Agenda: 1) continue discussion on proposed committee restructuring; 2) discuss Information Technology Provider Survey.

Minutes from December 6th meeting were approved. Patrick’s proposal will be appended to the minutes in next week’s FYI.

Announcements
George distributed a draft of his incomplete notes on "General Guidelines for the KU Libraries’ Database" as a contribution to the discussion on committee restructuring. In examining the charge to WUCI, he felt the need for that committee to have some general guidelines upon which to base its discussion about union catalog issues. He explained that, while he thought that LAC should start discussing the guidelines, WUCI should also have the opportunity to discuss and comment on the guidelines before a final version was completed.

Barbara or Patrick will check with Annamarie on status of East Asian circ records project.

Bill distributed copies of his 11/29 letter to Dick Mann commenting on the minutes of the 10/29 meeting of the Regents’ Ad Hoc Library Automation Task Force.

John announced that the RFQ for mainframe database indexing and retrieval software is ready to be sent to Purchasing. We have just received official permission from the state to bid it.

John has requested that a new local BITNET discussion group -- KULALA-L -- be set up to be used for sharing information about ALA. It will be open subscription and anyone may contribute.

Information Technology Provider Survey
Due to the short period within which we were asked to respond, our answers to the survey should be considered a draft at best. Bill expects that all first drafts from "Information Technology Providers" on campus will be used to create a combined University first draft for our future review and comments. Please give some thought to this document before our next meeting, especially if something has been left out. You may also respond to Bill in writing.
Initial reactions to the Libraries’ draft:

On page 3, "...branch library records..." really means "other cataloging centers records."

Microcomputing labs are not mentioned.

Regents Request

Bill will meet tomorrow in Topeka with other members of CODDL to draft a response for COCAO. He has already sent comments. Sticky issues still include: 1) interlibrary loan transaction fees; and 2) money for centralized administration. Bill will try to get a draft of Friday’s discussion out to LAC members as quickly as possible for comments.

Loan transaction fee: Its removal from the plan reflects and reinforces the Regents’ traditional practice of not charging for interlibrary loan. Bill still believes in the need for some kind of direct link between financing and borrowing and in the adoption of a borrowing protocol that promotes and insures an equitable sharing of lending workload and costs.

Question: What does this do to our lending policy toward other Kansas libraries, which currently is to lend free of charge to all libraries in Kansas?

Centralized Administration: Bill sees the University Press as an example of how cooperation can be effectively managed: an agency housed at one location on a Regents’ campus, with a permanently appointed director guided by a Regents-wide board. It should be clear in such an arrangement that the agency and the director work for the Regents’ group as a whole, not for the local institution that houses them.
Minutes of the Senate Library Committee  
November 7, 1990

The Senate Library Committee met at 11:30 a.m. in the Marian and Fred Anschutz Science Library with Chairman Maynard-Moody presiding. Present: Crowe, Francisco, Kirby, Sanders, Schanck, Twombly, Williams.

Minutes of the October 17, 1990 meeting were approved as corrected.

Maynard-Moody reviewed the committee's working agenda and reminded committee members that a tour of the closed stacks area in the Anschutz Science Library (where some government documents are secured) will be provided immediately following the meeting. The tour will be given by Donna Koepp, Government Documents/Maps Librarian.

Discussion of the librarians' salaries will be deferred until the next meeting, with the expectation that comparative data from the Association of Research Libraries for 1990/91 will then be available. The agenda for today's discussion includes a report on the Library's student hourly budget and the Library's materials budget.

Kirby asked if there had been any reactions to the suggestion of an Academic Users Fee. Crowe stated that the Engineering School's fee has been discussed at a recent Council of Chief Academic Officers meeting; Maynard-Moody stated that the University Council discussed the fees briefly at a recent meeting and will continue discussions during future meetings.

Crowe was then asked to report on the Library's student wage budget. He stated that 31% of the KU Library's FTE staff (including Law and the Medical Center Libraries) are student assistants--for the University Libraries alone, 36%, which is relatively high compared to the average 25% percent student staff among U.S. research libraries. Library student assistants perform a variety of essential, if routine, duties such as checking in journals, shelving books, etc. The student assistant workforce is responsible for providing much of basic library service during evening and weekend hours. Student assistants at KU also perform many responsibilities that would in many research libraries otherwise be performed by permanent staff. This has worked reasonably well for the Library, but is unusual in a large research library. In the absence of funds from the State, the Library did not receive an increase in its student wage budget for FY91 to compensate for the minimum wage increase, which resulted in a loss of approximately 22 student positions which would cost $53,845 to fill. This loss of student assistance is reflected in several areas of library operations, such as delays in checking in current journal issues, books not being reshelved as quickly, and Library

(continued)
hours being reduced somewhat. To compensate, the Library has taken funds from vacant staff positions and has left vacant staff positions unfilled longer than usual to generate shrinkage. If the Library does not receive any increased funding for student assistance, it will be forced to decide how many of its remaining regular positions can, if effect, be cannibalized. Crowe explained that he is not very optimistic that the full $100,000 needed to bring the Library's student budget back to its FY90 level can be provided for FY92 unless the State acts favorably on the University's requests for such support.

Maynard-Moody acknowledged this problem as, in effect, a conflict between providing funds for purchasing materials and having reasonable access to those materials. He perceived that, in the absence of sufficient resources, the pattern of the previous Library administration has been to emphasize acquisition. He asked for committee reaction to that strategy.

Discussion followed concerning the emphasis on funds for purchasing materials vs. funds to promote easier access to materials. Because research libraries' volume counts have been a traditional means used to measure the overall quality of a library, decreasing acquisitions may have a serious effect on the Library's reputation. Schanck reported that law libraries formerly placed high emphasis on volume count, but in recent years the emphasis has shifted from volume count to assessment of the kinds of services provided (such as CD ROMs, size of staff, etc.). Crowe stated that he expects to see this trend develop in research libraries, as well, but more slowly.

Maynard-Moody suggested that it might be more beneficial to use more classified staff for higher level work and reduce the percentage of work done by the student hourly staff. Francisco suggested that funds should be requested now. He added that the request should emphasize that regular library staffing is low compared to other major research libraries and that although the library's materials and operating budgets have increased there has been no relative increase in staff. (Crowe noted that additional staff was provided with the "New Science Library" initiative.) Rather than take action at this time, Maynard-Moody suggested that the Committee review the Library's other competing budgetary demands. The Library's materials budget is also in serious trouble—a 30% increase likely is needed just to maintain last fiscal year's purchasing power. Crowe stated that Vice Chancellor Brinkman had not had an opportunity to respond to the Library's budget needs. Crowe and his administrative staff will meet with Brinkman and his staff in early December. In addition, the Regents and COCAO are looking at ways to improve and expand sharing of library resources—materials and machine readable data—among

(continued)
Regents institutions. A proposal is currently being developed that includes a request for $3.5 million. If funded, KU is targeted to receive $1.5 million that would be spent in a variety of ways—retrospective conversion of catalog records; improvements in access to the on-line catalog; creating a message service to locate materials; sharing access to some databases; etc.

Crowe announced that he and the Library's Automation Librarian, John Miller, met recently with a Regents-appointed taskforce to discuss soliciting bids for the purchase and installation of sophisticated "search software." The Regents group will recommend that KU be permitted to send out requests for bids.

Maynard-Moody suggested that the next committee meeting focus on this report and on librarian salary data. The November 28th committee meeting is cancelled. Therefore, the next committee meeting is scheduled for Wednesday, December 12, 11:30 a.m. Conference Room A, 5th level, Watson Library.

Submitted by,

Sandra K. Gilliland
Recording Secretary
LFA EXECUTIVE COMMITTEE: MINUTES
DECEMBER 17, 1990

Present: Carvalho, Dandridge, K. Miller, Schulte, Snell, S. Williams; Dean Crowe, George Gibbs (guests)

Absent: Lohrentz

Minutes of the November 2 meeting of the Staff Development Committee, the November 28 meeting of Budget and Planning Committee, the November 28 meeting of Nominating and Ballot Committee, and the November 29 meeting of the Committee on Staff Orientation were reviewed and accepted. Minutes of the December 10 meeting of LFA Exec were accepted with revisions.

I. George Gibbs distributed a copy of the latest draft charge to a Library Emergency and Disaster Plan Committee, which will be an administrative committee. Membership will consist of seven to nine persons, including both classified and unclassified staff, with representatives from Watson and branch libraries. LFA Exec discussed and concurred with the charge. George will next discuss it with the Budget and Planning Committee. The question arose as to whether there will be a liaison from B&P on this committee. It was determined that that is up to B&P to decide.

II. S. Williams had invited Dean Crowe to this meeting because he had had a preliminary response from Del Brinkman concerning the Unclassified Professionals Report. Dean Crowe had met with Brinkman, Bower Burchill, and Sandra Gautt. Although the Office of Academic Affairs had had a copy of the report since August, 1989, no one there had had the opportunity to look at it previously. They asked Dean Crowe how we can distinguish between what certain Unclassified Professionals do and what tenure track librarians do, if there are parallels between the duties and responsibilities of each. They also questioned why he referred to the MLS or equivalent credentials issue in his memo (the question being do we make tenure track appointments to those who do not have an ALA accredited MLS?). They reviewed with him the nature of appointments to academic staff status. Another issue that was raised concerned prior service credit and how that is judged. Dean Crowe thinks we should discuss guidelines for prior service credit and MLS requirements. It was suggested that we ask LCPT, working with library administration, to develop a statement on prior service credit so that there would be a written proposal to discuss with the LFA General Assembly. It was also suggested that there may be some concern among currently affected parties in the Unclassified Professionals classification that they may not get the level of consideration they should have if the general issue is discussed rather than their specific cases. However, it was felt that, in order to prevent possible future misapplication of this category, we need to define the issues, develop guidelines, and then work with individual cases.

Brinkman and Burchill were concerned, among several issues,
about the setting of precedents. They asked Dean Crowe to return with more information about distinctions between the responsibilities and duties of Unclassified Professionals and tenure track librarians and that they would discuss the issue further with him at that time. They emphasized that they are concerned about the issue, but that it is a "new" issue for them, requiring more time for review.

S. Williams will talk to M. Roach, chair of LCPT, as well as send her a letter, to inform LCPT that it is the intent of LFA Exec to hold an open hearing and request their attendance. She will ask that LCPT focus on the issue of prior service credit and that they develop guidelines or recommendations, if possible, based on their experience. She will offer that LFA Exec will meet with LCPT concerning this issue if they wish.

III. Discussion of the LIII membership cycle on LCPT was postponed until the next meeting.

IV. S. Williams will attend the Classified Conference meeting on Thursday, December 20, 1990, to represent LFA Exec.

The next meeting of LFA Exec will be on Monday, January 7, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
Minutes: SALARIES AND BENEFITS COMMITTEE
Date: December 10, 1990
Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Bradley Schaffner  Guest: Dean Crowe

Dean Crowe requested that the committee draft a memorandum examining equity and market adjustments for faculty salaries in the library. Dean Crowe would like to include this information in the annual budget request. KU library salaries are low and the question of parity with other faculty salaries as well as market adjustments needs to be addressed if the university hopes to continue to attract and retain qualified librarians. The committee will draft the memo as soon as the most recent ARL statistics are released.

The committee discussed the salary distribution ballot. We are exploring ways to simplify the procedure while still providing several different options for the distribution.

The final discussion concerned the different types of benefits that the committee might consider looking into. No action was taken on this discussion.

The next meeting has not yet been scheduled.

Brad Schaffner, Secretary

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Minutes: SALARIES AND BENEFITS COMMITTEE
Date: December 21, 1990
Present: Sandy Gilliland, Kathleen Neeley, Brad Schaffner. Absent, John Richardson;

The committee recommended a salary offer for the position of Assistant Government Documents and Map Librarian.

Brad Schaffner, secretary.
**UNIVERSITY OF KANSAS**

**TESTING CALENDAR**
Department of Human Resources
For information call 864-4946

**JANUARY 1991**

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**WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I&II, General Maintenance and Repair Technician I&II, Library Assistant I&II, Office Assistant II&III, University Police Officer Trainee.

**UNASSEMBLED EXAMINATIONS OFFERED:** Data Entry Operator II, Dietitian I&II, Keyboard Operator III, Medical Technologist I, Painter, Plumber I, Radiologic Technologist I&II (Diagnostic X-Ray), University Police Officer.
Dear Colleague:

This year the University will hold our seventeenth annual Recognition Ceremony honoring members of our faculty and staff who have given long and distinguished service to the University. The program will be at 1:30 p.m., Tuesday, April 23, 1991.

In each of the past 16 years, awards have been presented to ten outstanding employees--five from the classified staff and five from the unclassified, non-teaching staff. From this group, one in each category is then further recognized as "Employee of the Year." I invite and encourage nominations for these awards from any member of the University community. Providing an employee's name and department would be sufficient, although nominators are encouraged to provide as much information about their nominee(s) as is possible. For your convenience, a nomination form is provided on the reverse side of this letter, though its use is not required. A nomination must, however, be signed in order to be considered.

Members of the University Recognition Committee will interview the nominee's immediate supervisor and at least one co-worker of each nominee. The Committee will then vote to select the five finalists and "Employee of the Year" in each category. The Recognition Committee considers the following criteria when selecting finalists for the awards: quality and quantity of work, job dedication, loyalty to the University, skills and talents necessary for the job, relations with supervisors and colleagues, adaptability to circumstances, and general attitude and demeanor. A nominee's overall contributions to the University will be considered; however, special attention will be placed on the prior year's accomplishments.

All classified and unclassified, non-teaching employees are eligible for nomination if they have completed at least one year of service, are employed half-time or more in a permanent or continuing position, and have not received an "Employee of the Year" award within the past seven years. Staff members in each category who have been selected as one of the five finalists for the "Employee of the Year" award on two occasions during the previous seven year period are also not eligible for consideration. Please submit your nominations to Phil Rankin, Coordinator, University Recognition Committee, by February 4, 1991.

I encourage everyone to join in recognizing those members of our faculty and staff who have contributed so much in service to the University.

Respectfully,

Gene A. Budig  
Chancellor
1991
EMPLOYEE OF THE YEAR
NOMINATION FORM

_____ Classified  _____ Unclassified

_________________________  ____________________________
Name of Nominee  Position or Classification

Nominee’s Department

Nominee’s Supervisor  Phone #

The Employee Recognition Committee members will interview the immediate supervisor and at least one co-worker. The Committee will consider any or all of the following qualities in evaluating a nominee: quality and quantity of work, job dedication, loyalty to the University, skills and talents necessary for the job, relations with supervisors and colleagues, adaptability to circumstances, and general attitude and demeanor.

Briefly describe the nominee’s duties.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Describe the nominee’s major accomplishments during the past year.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What makes this nominee outstanding?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Signature

(Nomination must be signed by nominator to be considered and submitted to Phil Rankin, Human Resources, by February 4, 1991.)

(Use additional sheets if necessary)
# PROMOTION AND TRANSFER LIST

**State of Kansas — Department of Administration**

**DIVISION OF PERSONNEL SERVICES**

**Lodestar State Office Building, 500 S.W. Jackson Street**

**Topeka, Kansas 66612-1251**

**913-296-4728**

**TDD 913-296-4798**

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**January 7, 1991**

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, January 11, 1991.

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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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>TOPEKA</td>
<td>Civil Engineer II</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
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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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<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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<td>R-16</td>
<td>Engineering Technician III (4 Positions)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-19</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-17</td>
<td>General Maintenance and Repair Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-21</td>
<td>*Medical Investigator (Unclassified)</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<td>R-13</td>
<td>Office Assistant III (Position located at Forbes Field)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>R-15</td>
<td>Office Assistant IV (See Below)</td>
<td>Susan Grant (913) 296-4999 Division of Information Systems and Communications – Information Technology Center</td>
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<td>R-18</td>
<td>Office Specialist</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-21</td>
<td>Personnel Management Specialist II, Trainee (See Page 2)</td>
<td>Linda Kimsey (913) 296-5103 Department of Social and Rehabilitation Personnel Services</td>
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<td>Right-of-Way Agent II (Statewide Travel)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-13</td>
<td>*Secretary I (Shorthand Required)</td>
<td>Kelly White (913) 296-3411 Real Estate Commission</td>
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**Experience with word processing and other types of software products, personal computers, and other PC peripherals such as printers and modems, is desirable.**

**Kansas State Board of Healing Arts**

**Jo Ann Moran (913) 296-1290**

**Division of Information Systems and Communications – Information Technology Center**

**Kansas State University**

**Kim Bowker (913) 532-6277 Kansas State University**

**Olathe**

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

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**Equal Opportunity Employer**

(Continued on Back)
TRIBUNE

R-22  Highway Maintenance Supervisor  Mike Ramirez (913) 297-3721
Department of Transportation

ULYSSES

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 a.m.)
      (11:00 p.m. to 7:00 a.m.)
Farrell Oard (316) 221-1200
Winfield State Hospital and
Training Center

R-28  *Psychologist IV
R-24  *Registered Nurse III
      (3:00 p.m. to 11:00 p.m.)

*MEDICAL INVESTIGATOR

Qualifications: Certification or eligible for certification as a law enforcement
officer. Past experience in medical, fraud, audit or criminal investigation with emphasis
in medical field preferred.

Medical Legal Investigator assigned to Legal Section. Will conduct civil, administrative
and criminal investigations relating to the Kansas Healing Arts Act and related licensing
and regulatory acts. Works in conjunction with other State and Federal agencies, county
and district attorneys and Attorney General’s Office.

Interested applicants may send resumes to Steve Schwarm, Kansas State Board of Healing
Arts, 235 South Topeka Boulevard, Topeka, KS 66603. No phone calls.

PERSONNEL MANAGEMENT SPECIALIST II, TRAINEE

This trainee position has been established under the Governor’s Trainee Program for
recruitment of candidates due to an underutilization of minorities within this job
category and an underutilization of handicapped persons within this job classification in
the Department of Social and Rehabilitation Services. Only minority and handicapped
persons who do not currently meet the following qualifications (but will meet those
qualifications within a maximum of twenty-four months) are eligible to apply:

Minimum Qualifications: Graduation from an accredited four year college or university
including or supplemented by at least five courses in personnel, public or business
administration, educational guidance and counseling, psychology, statistics, sociology,
law or economics, and one year of experience involving technical or administrative work or
both in classifications, compensation, employment/recruitment, labor relations, training
or research. Additional specialized and technical personnel experience may be substituted
for the required education. Graduate study in public or business administration,
educational guidance and counseling, psychology, sociology, law or economics may be
substituted for the required year of experience at the rate of 24 semester hours of
college for one year of experience.
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<td>(East Asian bookstacks open on same schedule as Watson Library bookstacks)</td>
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ISSUE NUMBER/DATE FOR LAST WEEK'S FYI

For those of you who maintain files of FYI's, please note that the issue number and date of last week's FYI is: 1103, January 10, 1991.

Sandy Gilliland

MARTIN LUTHER KING HOLIDAY

Monday, January 21, is an official state holiday, to observe Dr. Martin Luther King's Birthday. Therefore, classes will not be in session and the Libraries will be closed. Please refer to the Spring Semester Schedule of Library Hours for additional hours information.

Sandy Gilliland

WATSON'S FALL SEMESTER BOOK RETURNS BACK ON THE SHELVES

As usual, Watson Library received large numbers of book returns at the end of the fall semester. However, thanks to the efforts of Janet Anderson-Story and her crew of student shelvers (plus some welcomed volunteer help from Bob Marvin, Cataloging), Watson Circulation reshelved nearly 55,000 books from the period December 15 through January 15, eliminating the shelving backlog as of 2pm on January 9. Good work!

Mary Hawkins

LFA GENERAL MEETING

An LFA meeting will be held Wednesday, January 23, 9:30 a.m., in Conference Rooms A & B, Watson Library. Dean Crowe will be presenting his state of the library report, followed by a question and answer period.

At 10:30 an open meeting for all library staff will be held concerning budget preparation for FY 1992 and FY 1993.

Sherry Williams

CLASSIFIED CONFERENCE GENERAL MEETING

A Classified Conference meeting will be held Wednesday, January 23, 2:00 pm in Conference Rooms A & B, Watson Library. Dean Crowe will be presenting his state of the library report, followed by a question and answer period.

At 3:00 pm, an open meeting for all library staff will be held concerning budget preparation for FY 1992 and FY 1993.

Rex Hargis

(continued)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
LIBRARY BUDGET MEETING

The Budget and Planning Committee in cooperation with LFA Exec. will be holding two meetings to discuss the Libraries budget for FY91/92 and FY 92/93. The library must submit a written budget document for these two years in Academic Affairs by February 1. The meetings will be held in order for Dean Crowe to hear the perspectives of library staff concerning budget priorities and to have an opportunity to explain the current budget situation to us. We will also be discussing planning for governance and departmental participation in budget matters in the future. The two meetings with the same agenda are being held so that staff will have an opportunity to attend either one or the other. All staff will be receiving some background information on budget issues prior to the meeting so they will have a chance to formulate questions or comments ahead of time.

Both meetings will be held in Watson Conference Rooms A and B on Wednesday, January 23. The morning meeting will be at 10:30. The afternoon meeting will be at 3:00. Although the morning meeting follows the LFA general meeting and the afternoon meeting follows the Classified Conference general meeting the budget meetings are open meetings, and all staff are invited to attend the meeting that is most convenient.

Lorraine Moore

STUDENT EMPLOYMENT APPOINTMENT REVIEW

I will be giving a review of student employment procedures, with a concentration on filling out the Appointment Packet and necessary documentation, on the following dates: Tuesday, January 29, 9:00-10:00, Anschutz Science Library Conference Room; Wednesday, January 30, 3:00-4:00, Conference Room A, Watson Library; Thursday, January 31, 3:00-4:00, Anschutz Science Library Conference Room. If you would like to sign up for one of these sessions, or if you have a particular topic you would like me to cover (or if you just want to ask my chicken question), please call at 864-3601. Walk-ins will also be welcome at these sessions.

Rex Hargis

PENCIL/PAPER/PEN DISPENSER INSTALLED IN WATSON LIBRARY

A dispenser for pencils, blue ink pens, black ink pens, pads of lined 3-ring notebook paper, and pads of 8 1/2 x 11" typing paper was installed January 15 in Watson Library, beside the Circulation Desk in the main floor lobby. Pencils and pens cost 25 cents each, and the charge for a pad of paper is 50 cents. The machine takes quarters only (no dimes or nickles), and no change is available for persons lacking the correct change.

KU Concessions has obtained the machine for Library use on a trial basis this semester. At this time, the vendor—who provides school supply dispensers of this type to the libraries at K.State, Wichita State, and Fort Hays State, as well as to Lawrence Public Library—had only one dispenser available for placement. If the dispenser proves satisfactory for Watson Library, another will be requested for placement in the Anschutz Science Library.

Mary Hawkins

DEAN'S BUDGET LETTER

Dean Crowe has attached a copy of the budget letter he previously circulated to the bibliographers earlier this month. The letter gives some idea of what can be expected with regard to library purchases for the next fiscal year.

Rhonda Boose

(continued)
HEALTHCHECK '90

Staff interested in signing up for their free health assessment, as announced in last week's FYI, should call any of the following campus numbers to register: 4-7423, 4-7420, 4-7421, 7422. Available dates/time for the health assessments are filling up fast, so call right away if you have not already registered. Please be sure to take your completed health questionnaire with you to your HealthCheck. (All staff should have received a packet of information concerning HealthCheck a couple of weeks ago. Contact Sandy Gilliland if you did not receive a packet.)

Sandy Gilliland

PRESERVATION SLIDE SHOWS

Members of the Library Committee on Staff Orientation will present the Libraries' two slide-tape programs on handling books next month. The programs are: Handling books in general collections, Library of Congress (10 minutes duration); and The care and handling of books, Yale University (28 minutes duration). New staff and student assistants are especially encouraged to attend one of the following presentations:

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Although new staff and students are especially encouraged to attend, these presentations are open to all library staff/students. Please register by contacting Rhonda Boose, 4-3601. (Committee members will note the presence of all students assistants and later notify supervisors of their attendance.)

Sandy Gilliland

CLASSIFIED SENATE ELECTION RESULTS

Congratulations to Rex Hargis, the Libraries' Student Employment Coordinator, who has been elected as Vice-Chair, Chair-Elect of the University's Classified Senate for 1991. Carol Dressler, Purchasing Office, is the 1991 Chair, and N. Jeanne Tornedan, Executive Vice Chancellor's Office, is the 1991 Secretary.

Sandy Gilliland

THANK YOU

I want to thank KULSA for the beautiful retirement party in December. Thanks also for the Kansas Union gift certificate. I'll probably use it for a book. One of my best memories of working in the Libraries will be of the friendly, hard-working, talented staff.

Rosemary McDonough

KULSA

Dues for 1990/91, $4, may be sent to Marilyn Landon, Cataloguing Dept., Watson Library.

Annie Williams

TGIF

Let's get together at the Union for a little group therapy about 4:15 on Friday, Jan. 18th. Open till 7 pm.

Annie Williams

ATTACHMENTS

Minutes of the Budget & Planning Committee--December 12, 1990
Dean Crowe's Budget Letter--January 1991
Division of Personnel Services Promotion and Transfer List
Flier--A Workshop Concerning Women and Credit
SUDGET & PLANNING COMMITTEE MINUTES FOR DECEMBER 12, 1990

Present: Susan Craig, Penny Donaldson, Nancy Jaeger, Lorraine Moore, Saralinda Rhodes, Julie Waters

Absent: Sue Hewitt

The minutes of the November 28, 1990 meeting were read and approved.

Lorraine Moore, chair of the committee, received a copy of the IT survey form which was completed by John Miller and Dean Crowe. The form has been returned due to an early deadline so the copy is for our information purposes only.

The call for budget documents has been received by the Library and distributed to LFA Exec, Classified Conference Exec, Administrators, and Administrative Conference. The library's budget hearing in Academic Affairs is scheduled for February 12. It is assumed that B&P may have a role to play in the preparation of the budget request or in assisting in holding budget hearings within the library. We will await further information.

Since the last meeting, Lorraine has distributed the summary forms and committee assignments for completing the notebook of planning committees. She noted that many of the committees do not have information in the notebook compiled by last year's B & P so further research will have to be done. She recommends checking CD News, FYI, and early minutes from the committees to find the necessary information. Lorraine also presented a list of committees which she proposed did not meet the definition of being involved in planning and thus could be omitted from the notebook. After some discussion it was decided that only internal library committees or groups which have an impact on library-wide (as opposed to departmental) planning should be included. The only exception would be the Senate Library Committee. All completed summary forms should be given to Lorraine so she can input them into Wordperfect 5.1.

Two copies of Measuring Academic Library Performance have been received in Acquisitions. These will be useful when we consider the assessment program next spring.

The next meeting of B&P will be Wednesday January 9, 1991 at 8:10am in the small conference room. All summary forms should be given to Lorraine ASAP so that the narrative additions, organization, etc. can be discussed at that meeting.

Submitted by Susan Craig
The University of Kansas

University Libraries

January 1991

Dear Colleague:

I want to provide some general information on the state of the Library's acquisition budget—as context for the special discussions that the Library's bibliographers are having with faculty this semester about the deep cuts that we anticipate will need to be made in the number of journals and books that KU acquires. The fundamental issue is the substantial loss over the past year of the purchasing power of the Library's budget for acquisitions. I want to be clear that there has been no "budget cut". Indeed, the budget we expect to have in FY1992 should be no less (in dollars) than we have now. The problem stems from the fact that the costs of journal subscriptions and books are substantially higher than last year and are projected to continue rising rapidly.

For more than a decade, all research libraries have been drained by the rising costs of journals and books. The rate of inflation for "library materials" (principally books and journals) published in the United States has been consistently higher than the steadily rising general Consumer Price Index. In the last six years, for example, the CPI rose 29.4%, while the cost of general academic books and journals rose 41.1% (the rise in the costs of more specialized research-level books and journals such as we acquire was even greater). In fact, during the same period, the cost of all library materials—wherever published—that were purchased by research libraries rose more than 100%. A major consequence of this spiral has been the cancellation by many libraries of large numbers of journal subscriptions and a considerable reduction in book purchases.

The causes of this bedeviling problem are several: First and foremost are basic increases in the costs of publishing. Some of these increases, I must note, are associated with the increasing commercialization of scholarly communication, as well as its steady and substantial expansion worldwide. The decline in the value of the dollar against foreign currencies thus also is very much a factor.

Particularly hard hit are journal costs. At KU, the average price
of the University Libraries' (excluding Law and Medicine) some 22,000 journal and related "serial" subscriptions that we would renew this year is reliably projected to be up more than 20% over 1990. This astonishingly high average is largely accounted for in the costs of the many, many subscriptions that we receive from overseas. Dollar devaluation—coupled with inflation (price increases in the original currency)—will cause an average journal that we acquire abroad to increase in cost to KU by 27%!

Given a projected steady state or only modestly increased budget for acquisitions, we have no choice but to cut. We must discuss with faculty how many and which journals to cancel and/or how much to reduce book purchasing, discipline by discipline. This must be completed by the bibliographers by early spring.

I wish that I could end on an encouraging note. (Income from the Anschutz Endowment, when it becomes available in the post-Campaign Kansas future, certainly will help a great deal, but it is not available to us now.) I believe that so long as the current structure of scholarly communication remains in place and the value of the dollar remains so low, research libraries will continue to experience losses in the purchasing power of their budgets for acquisitions. In the end, all of us understand too well that the University of Kansas will not be able to provide in its Library many of the books and journals (and, increasingly, computer-readable sources, such as CD-ROMs) that many faculty find important, if not essential, to support their teaching and research.

The Library will continue its efforts to coordinate collection development with other libraries in the state and region, participate fully in such ventures as the newly formed national "Coalition for Networked Information," and will rely, as it always has, on close consultation with individual faculty and University governance, through the Senate Library Committee, in making decisions about the collections and services we provide to the University community. The quality of its library is, after all, second only to the quality of the faculty as an indicator of this—or any—university's ability to teach, conduct research, and provide service.

Sincerely,

William J. Crowe
Dean of Libraries
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, January 18, 1991.

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<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>BELoit</td>
<td>R-26 *Institutional Business Administrator II</td>
<td>Denis Shumate (913) 738-5735 Youth Center at Beloit</td>
</tr>
<tr>
<td>CHANUTE</td>
<td>R-11 Office Assistant II</td>
<td>Jo Ann Moran (913) 296-1250 Department of Health and Environment</td>
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<tr>
<td>GARNETT</td>
<td>R-21 Equipment Mechanic II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>HUTCHINSON</td>
<td>R-26 Civil Engineer II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>LAWRENCE</td>
<td>R-16 Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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EQUAL OPPORTUNITY EMPLOYER

MANHATTAN

R-22 *Engineering Technician V
  (Materials Technician)
  [Closed January 17, 1991]

NORToN

R-25 Engineering Technician VI

SALINA

R-21 *Food, Drug & Lodging Surveyor II

TOPEKA

R-26 *Administrative Officer III

R-24 Dietitian III
  (Application Deadline Is January 18, 1991)

R-23 *Occupational Therapist I

R-19 Office Assistant III
  (Limited Term)

R-13 Office Assistant III

R-22 Programmer II

R-12 Secretary I
  (Shorthand Required)
  (Step A)

R-26 *Speech Pathologist/Audiologist I
  (Must have Master's Degree in Speech)

R-27 Technical Support Programmer II
  (AS400 Experience Preferred)
  (Must be able to pass extensive KBI background investigation)

WICHITA

R-23 *Environmental Technician III
  (Special Project Unclassified)

WINFIELD

R-15 *Registered Nurse I
  (3:00 p.m. to 11:00 a.m.)
  (11:00 p.m. to 7:00 a.m.)

R-28 *Psychologist IV

R-24 *Registered Nurse III
  (3:00 p.m. to 11:00 p.m.)
Presentors will be attorneys from Kansas Legal Services, Inc.

9:30-12:00 noon

Receive your copy of
"Concerning Women and Credit"
published by the Women
Attorneys Assoc. of Topeka

A Workshop
Concerning
Women and Credit
(for Men also!)

Tuesday, Feb. 5, 1991, Topeka Public Library 1515 W. 10th, Topeka KS 66604
In case of snow/ice, Thursday, Feb. 7, same time & place

Tuesday, Feb. 19, 1991, West Wyandotte Branch, Kansas City, Kansas Public Library 1737 N. 82nd, Kansas City, KS 66112
In case of snow/ice, Friday, Feb. 22, same time & place

Valuable information for you as an individual and as a librarian:

Rights and obligations concerning credit...
What are credit bureaus?
What is a credit history?
Qualifying for a loan...
Attitudes of lenders
Agencies that are helpful...

Pre-registration not necessary
2 hrs. C.E.

For further information contact: Lois Adriance (913) 842-2966

Northeast Kansas Library System
10000 West 75th Street, Suite 130
Shawnee Mission, KS 66204
PERSONNEL QUESTIONNAIRE

This week the Personnel Committee of the Classified Conference will be distributing a questionnaire to all classified staff. If you are a classified staff member and you do not receive your questionnaire by Friday, January 25th, please call Gaile Burchill at 4-5530 to get a copy. We are requesting that the survey be completed and returned by February 15th. The results will be made available to all staff once they have been compiled. Dean Crowe and others in the Library Administration have expressed great interest in seeing the committee's analysis of the results!

Personnel Committee Members

TRANSCRIPT OF DEAN CROWE'S SPEECH TO THE CLASSIFIED CONFERENCE, 12/19/90

Copies of the transcript are available from your Classified Conference Group Representative or from other members of the Executive Board. Feel free to ask one of them for a copy.

Rex Hargis

CORRECTION TO UPCOMING VENDOR VISITS

The announcement about upcoming vendor visits in FYI 1103 (Jan. 10, 1991) was slightly garbled. The correct text is as follows: Feb. 1, Scholarly Book Center; Feb. 6, Blackwell North American and B.H. Blackwell; Feb. 20, Coutts Library Service; and Feb. 27, Yankee Book Peddler. All interested staff are invited to meet with the representatives from 9:00 to 10:30 on each of the appointed days. There have been two visits so far. The Committee to Review NAB Vendor Performance hopes that you will participate in the remaining visits.

George Gibbs

LEGISLATIVE UPDATE SESSIONS

Again this year, the University will hold a series of Legislative Updates on Saturday mornings in the Kansas Union. In an open letter to faculty and staff, Chancellor Budig announced that the open meetings are designed to provide University faculty and staff with the latest information on legislative proposals which have a significant impact on the University community. The meetings will be held as follows:

Saturday, January 26, 1991 10:00 a.m. English Room
Saturday, February 23, 1991 9:00 a.m. English Room
Saturday, March 23, 1991 9:00 a.m. Governor's Room
Saturday, April 20, 1991 9:00 a.m. Centennial Room

All faculty and staff are invited to attend.

Sandy Gilliland

(continued)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
SCHOLARSHIPS AVAILABLE FOR KLA

This article appeared in the December, 1990, issue of the Kansas Library Association Newsletter. Please watch for more information about KLA and Kathleen Weibel's talk.

Kathleen Weibel, co-chair of the ALA/SCOLE Education for Support Staff Issues Subcommittee, is scheduled to present a program, "I Work In a Library But I'm Not a Librarian," at Tri-Conference in March. She has requested, in lieu of her usual honorarium, that funds be provided to assist support personnel to attend the conference and KLA Council has set aside $200 for this purpose. These funds will be utilized, on a first-come, first-served basis, to pay conference registration fees of support staff from any type of library. All Kansas librarians are asked to share information concerning this scholarship opportunity with support personnel with whom they work.

Scholarship application forms will be included in the Tri-Conference registration packet; non-KLA members wishing to receive a registration packet should send their name, address, and telephone number (work and/or home) to the following address:

Rowena Olsen, Librarian
McPherson College
1600 E. Euclid, P. O. Box 1402
McPherson, KS 67460-1402

Janet Anderson-Story

"FIRST IMPRESSIONS" WORKSHOP SPONSORED BY EMPIRIA'S LIBRARY SCHOOL

The School of Library and Information Management at Emporia State University is sponsoring a workshop, First Impressions, designed for public service library staff. The workshop will be presented from 1:00 p.m. February 14 through 5:00 p.m. February 15. The content of the workshop will concentrate on public service staff jobs and challenge them to provide outstanding "customer service" as they determine the needs of the patrons. Attached is a brochure describing additional details. Questions concerning the program may be addressed to Martha Hale or Cathy Hoy at 1-800-552-4770 or Ernestine Voss at 1-800-432-3919. The $70 registration fee (for single registration; $55 for double) includes hotel room, one lunch and one dinner. Enrollment is limited; therefore, staff interested in attending should register as soon as possible.

Janet Anderson-Story

LIBRARY TOURS OPEN TO ALL STAFF

The Committee on Staff Orientation has scheduled tours of several library departments during the month of February according to the following schedule:

February 14, 1991: 9:00 - 12:00
9:00 Collection Development
9:30 Acquisitions
10:30 Cataloging

February 26, 1991: 1:00 - 3:45
1:00 Circulation/Reserve/Fines
2:00 Reference
3:00 Interlibrary Services

(continued)
LIBRARY TOURS OPEN TO ALL STAFF (continued)

ALL library staff are invited to attend these tours and may register by calling Rhonda Boose, 4-3601. Space is limited, so please register by no later than February 12th (for the Feb. 14th tours) and February 22nd (for the Feb. 26th tours). Additional tours of other library departments will be offered during the months of March and April. Watch FYI for further announcements.

Sandy Gilliland

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I will be giving a review of student employment procedures, with a concentration on filling out the Appointment Packet and necessary documentation, on the following dates: Tuesday, January 29, 9:00-10:00, Anschutz Science Library Conference Room; Wednesday, January 30, 3:00-4:00, Conference Room A, Watson Library; Thursday, January 31, 3:00-4:00, Anschutz Science Library Conference Room. If you would like to sign up for one of these sessions, or if you have a particular topic you would like me to cover (or if you just want to ask my chicken question), please call at 864-3601. Walk-ins will also be welcome at these sessions.

Rex Hargis

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Sandy Gilliland

TGIF

Did you miss our gathering last Friday? Well, let's do it again this Friday, at the Union about 4:30. Mark your calendar now while you think of it, and we'll see you there.

Annie Williams

(continued)
Online Catalog Doubles in Size

The online catalog bibliographic full record file has now more than doubled since the catalog first appeared before the public in early November, 1987. There are now 803,569 displaying bibliographic records compared to 400,104 when the catalog began. The records are divided approximately as follows:

- 678,000 full monographic records
  - created on OCLC or on local retrocon system
- 15,600 full serial records
  - created on OCLC or on local retrocon system
- 64,500 brief monographic records
  - created on local system
- 45,500 local serial records
  - transferred from old UKASE or created on local system

Of the full records, about 113,600 can be identified as having been created through retrospective conversion, either on OCLC or on the local retrocon system.

The online catalog heading browse files (including "see" references) have also grown as follows: author browse headings from 534,539 to 866,562; subject browse headings from 582,287 to 865,843; and title browse entries from 586,804 to 1,163,349. "See also" references have increased from 106,698 to 146,117.

-- John Miller

CONDOLENCES

We were saddened to learn of the death of Inge Starr's husband, Merle Starr, who passed away Wednesday, January 16. Mr. Starr's funeral was Tuesday, January 22nd at the Leavenworth National Cemetery. Inge is a Library Assistant I in the Government Documents and Map Library.

Sandy Gilliland

ATTACHMENTS

Minutes of the Staff Orientation Committee--December 10, 1990
Minutes of the Classified Conference Executive Board Meeting--January 17, 1991
LFA Executive Committee: Minutes--January 7, 1991
LFA Executive Committee: Minutes--January 14, 1991
Personnel Committee Meeting Minutes--November 2, 1990
Library Committee on Promotion and Tenure--Minutes 15 October 1990
Library Committee on Promotion and Tenure--Minutes, December 3 until December 13, 1990
Enrollment Form for *First Impressions* Workshop
Division of Personnel Services Promotion and Transfer List

Rhonda Boose
Minutes of the Staff Orientation Committee, 12-10-90


The committee continued discussion of the revision of the tour program. We revised department groupings and time allotments. We will meet in January to begin detailed planning of the next group of tours.

We discussed the desirability of having a brown bag luncheon with John Miller, to provide staff with an overview of library automation. Lorrie will check with the Staff Development Committee to see if they would like to sponsor it.

Susan Hitchens reported on the brown bag luncheon for new staff that was held in December. Although few new people attended, she felt it went well. Susan will send thank you notes to all the presenters.

We will sponsor a luncheon for new staff at the Union on Friday, January 25. Bayliss will call to reserve an alcove. Susan will get a list of all new staff from Sandy Gilliland.

The preservation slides will be shown by committee members next semester. We will have five showings, three in Watson and two in Anschutz. They will be held the week of February 4. Student assistants and interested staff will be encouraged to come. Susan will make up a schedule of dates and times the slides will be shown and bring it to our next meeting.

Committee members will call new staff to remind them about the staff holiday party on December 21. Susan will send us the names of the people each of us is to contact.

Our next meeting will be January 10, 1991 at 10:30 in Watson Library.

Minutes submitted by Bayliss Harsh
Classified Conference Executive Board Meeting
January 17, 1991
1:30p.m., Conference Room A

Board discussed the following:

Approved, with minor changes, minutes for distribution for Personnel Committee, last Executive Board meeting.

Channette said the Senate Library Committee meeting minutes was published in FYI before SLC approved minutes. However, the executive board said they would like to see the minutes continue to be published, after approval, as most found minutes informative and interesting.

Personnel committee will be distributing their survey latter part of next week. IT IS VERY IMPORTANT STAFF MEMBERS TAKE THE TIME TO COMPLETE AND RETURN THIS SURVEY.

More constitutional changes being considered: expectations of group reps considered, now expanding to group reps, executive board members and officers. An open meeting will be held to discuss changes; hopefully a draft of changes will be distributed soon for CC members consideration.

Scheduled our next meeting for Jan. 29, 1991 (Tuesday), 1:30p.m., conference room A. We will discuss the constitutional changes proposed, our general meeting, student awards, personnel committee survey and "new business".

PLEASE NOTE: the next classified conference general meeting will be January 23, 1991, 2:00p.m., conference rooms A and B. PLEASE PLAN TO ATTEND. DEAN CROWE WILL BE PRESENTING HIS STATE OF THE LIBRARY REPORT. This will be followed by a question and answer period.

Janet Revenew
Group I Representative
1/18/91
LFA EXECUTIVE COMMITTEE: MINUTES
JANUARY 7, 1991

Present: Dandridge, Lohrentz, K. Miller, Schulte, Snell, S. Williams; Crowe, Gibbs, Gilliland, M. Hawkins, L. Moore (guests)

Absent: Carvalho

Minutes of the December 10 and December 21 meetings of the Salaries and Benefits Committee were reviewed and accepted. Minutes of the December 17 meeting of LFA Exec were accepted with revisions.

I. Dean Crowe attended this meeting as part of his regular schedule of attending on the first Monday of each month. The first agenda item concerned the evaluation of service and research for grant-funded librarians. Concern has been expressed that grant-funded librarians might be reviewed negatively for lack of service and research. The question arose as to what constitutes the duties and the range of expectations for grant-funded librarians as far as evaluation, vis a vis their contractual obligations. Dean Crowe's personal opinion was that grant-funded librarians not be impacted negatively for not having the opportunity for service and research. He wanted the advice of LFA Exec, and Exec concurred that grant-funded librarians should not be penalized, although their files will be sent through the Committee for Evaluation of Service and Research. It was suggested that, at the first meeting of the CESR, Dean Crowe and S. Williams might attend to clarify this for the committee.

In light of preceding discussions (see minutes of December 3 and 10, 1990), Exec reaffirmed its decision to allow grant-funded librarians to participate in the election for members of the Committee to Evaluate Service and Research.

Dean Crowe mentioned that we do not have a librarian title that distinguishes faculty appointments for grant-funded librarians from those of tenure-track librarians. Some institutions use the title "lecturer" for those on term appointments. He also mentioned that we have no LIV rank that would be comparable to full professor. Further discussion will take place on each of these issues.

II. Discussion was held on procedures to be followed for budget preparation. Dean Crowe had prepared a proposal on procedures for consultation which he distributed to Steven Maynard-Moody, chair of the Senate Library Committee, and Sheryl Williams, chair of LFA Exec, for comment. Sherry had distributed copies to Exec members. The first meeting with SLC is tentatively scheduled for January 18, 1991, to discuss issues and hear their recommendations. Dean Crowe asked if we concurred that it is reasonable to conduct a series of hearings given the time constraints. G. Gibbs and M. Hawkins felt the need to give department heads the opportunity for input, yet this would involve their time in preparing presentations. Sherry questioned the numbers of meetings (3 or 4) that his document suggested, in light of the time frame. She asked if the hearings
would be to discuss the FY 92 budget or beyond. Dean Crowe said that the hearings would be largely informational for him and that he wishes to institute, with the Budget and Planning Committee, a process for the beginnings of an annual structure. Sherry suggested that perhaps there be fewer meetings during this round of budget preparations but that he explain to department heads that it is his intent to set up hearings when we have received our budget, and to develop guidelines for an annual process of budgetary hearings. It was tentatively decided that there will be two meetings, with L. Moore as chair of Budget and Planning and S. Williams as chair of LFA Exec in attendance.

III. The use of the Administrative Conference was discussed as a means of facilitating communication. LFA Exec agreed that this is not an LFA-related committee but that it is an administrative committee. K. Miller stated that it had generally met once a year to discuss budget-related issues and was a forum for department heads although open to anyone. S. Williams viewed it as a potentially useful administrative communication forum where Public and Technical Service department heads could exchange information. Because it is a large group, Dean Crowe suggested that it might be more effective to have a steering committee that met regularly, with the larger group meeting less often. Dean Crowe is willing to survey the staff who would be members concerning their ideas for the structure and purpose of the Administrative Conference.

IV. Dean Crowe will be sending a memo to S. Williams for Exec's consideration of three additional committees he plans to appoint in the coming year, dealing with patron communications, student employees, and an organizational review of user services in Watson Library. He wants to present his ideas about what each of the committees would do and solicit comments.

The next meeting of LFA Exec will be on Monday, January 14, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
LFA EXECUTIVE COMMITTEE: MINUTES
JANUARY 14, 1991

Present: Carvalho, Lohrentz, K. Miller, Schulte, Snell, S. Williams
Absent: Dandridge

Minutes of the December 12, 1990 meeting of the Budget and Planning Committee were reviewed and accepted. Minutes of the January 7 meeting of LFA Exec were reviewed and will be redrafted.

I. S. Williams had received a query from Jim Neeley as to whether Dean Crowe's State of the Library address will be printed and distributed for those who cannot attend Dean Crowe's presentations. She will check with Dean Crowe. The address will be presented to the Unclassified Staff on January 23 at 9:30 AM and to Classified Staff that afternoon at 2 PM. Each presentation will be immediately followed by a meeting concerning the budget.

II. S. Williams attended the Budget and Planning Committee meeting on Wednesday, January 9, 1991. Lorraine Moore, chair of B&P, outlined Dean Crowe's suggestions for budget hearings. At the budget meeting on January 23, B&P will solicit input concerning staff members' ideas about what the hearings should involve. L. Moore will prepare a document to distribute before the hearings.

III. S. Williams and Dean Crowe will meet with members of the Committee to Evaluate Service and Research on January 22, 1991 at 10 AM. Discussion again focused on criteria for evaluating grant-funded librarians (see minutes of January 7, 1991). It was decided that S. Williams will draft a written charge to the CESR stating that grant-funded librarians not be rated, acknowledging the report of last year's CESR, charging them to produce a report similar to last year's, and asking for recommendations for future committees.

IV. The subcommittee of Exec which has been preparing a summary of the Unclassified Professionals Report will present a draft of that summary at the next meeting on January 22, 1991, at 11 AM, if the agenda schedule permits. Discussion was deferred on the issue until that time.

V. The Nominating and Ballot Committee asked Exec if there is rationale or a reason for the rotation of LIII's on LCPT. Presently, three members finish their terms one year and one member the next. They questioned whether the rotation could be changed so that there are two new LIII's each year. From our collective perspective, we do not know why there exists a 3 and 1 rotation rather than 2 and 2. It was decided to ask N&B to make a proposal to Exec to resolve the situation. It was agreed that the issue should be brought to the LFA General Assembly at some point.

Dean Crowe had mentioned the possibility of extending the length of terms for LCPT members to three years. This should be an issue for Exec, not N&B. This is one of several issues that Exec feels may need a code change. S. Williams will make a list of
issues before us and a meeting schedule will be arranged so that we can gather input before further pursuing issues that may require code changes. This will also focus the work Exec has to do before the end of the year.

The next meeting of LFA Exec will be on Tuesday, January 22, 1991, at 11 AM in Conference Room A.

Submitted by Kathy Snell
Library Automation Committee
Minutes

January 3, 1991

Members:  John Miller (chair), Sandra Brandt (absent), Bill Crowe, George Gibbs, Mary Hawkins, Annamarie Hill (absent), Kent Miller (absent), Jim Neeley, Mary Roach

Guests:  Patrick Kingsbury, Barbara Michaels

Minutes from the December 13 meeting were amended and approved.

Future meetings were scheduled for Thursday, January 17th, from 1:30-3:00pm in the Anschutz conference room and January 24th, from 1:30-3:00pm in Watson A. For now, keep January 31 open too, but we’ll confirm that later.

1. George wondered whether the issue of how the closed stack collection should be notated online after Recon is something for this committee to think about. After some discussion, it was suggested that, upon recommendation from the Closed Stack Policy Committee, the issue should be addressed by the Collection Development Council with possible technical input from some invited LAC members.

2. Bill will have draft of committee charges out to all LAC members before ALA.

3. Bill gave the following CODDL update: CODDL members met with Barbara Paschke of the Regents staff in Topeka and worked on the current draft proposal which had been prepared by Jim Bingham of KUMC. Most reservations concerned the "presentation" of the document since it will work its way from COCAO to the Regents Council of Presidents (COPS) and eventually to the Legislature. CODDL members decided to retain the format of the draft but to trim back excess wording to make it accessible to lay people. A companion document written by Barbara Paschke was approved to accompany the proposal.

The document reworking should be done by now and will soon be on its way to Karen Cole. She will distribute it back to other CODDL members.

Specifics of the proposal:

1) There is a common preference against a central pot of administrative money and for a "give back" mechanism (like the University Press) to fund shared costs (including staff). If this opinion holds (and the proposal passes!) we could expect a $1.5 million increase in base income. This would provide enough support for Interlibrary Services’ estimated increase in demand PLUS hardware, software and staff resources to facilitate access to remote catalogs, plus leave $1/2 million for Recon in the first year AND more for subsequent years.
COCAO will discuss the proposal next week and, barring another rewrite, refer it to COPS. The earliest possible beginning of the project, if it were approved, would be July 1992 (FY1993). There realistically is not too much hope that it will happen that quickly.

2) The Ad Hoc Committee on Library Automation, appointed by the Regents to review Pittsburg State’s request to acquire an automated library system, has had their charge considerably broadened to include a more general consideration of automation activities in Regents’ libraries. (We have gone on record as being dismayed by this development.) The Committee has written a draft called "Principles and Guidelines for the Acquisition of Library Automation Hardware/Software/Services for Kansas Regents’ Libraries." KU received a copy of the draft for comment (by Jan. 4) and Bill has written a reply based in part on comments by John. Bill distributed copies of the draft "Principles" and of his reply. He will keep us posted on developments.

4. Bill also mentioned that he was routing an article from Database Searcher entitled "Searching Library Catalogs on the Internet." It favorably mentions KU’s online catalog, especially its help and information screens.

5. Announcements: The advertisement for the new Library Automation Specialist job will appear in this Sunday’s Lawrence and KC papers.

Rhonda Boose has been hired to replace Ruth Miller as a Secretary III in the Administrative offices. She starts next Monday. She has lots of automation experience (and she’s eager to share!). She should be a helpful addition to the staff.

6. Bill has yet to hear anything back about our reply to the Information Technology Provider survey.

7. ALA: Brown bag on Monday, 1/7/91, for anyone. Also, an e-mail list has been created (KULALA-L) to promote sharing information about ALA. There will be a debriefing after ALA for comments and people may continue to use KULALA-L to express comments after ALA. Participation in all of this is strictly voluntary.

8. George led a discussion on his previously distributed initial draft of "General Guidelines for the KU Libraries' Database." Discussion at this point was very general, attempting to understand both the intent and the specific content of the guidelines. The committee will continue the discussion at the next meeting and George will go to WUCI to ask for comments on a slightly-revised draft. [See the minutes of the December 13, 1990 meeting for more information. No draft has not yet been distributed beyond the LAC.]
Personnel Committee Meeting
Minutes
November 2, 1990

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton, Brenda Owens, Jo Nell Proctor (absent), Janet Anderson-Story (guest)

1. Minutes from 10/5/90 meeting were approved.

2. Gaile will meet with Janet A-S to finalize a formal request to submit to the Exec. Bd. next week on the student award certificates. If it gets approval, we’ll submit it to all staff at the next general meeting. We’ll send copies to all personnel committee members for their information and review.

3. Since LFA published up-to-date listings of committee membership, we will not duplicate their efforts. The charges are being updated in the constitutional change process so we’ll not publish those at this time either.

4. It looks as if a satisfactory outcome to the Food & Drink policy for 2nd floor staff has been reached. It will be reviewed after a specified time. We will continue to monitor the situation.

5. Gregg distributed copies of an earlier survey on working conditions that was circulated to classified staff. We will ask at the Exec. Bd. meeting for permission to resurvey staff. Everyone was asked to make comments regarding questions that are no longer necessary, new questions that can be added, and any other comments regarding the former survey.

6. Susan said she had a request from a staff member for us to consider the idea of instituting an “employee of the year”. We again agreed that this might be a good idea but we should wait until getting the student certificates approved and going.

7. The committee worked at length to rewrite the charge for the personnel committee. This rewrite will be submitted to the ad hoc committee on constitutional changes.

The next meeting was scheduled for Thursday, November 29th. 1:30-3:00pm in Watson Conference Room B.
Personnel Committee Meeting
Minutes

November 27, 1990

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton, Brenda Owens, Jo Nell Proctor, Janet Anderson-Story (guest)

1. Gregg, Gaile and Verna spoke about the joint executive board meeting that had occurred the day before. Everyone seemed to agree that it went very well.

2. Janet spoke briefly about the presentation on the Student Award Program she will give at the general meeting tomorrow.

3. Verna read the proposed new charge for the Personnel Committee in the Constitution.

4. The rest of the meeting was devoted to revising the working conditions questionnaire.
Library Committee on Promotion and Tenure

Minutes, 15 October 1990

Present: Dean Bill Crowe, Mary Roach, Chair, Susan Hitchens, Sally Haines, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark

The minutes of the LCPT meeting of 11 September were approved.

1. The general schedule for LCPT file deliberations was reviewed and accepted with the provision that J. Neeley will locate several blocks of time during the early part of December when the several members of the committee in the Reference Department will be able to meet.

2. The committee's review of the new LCPT form for promotion and tenure centered on section IV.2.A. which concerns provision of a statement describing the major research/scholarship/creative interests of the nominee.

Bill Crowe had prepared a draft statement concerning research, which would preface section IV.A.2. After discussion and several minor changes, the draft was accepted as follows:

The University of Kansas, with other research universities in the United States, has historically evaluated librarians on the quality of their performance as librarians. Librarianship in the research university necessarily encompasses a wide range of duties and responsibilities, and in the great majority of cases does not include a formal research component. The standard for evaluation in all cases, however, is the level of achievement in the librarian's primary assignment (as cataloguer, bibliographer, reference librarian, etc.). This is of first and foremost importance. When librarians who have met the standards of performance in their primary assignments also produce published research or demonstrate other creative accomplishments, these contributions are valued and assessed in the same ways that any discipline judges works of scholarship. It must be emphasized that lack of substantial published research is not incongruous with the University's standard for recognition of excellence in librarianship.

It was also decided that Mary Roach, Chair of LCPT will talk to promotion or tenure nominees and their supervisors in order to further define their research contributions.

3. The committee considered a proposal forwarded by the LFA Executive Committee that the annual evaluation of research and service of librarians be carried out by LCPT. The LCPT unanimously rejected this proposal on the grounds that a). the review by LCPT of research and service each year and then in the tenure/promotion process would constitute a double jeopardy situation, and b). peer review is based on the principle of broadly based reviews rather than repetitious reviews by one group.

4. The review of the charges presented by LFA Executive Committee was postponed for the present and will be taken up after the committee has dealt with the promotion or tenure cases.

Minutes submitted by Marilyn Clark
29 October 1990
Library Committee on Promotion and Tenure

Minutes December 3 until December 13, 1990

Present: Mary Roach, (Chair), Mary Rosenbloom, Jim Keeley, Barbara Jones, Susan Hitchens, Sally Haines, Marilyn Clark

The Committee met on December 3, 4, 5, 6, 7, 10, 11, 12, and 13 to consider candidates for promotion and/or tenure.

Minutes submitted by Marilyn Clark
22 January 1991
ENCOUNTERS OF THE BEST KIND

A workshop designed for public services library staff

Just how important are the public service people in a library?

They are the people who

First Impressions

* Make the First Contact with a patron
* Take the First Steps to meet the needs of the patron
* Make the First Response to the patron
* Show the First Friendly Face to the patron

When: 1:00 February 14 to 5:00 February 15, 1991

* Give the patron a FIRST IMPRESSION of library service

Where: Quality Inn, Emporia

What makes an Organization Good at service?

Cost: Includes registration, room and 2 meals: $55.00 double room: $70.00 single room.

* Communicate clear vision about the concept of service

Instructors:

* Employ customer-oriented front-line people

Dr. Martha Hale, ESU School of Library and Information Management;
Dr. Roger Greer, ESU School of Library and Information Management;
Dr. Deborah Canter, K. State Department of Hotel, Restaurant and Institution Management.

* Utilize customer-friendly systems

* Educate your customer

* Educate your organization

ENROLLMENT FOR FIRST IMPRESSIONS:

How can you enhance your customer service image?

Name __________________________ Library __________________________

Address ________________________ City __________ State ___________. Zip __________

Join us for one and a half days of insight into the Spirit of Service

which will provide your patrons with an Encounter of the Best Kind and a terrific

"First Impression" of your library's public service staff and their dedication to

quality service.

Phone __________________________

Costs: Includes Registration, Room, 1 lunch and 1 dinner: Single ______ $70.00
Double ______ $ 55.00

Roommate: __________________________

Enrollment limited. Please call Ernie Voss at 800/432-3919 to reserve a space. Please
make checks payable to ESU and send check and enrollment form to Ernestine Voss,
Kansas State Library, 3rd Floor, Capitol Building, Topeka, KS 66612.
PROMOTION AND TRANSFER LIST
St. of Ks.—Dept. of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building
900 S. W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278  TDD 913-296-4798
January 22, 1991

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, January 25, 1991

SALARY RANGE  VACANT POSITIONS  CONTACT PERSON
ELLSWORTH
R-25  Highway Maintenance
Superintendent  Mike Ramirez (913) 296-3721
R-16  Engineering Technician III
LARNED  Director, Youth Center at Larned
(Unclassified)
   R-13  R-24  R-21  R-13  R-13

   R-26  Civil Engineer II
   R-16  Engineering Technician III
   R-22  Engineering Technician V
       (2 Positions)
   R-13  Environmental Technician III
       (Special Project Unclassified)
   R-15  Bookkeeper
   R-26  Environmental Technician I
SALINA  *Occupational Therapist I
       Office Assistant II
       Office Assistant (Typing)
       Office Assistant III
       Office Assistant (Typing)
       Office Assistant III
       (Part-Time)
       Office Specialist

OLATHE  Engineering Technician II
PITTSBURG  *Electronics Technologist
SALINA  *Food, Drug & Lodging Surveyor II
SHAWNEE  Office Assistant III
   (Kansas City Area)
   Engineering Technician II
       (2 Positions)
   TOPEKA  Bookkeeper
Gail Smith (913) 296-5800
   Civil Engineer II
   Kansas Racing Commission
   Engineering Technician III
   Department of Transportation
   Engineering Technician V
   (2 Positions)
   Environmental Technician III
       (Special Project Unclassified)
   Occupational Therapist I
   Office Assistant II
       (Typing)
   Office Assistant III
       (Typing)
   Office Assistant III
       (Part-Time)
   Office Specialist
   Department of Transportation
   Mike Ramirez (913) 296-3721
   Department of Transportation
   Michele Sexxon (316) 235-4187
   Pittsburg State University
   Jo Ann Moran (913) 296-1290
   Department of Health and
   Environment
   Ronnie Sturgeon (913) 827-
   Grain Inspection Department
   Jo Ann Moran (913) 296-1290
   Department of Health and
   Environment
   Don Pesmark (913) 296-4321
   Topeka State Hospital
   Mike Ramirez (913) 296-3721
   Department of Transportation
   Mike Ramirez (913) 296-3721
   Department of Transportation
   Jo Ann Moran (913) 296-1290
   Department of Health and
   Environment
   Mike Ramirez (913) 296-3721
   Department of Transportation
   Mike Ramirez (913) 296-3721
   Department of Transportation
R-24 *Senior Electronic Communication Specialist
Mike Ramirez (913) 296-3721
Department of Transportation

R-26 *Speech Pathologist/Audiologist I
(DMust Have Master's Degree in Speech Pathology)
Don Peszkz (913) 296-4321
Topeka State Hospital

R-25 Technical Support Programmer I
(See Below)
Susan Grant (913) 296-4999
Department of Administration
Division of Information Systems and Communications
Information Technology Center

A degree in Computer Information Systems and experience with microcomputer hardware and software, Focus, and the Wang system is preferred. Final candidate must pass a level 2 security clearance.

WICHITA

*Environmental Technician III
(Special Project Unclassified)
Jo Ann Moran (913) 296-1290
Department of Health and Environment

WINFIELD

R-15 *Licensed Practical Nurse
(3:00 p.m. to 11:00 a.m.)
(11:00 p.m. to 7:00 a.m.)
Farrell Oard (316) 221-1200
Winfield State Hospital and Training Center

R-28 *Psychologist IV
R-24 *Registered Nurse III
(3:00 p.m. to 11:00 p.m.)

WINONA

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

EQUAL OPPORTUNITY EMPLOYER
TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 9:00 Thursday, 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

CALL FOR TITLE IIC PROJECT PROPOSALS

The Library submitted to the U.S. Department of Education a Title IIC ("Strengthening Research Library Resources") proposal to continue the O'Hegarty Collection cataloging project for its third and final year. If approved for funding, this project should be completed at the end of calendar year 1992. In anticipation of the call for applications next fall, we are soliciting ideas for future projects from library departments. If you have a project that you believe might be considered for grant funding through the Title IIC program (or another source), please submit a description of your proposal to me via Nancy Jaeger by February February 15, 1991 (Nancy can provide copies of the program guidelines). Please include within your descriptive outline a brief summary of the project, national significance of the work to be accomplished, and some idea of the level and number of staff and overall funding that would be necessary to complete the project. Questions concerning the narrative information requested may be referred to Nancy Jaeger or your assistant dean. I will confer with the assistant deans and others before acting on any proposal. W. J. Crowe

1991 LEGISLATIVE SESSION

Attached to this issue of FYI is a memorandum from Marlin Rein, Associate University Director of Business and Fiscal Affairs, to Vice Chancellor Del Brinkman, Office of Academic Affairs, concerning the 1991 Legislative Session and the University's desire to centralize and coordinate legislative contacts. Please review this memo and contact the Library Administrative Office if you have any questions.

Sandy Gilliland

CLASSIFIED CONFERENCE MAIL BALLOT

A mail ballot will go out by February 18 to vote on proposed changes to the Classified Conference Constitution. We will be approving or rejecting the changes as a whole. You may get a copy of the proposed changes from any officer or group representative. The proposed changes will be available in two formats. One will have two columns, with proposed changes parallel to the current text. The second format is the text of the Constitution as it would read if the changes were approved. Verna Froese

CLASSIFIED STAFF HANDBOOK

Recently, all classified should have received a copy of the University's revised Classified Staff Handbook. Copies of the Handbook are being mailed to all Library department heads who have classified staff within their department and to unclassified supervisors of classified staff. Although the revisions to the Handbook are primarily in its format, all staff

(continued)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CLASSIFIED STAFF HANDBOOK, continued

are encouraged to familiarize themselves with the policies and procedures described within. Contact Rex Hargis or Sandy Gilliland if you did not receive the Handbook and/or desider additional copies.

Sandy Gilliland

PRE-RETIREMENT AND FINANCIAL PLANNING SEMINARS ANNOUNCED

The Department of Human Resources will sponsor a new seminar series on pre-retirement and financial planning. The seminars are offered to individuals age 50 and older and will be held twice daily. Enrollment is limited; registration is made on a first-come, first-served basis. The seminars offered are:

- KPERS Benefits in Retirement
- Social Security Benefits in Retirement
- Overview of Retirement and Health Insurance Benefits
- Retirement Company Representatives (Aetna, Lincoln National, TIAA-CREF, and UNUM)

Attached to this issue of FYI is additional information concerning the seminars including the dates, times, and locations of the sessions. Call the Office of Staff Benefits, 4-4723, to register.

Sandy Gilliland

LIBRARY TOURS OPEN TO ALL STAFF

The Committee on Staff Orientation has scheduled tours of several library departments during the month of February according to the following schedule:

February 14, 1991: 9:00 - 12:00
9:00 Collection Development
9:30 Acquisitions
10:30 Cataloging

February 26, 1991: 1:00 - 3:45
1:00 Circulation/Reserve/Fines
2:00 Reference
3:00 Interlibrary Services

ALL library staff are invited to attend these tours and may register by calling Rhonda Boose, 4-3601. Space is limited, so please register by no later than February 12th (for the Feb. 14th tours) and February 22nd (for the Feb. 26th tours). Additional tours of other library departments will be offered during the months of March and April. Watch FYI for further announcements.

Sandy Gilliland

1990 W-2 FORMS

All library personnel (classified, unclassified, and student) should have received their W-2 form for 1990 at the address they have listed as their "W-2 address". If you have not received your W-2 form 1990 yet, please let me know and I will do my best to negotiate the maze of bureaucracy and track it down.

Rex Hargis

UPDATE

My personal minutes from the last Classified Conference Executive Board meeting were inadvertently published in last week's FYI. They were intended only for members of my group. Officially-approved minutes are attached.

Janet Revenew

UNIVERSITY'S STATEMENT ON ACQUIRED IMMUNE DEFICIENCY SYNDROME

Attached to this issue of FYI is a memorandum from Executive Vice Chancellor Del Shankel concerning the University's Statement on Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), and Sero-Positivity (SP). All staff are encouraged to review this memorandum and share it with your student assistants.

Sandy Gilliland

(Continued)
STATE OF THE LIBRARY ADDRESS

Copies of the text of Dean Crowe's "State of the Library Address" are available from Rhonda Boose, Library Administrative Office, (4-3601), for interested staff. Please call to receive your copy.

Sandy Gilliland

PRESERVATION SLIDE SHOWS

Members of the Library Committee on Staff Orientation will present the Libraries' two slide-tape programs on handling books next week. The programs are: Handling books in general collections, Library of Congress (10 minutes duration); and The care and handling of books, Yale University (28 minutes duration). New staff and student assistants are especially encouraged to attend one of the following presentations:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon., 2/4</td>
<td>Cataloging Conf. Room, 201 Watson</td>
<td>3:00 - 3:45</td>
</tr>
<tr>
<td>Tues., 2/5</td>
<td>2nd Floor Seminar Room, 202 Anschutz</td>
<td>11:00 - 11:45</td>
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<tr>
<td>Wed., 2/6</td>
<td>Cataloging Conf. Room, 201 Watson</td>
<td>8:30 - 9:15</td>
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<tr>
<td>Thu., 2/7</td>
<td>2nd Floor Seminar Room, 202 Anschutz</td>
<td>4:00 - 4:45</td>
</tr>
<tr>
<td>Fri., 2/8</td>
<td>Cataloging Conf. Room, 201 Watson</td>
<td>11:30 - 12:15</td>
</tr>
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Although new staff and students are especially encouraged to attend, these presentations are open to all library staff/students. Please register by contacting Rhonda Boose, 4-3601. (Committee members will note the presence of all students assistants and later notify supervisors of their attendance.)

Sandy Gilliland

ATTACHMENTS

Senate Library Committee "Report of Activities", dated December 28, 1990
Minutes of the following meetings:
- Classified Conference Executive Board, 1/17/91 and 12/11/90;
- LFA General Meeting, 1/23/91
- LFA Executive Committee, 1/22/91
- Committee on Staff Orientation, 11/19/90

Memorandum from George Gibbs concerning Library Emergency & Disaster Plan Committee
Memorandum from Marlin Rein concerning the 1991 Legislative Session
Department of Human Resources Pre-Retirement and Financial Planning Seminars announcement
University's "Statement on AIDS, AIDS-Related Complex, and Sero-Positivity"
CLASSIFIED CONFERENCE EXECUTIVE BOARD

Jan. 17, 1991

MINUTES

Most of this meeting was devoted to proposed changes to the constitution and related issues. Sue Hewitt (Committee on Constitutional Changes) discussed some specific changes that her committee had worked on. The Executive Board then discussed the possibilities of whole new areas of changes including preset agendas for each meeting, attendance policies for Exec Board members, and a policy on the minimum number of meetings per year. It was decided that all this should again be re-evaluated at the Jan. 29th meeting. One more open meeting will be planned to review the constitution before ballots are sent out.

Janet Anderson-Story brought up concern that momentum not be lost in the move to get joint committees with LFA.

Co-Secretary
Jane Hoyt

Classified Conference Executive Board

Dec. 11, 1990

MINUTES

A general classified conference meeting is scheduled for December 19th. The agenda will include a talk by Dean Crowe discussing the role of classified employees in the library system, a vote on the constitutional changes, discussion of student awards, and enjoyment of refreshments.

Channette Kirby (Senate Libraries Committee) suggested that anyone who would like to have some input into the budget for the libraries have their suggestions ready for the general meeting. Dean Crowe will be working on the budget over semester break.

Gaile Burchill (Personnel Committee) reported that her committee had gone over the previously used workplace survey and had come up with a new draft. The survey deals with both the physical setup of the workplace and the management climate. The Office of Institutional Research and Planning has been given copies of the survey to access. Carrie Towns, the research analyst with this office will be consulting with this committee.

Bayliss Harsh (Orientation Committee) reported on her committee's most recent brown bag lunch at which various key people in the library system were introduced and gave brief descriptions of the special things that they are responsible for. It was decided that the program was valuable to library staff but that attendance would be better if the next such lunch were not planned for the holiday season.

Co-Secretary
Jane Hoyt
Memorandum

to: Joy Simpson, University Governance Office

from: Steven Maynard-Moody, Chair University Senate Library Committee

regarding: Report of Committee activities

date: December 28, 1990

================================================================================

The Senate Library Committee (SLC) met three times during the fall semester: on October 17, November 7, and December 12. I have enclosed the minutes for the first two meetings; I'll send the third when it's available.

Library Appeals Board. We have selected Ron Francisco to serve on the Library Appeals Board. (Ron was chair of the SLC when the committee approved the board; justice is served.)

The SLC hopes that the appeals process will not encourage library users to waste librarian and faculty time and that few appeals will reach to board. There are approximately 50 unresolved cases, some dating to the early 1980s. If reasonable, we suggest that the board dismiss cases older than two years. (A copy of the internal library procedures for appeals of library fines is enclosed. These procedures would occur before any appeal would be heard by the newly formed board.)

Government Documents. The Government Documents and Maps Library lost considerable space in the move from Spencer to Malott. The Library was not given all the space that previously housed the Science Library; a significant portion of the space was given to a science program. This space is now unoccupied waiting for renovation.

The space is clearly inadequate. Many documents are now kept in closed stacks in Anschutz, most notably the British government documents. (Some of the British documents may be moved on an interim basis to open shelves in the Law Library.) Another major problem is space for maps. The maps are available, but the Library does not have an adequate room and tables to read and use the maps.

A solution to these problems waits for more space, perhaps in the Hoch renovation. Dean Emeritus Ranz has been making a complete inventory of library space use and needs. He will report to Dean Crowe in the spring.
Regents Initiatives. Two library issues are before the Regents.

First, the Regents requested a review of the possible costs and benefits of establishing a long-term storage facility to relieve overcrowding and postpone construction of conventional library buildings. At first glance this appears an attractive way to save money, but long-term storage can prove expensive. The initial costs of identifying materials for storage and the increased costs of retrieval can erase any savings. An earlier study estimated that if a borrower requested a book once in 15 to 20 years, long-term storage proved more expensive than traditional library storage. The view of the Library is that this is not now a practical solution.

Second, the Regents are considering making a special allocation to put all the Regents schools on a computer network. This network would provide greater access to materials throughout the system. If copyright and licensing agreements can be negotiated, this network could permit system wide sharing of expensive search software, such as BRS, and databases, such as Current Contents. KU is likely to receive the largest proportion of this allocation and may become the home for this network. Although this network may increase demands on our materials, the SLC supports this initiative.

The Library Dean has considerable documentation on these issues and will gladly share these reports if you feel the need for more information.

Budget Matters. As always, several budget matters preoccupy our discussions.

Student Hourly. During our November meeting, we discussed the problem of student hourly wages at some length. The increase in minimum wage has forced the library to decrease the number of hours students work. Students do a wide variety of essential library services: they run the circulation and reserve desks, sort and shelve books, and help with cataloging and other less visible services. KU is more dependent on students than other research libraries: students account for 31 percent of the KU library's FTEs (including the Law and Medical Center Libraries) as compared with 25 percent in most research libraries.

The cutback in student hours has already caused a reduction in library hours and may contribute to delays in shelving and cataloging. It is important to stress that these cutbacks directly affect faculty. Most faculty complaints focus on delays in shelving books and periodicals and in cataloging new books.

Dean Crowe is requesting an additional $100,000 to bring the number of student hours back to the fiscal year 1990 level.

Library Wages. The SLC considers the low relative wages of the unclassified library staff a major, perhaps overriding, concern. The salary comparisons for 1990/91 provided by the Association of Research Libraries were not available for our December meeting. When this information is available, the committee intends to make a detailed report to SenEx.
Given the dismal forecasts for the university budget, we may not be able to address the inequities in library salaries this year. The SLC strongly supports, and will ask Faculty Council to support, the principle that library faculty salaries should be comparable with our peer universities in the same proportion as the teaching faculty salaries. Realizing this principle may take several years and may require shifting some money from teaching to library faculty salaries. Nonetheless, we think the principle is essential to the long-term health of the libraries.

**Acquisitions.** Once again the materials budget will not stretch to cover current acquisitions, and we face potential cuts in new books and periodical subscriptions. Last year the university made extraordinary efforts to support acquisitions, and cuts were avoided. The problems are on-going, however. Library acquisition costs will continue to exceed state allocations and the general rate of inflation. A major culprit is the continuing decline in the value of the dollar which greatly increases the costs of books and journals published abroad, especially Western Europe. In addition, the library is spending more and more on electronic data bases and equipment, further stretching a tight materials budget. These new forms of acquisitions are essential to a research library but do not supplant traditional print resources.

The library also faces increasing competition with other materials needs at KU, principally Academic Computing's effort to extend the computer network across the campus. In many ways, KU's computing and library needs are complementary: a primary use of the network will be access to library services.

Without additional funds, the library will have to cut acquisitions substantially. The SLC discussed the procedures for these cuts. In the past, individual disciplines determined specific cuts. For example, the sciences have been more reluctant to cut periodicals, whereas the humanities prefer to retain more books. In addition, the general proportion of the acquisition's budget allocated for different disciplines has remained relatively constant over the past decade. The SLC agreed with the procedures of allocating cuts in proportion to the discipline's percentage of the budget and allowing disciplines to choose among acquisitions.

Deciding where to cut may prove especially painful this year. Many of the less essential periodicals were canceled in earlier rounds of cuts; future cuts will reduce core journals. Moreover, the science and technology fields are likely to receive disproportionate cuts because of the high costs of many of their periodicals (many cost thousands of dollars a year) and their greater reliance on foreign publishers. Cutting books, many of which go out-of-print rapidly, and periodicals will leave major permanent holes in KU's collections.

Cutting books and journals now is especially troubling because of the generous Anschutz acquisitions endowment. It is not clear when money from this endowment will become available. These cuts may force the library in future years to use several years of the endowment to replace books and journals lost in this year's cuts; an alarming prospect since the Anschutz gift was to improve, not
repair, library acquisitions. Since this money will become available soon, the SLC recommends that the university considers postponing or scaling down other initiatives, such as the computer networking, until the Anschutz endowment can relieve the pressure on basic library acquisitions.

cc. Members Senate Library Committee
Enclosures
LFA GENERAL MEETING: MINUTES
JANUARY 23, 1991

The single item on the agenda for this meeting was Dean Crowe's State of the Library Report, in which he discussed his first impressions of the library and university, values, and goals. There were forty-six library staff in attendance. The text of his speech will be available for distribution upon request in a week or so.

After Dean Crowe's presentation, Sherry Williams, chair of LFA Exec, opened the meeting to questions. Dean Crowe had mentioned that others on campus have suggested the possibility of charging for some library services. He was asked which services might be considered for charges, and to whom. He mentioned, as one example, interlibrary services. He stressed that he is not now advocating this approach, in the interest of "information have-not's".

He was asked about dealing with salary compression. He said that we must work to increase library faculty salaries, that low salaries will work against our continuing to hire good people and may cause us to lose good people already here. He was asked whether he, as Dean, would emphasize librarians' salaries over buildings and collections to the University Administration. He said that, with collections, student wages may be the most important issue to emphasize this year, for many reasons, among them the need to reduce reliance on holding regular positions vacant to shore up the wages budget.

Dean Crowe was asked about his approach to management of the library and how to develop goals and planning strategies, taking into account the fact that Crowe believes that the staff is already under pressure. He responded that the last thing we need is for management "top-down", that the committee structure is inescapable as a way of setting and meeting goals.

Dean Crowe had mentioned the need for improved internal communication and was asked what methods he planned to use. He responded that perhaps a redesign of the FYI would facilitate internal communication and that he plans to write more articles for publication there. He mentioned making brown bag lunches more meaningful by having a specific topic to discuss at each, with a follow-up report published in FYI. He stated that LFA Exec had suggested reviving the Administrative Conference, with a cross Public Services/Technical Services focus and perhaps a steering committee that would meet more often than whole Council.

Further questions were forthcoming; however, the meeting was adjourned so that the previously scheduled Budget and Planning hearing could begin.

Submitted by Kathy Snell
LFA EXECUTIVE COMMITTEE: MINUTES
JANUARY 22, 1991

Present: Carvalho, Dandridge, K. Miller, Schulte, Snell, S. Williams

Absent: Lohrentz

Minutes of the December 10, 1990 meeting of the Committee on Staff Orientation were reviewed and accepted. Minutes of the January 7 and 14 meetings of LFA Exec were accepted with revisions.

I. George Gibbs had contacted S. Williams concerning the tentative dates for the LFA General Meeting. The dates of February 20 and 27 conflict with vendor meetings; the LFA General Meeting will be held on February 19 or 26 instead. Exact date and time will be announced later.

II. S. Williams distributed a list of issues facing LFA Exec for the remainder of the year. These will be discussed at the next meeting.

III. K. Miller distributed a draft of issues to be discussed at the LFA General Meeting. These deal with degree qualifications for library faculty and evaluation of credit for tenure. This draft will be studied by LFA Exec and discussed at the next meeting.

IV. S. Williams distributed a draft charge to the Committee to Evaluate Service and Research (CESR). Exec accepted her draft charge as it stands. She had met at 10 AM this morning with the CESR, Dean Crowe, and Sandy Gilliland to discuss the review of service and research. If anyone is interested in seeing a copy of the charge, contact a member of LFA Exec.

S. Williams pointed out that there needs to be an appeals committee and an appeals process in place. She will talk to Sandy Gilliland about last year's process and consult last year's LFA Exec minutes, as well as the CREEP report. Sandy had shared with her a memo from Vicky Thomas, University Counsel, that stated that any appeals committee could not change a rating but could only recommend to the Dean that a change be considered. It was suggested that LCPT might act as the appeals committee for appeals to the service and research rating. S. Williams will talk to M. Roach, chair of LCPT, about this possibility. Further discussion will follow.

V. Dean Crowe's letter concerning the structuring of three new committees was discussed. It was felt that these committees seem administrative and that we would refer this issue to Budget and Planning for input as to their role in the formation of such committees. S. Williams will tell Dean Crowe that Exec has discussed this generally and has referred it to B&P for specifics.

The next meeting of LFA Exec will be on Monday, January 28, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
Committee on Staff Orientation
Meeting of 11-19-90

Present: Paulette DiFilippo, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Lorrie Knox, Carmen Orth-Alfie.

Minutes for 10/1/90 were approved.
Minutes for 10/22/90 were approved.

1. Orientation Tour discussed. The committee looked over the evaluation forms that had come back. When all the evaluations are in statistics will be calculated. The low attendance for some of the tours in both the first and second was noted. The committee recognized problems in the tours, such as standing three hours without a good chance to sit down, and also five sets of tours in two weeks may have been too much.

2. Orientation Tour groups re-grouped. After discussing reactions to the tours and suggestions, the committee explored a possible re-grouping of the library department and branches along with a time extension for some areas. The possibility of having one group of tours each month was also discussed. The groups were re-drawn.

3. Suggestions from Tour Guides. The committee assigned each member to talk to a few of the tour guides to get their opinions and suggestions on how the tours went:
   Susan - group A
   Carmen - group B
   Bayliss - group C
   Lorrie - group D
   Paulette - group E
   The results will be discussed at the next meeting.

4. Brown Bag Luncheon for Library Governance. Susan reminded the committee of the luncheon on Dec. 3. Susan will send a memo to all new staff. Sandy will provide the names.

5. The next meeting is scheduled for Nov. 29, 10:30.

Submitted by Carmen Orth-Alfie.
Office of the Chancellor

To: Del Brinkman, Vice Chancellor
    Academic Affairs

From: Marlin L. Rein, Associate University Director
       of Business and Fiscal Affairs

Re: 1991 Legislative Session

As I am sure you are aware, the 1991 Legislative Session for the State of Kansas convened on Monday, January 14th. As in the past, members of the legislative liaison staff may be contacting you to determine whether or not a specific legislative proposal could affect your area of operation either fiscally or procedurally. This year, however, we have attempted to centralize our methods by delegating many of the responsibilities to one person. Renee Peterson, Administrative Assistant for Governmental Relations, will be the individual responsible for coordinating these duties for both the Medical Center and the Lawrence Campus. Should you have any legislative inquiries, please direct them to Renee. She is located in the Chancellor's Complex, 223 Strong Hall, Lawrence; phone number: 864-4186.

I would also like to caution you about direct contact with a Legislator or legislative staff member. Should you or any of your colleagues be approached by a Legislator or legislative staffer with a request for information, or be asked to appear before a legislative committee, please make certain that we are informed of such contact before your response to that request. While I am aware that legislative contacts are usually positive, I also believe it is important that we be apprised of these contacts. Once again, Renee is the person to whom you should communicate such information.

In addition, I would also like to remind you of the importance of keeping our office advised of any activities for legislators sponsored by the various organizations who advocate on behalf of the University. This would include, but not be limited to, the Friends of the Theatre, the Swarthout Society, the Museum Advisory Board, and the Friends of the Art Museum. Because of a Kansas law concerning lobbying, it is important that we be aware of any activities involving legislators.

Victoria Thomas, Jon Josserand, Bob Wunsch, and I want to thank you for the assistance you have provided to us in the past and look forward to your continued cooperation during the 1991 Legislative Session.

MLR: rdp
TO: Gordon Anderson  
    Janet Anderson-Story (Vice-Chair)  
    Susan Craig (Chair)  
    Sue Hewitt  
    Kent Miller  
    Mary Miller  
    Bill Mitchell  
    Becky Schulte  

FROM: George E. Gibbs  
    Assistant Dean for Technical Services  
    and Collection Development  

RE: Library Emergency and Disaster Plan Committee  

Thank you for agreeing to serve on the Library Emergency and Disaster Plan Committee. The charge to the Committee, which has been reviewed by Dean Crowe and the LFA Budget and Planning Committee, is as follows:

1) Identify the principal types of emergencies and disasters that might affect the Libraries, its staff, users, collections and services, e.g., fires, water leaks and floods, bomb threats, medical emergencies, problem patrons, computer system emergencies, and extreme weather conditions.

2) Recommend a priority for working on plans to deal with each of these situations and outline a course of action for each of them, coordinating your proposals for the Libraries' efforts with what you learn would be those of appropriate campus and off-campus authorities.

More specifically:

1) Suggest a rank order of salvage priorities of the collection and related bibliographic tools, working with the Collection Development Council and the department heads in all library areas.

2) Compile a directory of local and national sources of disaster services, assistance, and equipment.

3) Recommend priorities for the purchase of on-site supplies and equipment to help the Libraries cope with emergencies and disasters of small or medium scale.

4) Develop an Emergency Manual, which might also take the form of an online service, codifying these courses of action and establish how it should be maintained and updated on a regular basis. The long-term goal is to prepare an Emergency Manual individualized for each library unit—Watson
5) Recommend training, e.g., first aid, CPR, needed by the Libraries' staff.

6) Serve as the Libraries' core Disaster Team in the event of a catastrophic event in the Libraries.

Fulfilling the charge will take a good deal of time and effort, but it is essential that the Libraries have an up-to-date, workable plan for staff to consult in the case of an emergency or disaster. Two recent emergencies have clearly indicated the need for a co-ordinated disaster plan for the Libraries. Some of the work outlined above was compiled by a previous disaster plan committee which worked in 1986 and 1987. The earlier committee's draft report can provide a starting point, but it has not been kept current and will need to be updated.

During the next year consider what would be optimal terms of service for Committee members. In January 1992 I will meet with the Committee to consider the mechanics of rotating some members off regularly and opening up slots for other interested library staff. In that way we can increase the number of staff with expertise in this area.

It is not necessary to complete all of the tasks before submitting a report. As you complete any of the tasks above, please forward your recommendations or documents to me. I will see that they are forwarded to the Dean for consideration and action.

Lastly I will see that the charge is published in FYI so that library staff know about the existence of the Committee and that you have started working. Please publish regular reports or the minutes of your meetings (if you keep minutes). I will meet with the Committee whenever you believe that would be useful. I am looking forward to working with you on this important endeavor.

cc: William J. Crowe
Mary Hawkins
**Financial Planning** - Investment planning, setting goals and projecting needs, income options, how to plan for retirement and save for the future and choosing a financial planning team.

*Presenter:* Evelyn Senecal; Ph.D., CFP, CLU  
*When:* Monday, February 25

**Wills, Estates and Trusts** - Overview of estate planning, probate, wills, trusts, living trusts, taxes.

*Presenter:* Craig C. Reaves; J.D., ChFC, CLU  
*When:* Wednesday, February 27

**Tying it All Together** - Bringing together the financial aspects of retirement and establishing a plan to achieve it.

*Presenter:* Chuck Kreiser, Sales Manager, AETNA  
*When:* Tuesday, March 5

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**Note:** Personnel Related Staff
TO: University Colleague

FROM: Jackie McClain, Director, Department of Human Resources
       Madi Vannaman, Assistant Director

DATE: January 22, 1991

SUBJECT: Pre-Retirement and Financial Planning Seminars

The Department of Human Resources, Office of Staff Benefits, is pleased to sponsor a new seminar series on pre-retirement and financial planning.

The sessions are offered to individuals age 50 and older, will be held twice a day, and are available on a first come, first serve basis. You are invited to bring a spouse or significant other to the sessions also. Please call 864-7423 to register. Enrollment size is limited. If the session you wish to attend is full, your name will be placed on a waiting list for sessions to be offered later in the year.

The sessions and the dates they will be offered are listed below. Refer to the calendar on the reverse side for time and location of the sessions.

**KPERS Benefits in Retirement** - Computation of benefit, income options available, taxes and insurance, buyback options and timing.

- **Presenter:** William Anderson, KPERS Field Representative
- **When:** Wednesday, February 13

**Social Security Benefits in Retirement** - General information about social security benefits including when to apply for benefits, choosing a retirement date, spouse and widow benefits, taxation of benefits.

- **Presenter:** Norman Franker, Social Security Manager
- **When:** Thursday, February 14

**Overview of Retirement and Health Insurance Benefits** - General information about retirement from the University. Insurance benefits after retirement; comparison of Plan 65 to the State plan; tips on filing claims; coordination of paperwork.

- **Presenters:** Madi Vannaman, Assistant Director, Human Resources
                      Michele Reveil, Blue Cross and Blue Shield of Kansas
- **When:** Tuesday, February 19

**Retirement Company Representatives**

Representatives from Aetna, Lincoln National, TIAA-CREF and UNUM will be available, conducting presentations and answering your individual questions during the interim periods.

- **Presenters:**
  - Aetna
  - TIAA-CREF
  - Lincoln National
  - UNUM
- **When:** Thursday, February 21

GILLILAND SANDY
LIBRARIES
ASST. TO THE DEAN FOR PERS.
502 WATSON

HUMAN RESOURCES
The University of Kansas
MEMORANDUM

To: Vice Chancellors, Deans, Directors and Chairpersons

From: Del Shankel, Executive Vice Chancellor

Subject: Statement on Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Sero-Positivity (SP)

In 1988, upon the recommendation of the Lawrence Campus Task Force on AIDS, the University developed a position statement regarding HIV and AIDS. You were asked to bring it to the attention of faculty, staff and students in your areas.

This statement has recently been reaffirmed by the Office of the Executive Vice Chancellor, University of Kansas, Lawrence, on the basis of information from the National Centers for Disease Control, Kansas Department of Health, and the American College Health Association. Consequently, we are pleased to issue the following statement:

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

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

We will continue to monitor new information about the disease, its prevention, and its treatment as it becomes available and will issue updates as warranted. Thank you for your assistance in distributing this important information.

DMS:jt

Dean William Crowe
University Libraries
502 Watson Library
ASSOCIATION OF RESEARCH LIBRARIES COMMITTEE ON STATISTICS

I have been appointed to the Committee on Statistics of the Association of Research Libraries for the period 1991-1993.

This was my first-choice for an ARL committee assignment because of my strong interest in the assessment of research libraries. The committee, which is chaired by Kent Hendrickson of the University of Nebraska-Lincoln, is investing a great deal of its time exploring how to coordinate ARL’s data-collection efforts with those of other professional and governmental bodies. The more difficult task before the committee is developing valid and reliable measures of access (counting user seats, tallying hours of opening, and noting the availability of such services as document delivery are only the simplest of examples in this vein) that are not now represented in ARL’s largely "collection and dollar counts".

I will be sharing information about the committee’s work whenever possible and solicit comments and suggestions from Library staff (and others on campus).

W. J. Crowe

PERSONNEL

Julie Hoff has accepted the position of Assistant Government Documents and Map Librarian (Librarian I). Julie earned the M.L.S. degree from the University of Arizona in May, 1990. She has a bachelor’s degree in Anthropology and Geography from the University of Denver. Julie has been employed in Arizona State University’s Map Collection since May, 1985. She has previous work experience in ASU’s Microforms Department and with Geo-Library Services, Denver. Julie’s appointment begins March 1st.

Sandy Gilliland

TIMECARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 9:00 Thursday, 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

(continued)
ALA ATLANTA PRELIMINARY SCHEDULE OF MEETINGS

The "second general mailing" of materials for officers, chairpersons, et. al. about the meeting schedule for the 1991 Annual ALA Conference in Atlanta has been distributed. With the advice that this schedule is very preliminary, Library staff who plan to attend ALA may wish to consult it. Please contact Rhonda Boose, 4-3601.

W. J. Crowe

POST-ALA BROWNBAG LUNCH

There will be a post-ALA brownbag lunch in conference room A of Watson at noon on Tuesday, February 12. Anyone who attended ALA or anyone who wishes to know more about the occurrences at ALA is cordially invited to attend.

Rhonda Boose

BROWNBAG LUNCH

A while back, Bill Crowe attempted to start a schedule of having informal brownbag get togethers at lunch time so library staff would have the opportunity to discuss topics of interest or concern to them. We are attempting to get back to that every-other-week schedule. The first lunch will be March 5 at noon in the Anschutz conference room. We will try to alternate so that every other lunch is scheduled in Anschutz and the ones in between will be scheduled in a conference room at Watson. The topic for the lunch will be to propose topics for the continuation of brown bag lunches.

Rhonda Boose

REFERENCE INTERNS SELECTED

Channette Kirby, Library Assistant II in the Science Library, and Mary Miller, Library Associate in the Cataloging Department, have been selected to serve a five-month internship in the Watson Reference which began January 18, 1991. Channette will work approximately 20 hours per week in Reference and Mary, approximately 10 hours per week. Both will be primarily responsible for performing public service duties.

Sandy Gilliland

ANNUAL STEAM SHUT DOWN

Facilities Operations has scheduled the annual steam shut down for March 12-14, 1991 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 21-22, 1991.

Nancy Jaeger

(continued)
MINUTES, Classified Conference General Meeting
December 19, 1990

Dean Crowe spoke to the Classified Conference on "the role of the classified
staff in the library." His speech was transcribed by Gaile Burchill; copies
are available from any of the officers or group representatives. Dean Crowe
then answered questions.

The proposed changes in the Constitution were discussed. Suggestions were
made for further changes. Article II of the Bylaws was amended (schedule
for electing new officers and group representatives). Article VIII, Section
1 of the Bylaws was also amended (procedure for amending the Constitution).
It was agreed that new group representatives and officers would be elected
to begin serving July 1, 1991, and that the current officers and group repre­
sentatives would continue until June 30, 1991.

Verna Froese
Co-Secretary
Classified Conference

Library Committee on Promotion and Tenure

Minutes, January 24, 1991

Present: Dean Bill Crowe, Sandra Gilliland, Mary Roach, Chair, Susan Hitchens,
Sally Haines, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark

This meeting was prompted by a letter to Mary Roach, Chair of LCPT from Sheryl
Williams, Chair of the LFA Executive Committee which requested that LCPT
develop guidelines for crediting prior service. This query is at present tied
to a hearing tentatively scheduled for February 19th concerning issues raised
in the Report of the Committee on Unclassified Professional Staff.

Sandra Gilliland reported on past practice which has varied in terms of what
group or individual made recommendations. In addition, it was reported that
there have been no written guidelines on crediting prior service. There was a
brief discussion of several considerations such as whether the institution is
comparable in scope and expectations, the responsibilities of the individual
in prior positions, the research and/or service component, and expectations of
the KU job concerned.

Dean Crowe reported that at Ohio State a subcommittee of the LCPT equivalent
was asked to meet with all job candidates who had prior service that could
potentially be credited in order to make an advisory recommendation to the
library dean on this question.

The Committee will take up this question in further detail at its next meeting
on January 31st at 10:30 in Rm. B.

Minutes submitted by Marilyn Clark
28 January 1991
DEAN'S TALKS AND TRAVELS

To keep Library staff better informed about some of my activities outside the Library, I plan to provide updates each month on some of the meetings and like events in which I will participate in the 3-4 weeks ahead:

* On Thursday, 14 February, I will speak to the KU Retirees' Club. My topic will be: "KU Libraries: Distinguished Past and Dynamic Future".

* On Tuesday, 19 February, I have been asked to meet with faculty in the Department of History.

* On Wednesday, 20 February, I have been asked to speak at the weekly University Forum. My topic will be "Libraries Old and New: Literacies Old and New".

* On Thursday, 21 February, KU will host a regular meeting of CODDL, the Council of Deans and Directors of Regents Libraries. For a portion of the day, we will meet with the counterpart Computing Advisory Council.

* On Tuesday, 26 February, I will be meeting with faculty in the Department of English.

* On Wednesday, 27 February, I will be meeting with faculty in the School of Music.

William J. Crowe

THANKS

I want to express my sincerest thanks to the entire library staff for the many cards and flowers we received and the money donated to the American Heart Fund in memory of my husband, Merle. The support and prayers we received from all our friends helped to make our loss a little easier. My children and I thank each and every one of you.

Inga Starr

REVIEW OF LIBRARY AND INFORMATION SCIENCE INDEXES

I am currently reviewing several library and information science indexes for possible cancellation. We are receiving Information Science Abstracts ($463.50); LISA: Library and Information Science Abstracts ($516.47) and Library Literature. LISA is available through Dialog for online searching. I am considering cancellation of both Information Science Abstracts and LISA, and I would retain Library Literature. Please let me know of your reaction to this suggestion, by March 1 if possible.

Marilyn Clark

Attachments

Minutes, Classified Conference General Meeting--December 19, 1990
Minutes, LFA Executive Meeting--January 28, 1991
Minutes, Library Committee on Promotion and Tenure--January 24, 1991
Div. of Personnel Svcs. Promotion and Transfer List
PROMOTION AND TRANSFER LIST

February 4, 1991

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, February 8, 1991.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>R-28</td>
<td>*Social Service Administrator IV</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Shirley Lawson (316) 662-5304 (Ext. 280) Hutchinson Correctional Facility</td>
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<td>Shirley Lawson (316) 662-5304 (Ext. 280) Hutchinson Correctional Facility</td>
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</tbody>
</table>
JUNCTION CITY
R-16 Equipment Operator II

KANSAS CITY
R-23 Physical Plant Supervisor I

NORTON
R-23 *Facilities Maintenance Supervisor

TOPEKA
R-28 Attorney II

R-31 *Chief of Services
  (Located in the Landon State Office Building)
R-13 Keyboard Operator II
  (Located in the Mills Building)
R-23 *Occupational Therapist I
R-11 Office Assistant II
  (Typing)
R-13 Office Assistant III
  (Typing)
R-15 Office Assistant IV
  (Located in the Mills Building)
R-18 Office Specialist
  (Located in the Landon State Office Building)
R-28 *Radiation Control Inspector
  (2 Positions)
  (Located in the Mills Building)
R-13 Secretary I
R-26 *Speech Pathologist/Audiologist I
  (Must Have Master’s Degree in Speech Pathology)

WINFIELD
R-15 *Licensed Practical Nurse
  (7:00 a.m. to 3:00 p.m.)
  (3:00 p.m. to 11:00 p.m.)
R-28 *Psychologist IV
R-24 *Registered Nurse III
  (7:00 a.m. to 3:00 p.m.)

Mike Ramirez (913) 296-3721
Department of Transportation

Shirley Howard (913) 384-1880
Rainbow Mental Health Facility

Mary Stanton (913) 877-3380
Norton Correctional Facility

Karen Parker (913) 296-3968
Department of Social and Rehabilitation Services

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

Don Pesmark (913) 296-4321
Topeka State Hospital

Lisa Bryan (913) 296-3146
Department of Administration
Division of Accounts and Reports
Payroll Section

Mike Ramirez (913) 296-3721
Department of Transportation

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

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

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

Kay Ellis (913) 296-3906
Department of Education

Don Pesmark (913) 296-4321
Topeka State Hospital

Farrell Oard (316) 221-1200
Winfield State Hospital and Training Center
LFA EXECUTIVE MEETING: MINUTES
JANUARY 28, 1991

Present: Carvalho, Dandridge, K. Miller, Lohrentz, Schulte, Snell, S. Williams

Minutes of the November 19, 1990 meeting of the Committee on Staff Orientation were reviewed and accepted. Minutes of the January 22 LFA Exec meeting and the January 23 LFA General Meeting were accepted with revisions.

I. S. Williams had consulted Sandy Gilliland about last year's appeals process for the service and research sections of the FASARs vis a vis using LCPT to hear appeals. LCPT had been asked to serve but received no appeals. Exec is concerned that there were some letters that should have been forwarded as appeals last year but were not. Gilliland was concerned to hear of this and will look into it further. Gilliland had given S. Williams a copy of a letter from Vicky Thomas, dated December 1988, stating that everyone should be informed of the appeals process and have the opportunity to appeal. Exec agreed that we have to provide an appeals process.

LCPT will be charged with serving as an appeals committee. It was asked whether they would need to look at all service and research files in order to evaluate those persons who have appeals. It was determined that Gilliland should make all files available to LCPT and that they can use their discretion as to which and how many they need to review. Anyone wishing to make an appeal should present it in writing to S. Gilliland who will forward it to LCPT. There should be a timeframe for appeals to be submitted and considered and for LCPT to make its recommendations for adjustments to the Dean.

S. Williams will talk to Dean Crowe and S. Gilliland about this on Wednesday and discussion is expected to continue when the Dean attends next week's Exec meeting. S. Williams stated, and Exec agreed, that the appeals procedure needs to be endorsed by LFA General but that time prohibits that in this round of evaluations.

II. At last week's meeting, K. Miller had distributed a draft of issues to be discussed at the LFA General Meeting in February. The issues deal with degree qualifications for library faculty and evaluation of credit for tenure. Exec worked on revising the draft and agreed that we need input from LCPT on the issue of prior service credit toward tenure. The revised draft will be given to Dean Crowe so that he can read it before the next meeting.

The next meeting of LFA Exec will be on Monday, February 4, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
CLASSIFIED VACANCY

The Serials Department has announced the availability of a full-time Library Assistant I in Serials Receiving Unit, (previously Jane Hoyt’s position) with the following responsibilities: 1) Training and supervision of part-time student assistants; 2) Check-in and special processing of journal publications; 3) Processing of non-journal publications; and 4) Physical processing procedures. The State has specified 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: Demonstrated ability to set priorities, organize work, and meet deadlines; ability to work independently; demonstrated ability to communicate effectively and to interact successfully with a variety of people. Prefer: Demonstrated ability to supervise successfully; ability to work with foreign language materials; ability to analyze, interpret, and work successfully with detailed information; knowledge of MARC standards/formats for bibliographic records and MARC standards/formats for holdings and locations; experience working with serial publications and both automated and manual serial records; demonstrated knowledge of and experience with UKASE system and OCLC records; knowledge of bibliographic sources and records as they related to serials.

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 $16,356. Library staff interested in applying for this vacancy should complete a "Request for Promotion or Transfer" form available from Rex Hargis, 502 Watson. Forms must be received by 5:00 p.m. Wednesday, February 20, 1991.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

KU LIBRARY'S SALARY RANKING AMONG ARL INSTITUTIONS

According to the latest Association of Research Library’s Annual Salary Survey, 1990, KU ranks 94th of 107 ARL university libraries in median professional salaries for FY1991, and 104th of 107 ARL libraries in average professional salaries for FY1991. For beginning professional salaries, KU ranks 93rd. Copies of these tables are available from Sandy Gilliland, 502 Watson, or from the LFA Salary and Benefits Committee (Kathleen Neeley, Chair; Brad Schaffner, John Richardson). Sandy Gilliland

(continued)
LIBRARY ORIENTATION TOURS

The Committee on Staff Orientation has scheduled tours of the following library departments that are open to any library staff member. If you are interested in attending all or a portion of the tour, please contact Rhonda Boose, 4-3601, by February 22nd. The tour is scheduled as followed:

February 26, 1991: 1:00 - 3:45

1:00 Circulation/Reserve/Fines (60 minutes)
2:00 Reference (60 minutes)
3:00 Interlibrary Services (45 minutes)

Sandy Gilliland

AFFIRMATIVE ACTION SEMINAR SCHEDULE ANNOUNCED

Attached to this issue of FYI is a copy of the Affirmative Action Office’s seminar schedule for Spring 1991. Library staff interested in attending any of these seminars should register by calling the Affirmative Action Office, 4-3686.

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

Attached to this issue of FYI is a copy of the State Civil Service examination calendar for the month of February. Library student assistants who are considering full-time State Civil Service employment must take a civil service examination before they can be considered. This month, the Library Assistant I and I examinations are being offered; the Office Assistant II and III exams are not offered. Contact Rex Hargis or Sandy Gilliland, 4-3601, or the Department of Human Resources, 4-4946, for additional information.

Sandy Gilliland

TO ALL CLASSIFIED STAFF

Just a reminder that the Classified Conference Questionnaire is due by February 15. If you haven’t finished yours yet, please do so and send it to Gaile Burchill, Anschutz Science Library. Thanks to all of you who have already completed and returned your questionnaire.

Classified Conference Personnel Committee

OPEN MEETINGS ON LIBRARY BUDGET

The Budget and Planning Committee is holding two open meetings for all library staff concerning the Libraries’ budget for next year. The agenda for the two meetings will be identical, and staff are invited to attend the meeting that is most convenient. Dean Crowe will explain the priorities on the budget document that he submitted to Academic Affairs and report on his budget hearing in Academic Affairs which took place on February 12. There will be an opportunity to ask questions. Copies of the Libraries budget document have been sent to department heads, and a copy has been placed on Reserve in Watson. Department heads are urged to make their copies available to interested staff. The meetings will be held in the Watson Administrative Conference Rooms on Tuesday, Feb. 19, from 10:30 to 12:00 and on Friday, Feb. 22, from 3:00 to 4:30.

Lorraine Moore, Chair
Budget and Planning Comm.

(continued)
LFA GENERAL MEETING SCHEDULED
The next LFA General Meeting is scheduled for February 28, 1991, at 10:30 AM in Conference Rooms A & B. On the agenda will be a discussion of academic requirements for librarians in the KU Libraries. Dean Crowe has asked LFA for input on this issue as it relates to issues in the Unclassified Professionals Report, dated May 1989. A handout with a fuller explanation of the issue will be distributed next week. Presently this document is being studied by Academic Affairs. Should we not receive a response from them by the middle of next week, this meeting may have to be rescheduled for a later date.

Kathy Snell

TRI-CONFERENCE SCHOLARSHIPS:
Attached you will find a scholarship application for the Tri-Conference (KLA, KASL, and KAECT) to be held in Topeka March 20-22. You do NOT need to be a member of these organizations to apply for this funding. I urge any interested classified staff to apply immediately.

Janet Anderson-Story

LANGSTON HUGHES EXHIBIT AND RECEPTION
The Kansas Collection will host a reception in connection with a new exhibit, "Langston Hughes", February 21st, at 4:00 PM. Both the exhibit and reception have been planned to coincide with the visit to campus of Professor Arnold Ramperfad, the official biographer of Langston Hughes. Professor Ramperfad will be attending the reception. Everyone is invited.

Sherry Williams

KUDOS AWARDS REMINDER
The February Staff Development Newsletter needs the name and activity of people who have participated in noteworthy events. Please submit to Janet Anderson-Story, Circ. Dept., Watson, by February 19.

Janet Anderson-Story

REMINDER OF EARLIER CALL FOR GRANT PROPOSALS
In the January 31, 1991, FYI, a call was announced for new Title IIC Project Proposals. Thus far, three staff members have expressed an interest in submitting a brief description of a project that they wish to be considered for future grant proposal funding through the U.S. Department of Education, Title IIC program. Other staff who may be interested in providing information for possible projects should move quickly. All requests to be considered for possible grant funding from Title IIC or other sources, must be received by no later than February 22.

William J. Crowe

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 1991, you must submit a request to Linda Evans by the deadline, February 22, 1991.

Linda Evans

(continued)
BCR WORKSHOPS

The Bibliographical Center for Research (BCR) has published their schedule of workshops to be held from January through August 1991. The Library currently has 18 "Training Voucher" credits for free attendance at these workshops. Staff who may be interested in attending a BCR training session should request written approval from their department head, for forwarding to the assistant dean. Attached is a schedule of the workshops to be held on the Lawrence campus, and a calendar prepared by BCR briefly listing all of the training sessions to be held from January-August 1991. You may contact Rhonda Boose in the Library Office for a full description of each workshop, who should attend, time, etc. Questions concerning procedures for applying may be referred to Sandy Gilliland or Nancy Jaeger (4-3601).

Nancy Jaeger

"AN ALPHABET OF ANIMALS"

The new exhibition in Special Collections shows 26 illustrations of mammals, from "A is for Anteater" to "Z is for Zebra", stopping on the way for the Quagga (a relative of the Zebra), Xanthopus Petrogale (the Yellowfooted Rock Wallaby, of course), and the Yagouarondi. In addition to the sampling of some 200 years of zoological images, the exhibition also shows the range and development of methods of printing. And it's a stunning set of pictures for the delight of young and old. All the books are taken from the Ellis Collection, bequeathed to the University by Ralph Ellis (1908-1945), and most frequently thought of as the source of our outstanding ornithology and unsurpassed John Gould holdings.

Jim Helyar

LIBRARY STAFF DEPENDENTS SERVING IN THE GULF

There has been much interest expressed recently in publishing in FYI the names of library staff relatives who are serving in the Gulf so that Library staff may, if they desire to do so, send letters to these individuals. If you have a relative who is serving in the Gulf and who you would like to have included on a list in FYI, please send his/her name and address to Rhonda Boose, 502 Watson.

Sandy Gilliland

BIRTH ANNOUNCEMENT

Malcolm Lodwick and Kellie Harmon-Lodwick are pleased to announce the birth of their daughter, Hannah Lynn Lodwick, on February 5th at 1:00 p.m. Hannah weighed 7 lbs., 14 oz., and measured 20 inches long. Daughter and Mother are doing well! Daddy is very proud of both! Sandy Gilliland

JAILBIRD BUCKNER

I would like to thank everyone who contributed to my "Bail" money on February 7, 1991. With your generous donations, the American Cancer Society Jail and Bail received almost $150.00. Thanks again.

W. Gregg Buckner

CALL FOR CAMPUS MAIL ENVELOPES

The Libraries Administration office needs campus mail envelopes, large and small envelopes are always in demand. If anyone has more than they can use and would like to get rid of some, please send them to us. Thanks.

Rhonda Boose

(continued)
## UNIVERSITY OF KANSAS

**TESTING CALENDAR**  
Department of Human Resources  
For information call 864-4946

### FEBRUARY 1991

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### NOTE:

- **THE KEYBOARD OPERATOR & OFFICE ASSISTANT EXAM WILL NOT BE GIVEN IN FEBRUARY**
- **WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I&II, General Maintenance and Repair Technician I&II, Library Assistant I&II, Refrigeration & Air Conditioning Service Technician I&II, Storekeeper I,I, II, III.
- **UNASSEMBLED EXAMINATIONS OFFERED:** Bookkeeper, Carpenter I, Dietitian I&II, Electrician I, Facilities Maintenance Supervisor, Medical Technologist I, Office Specialist, Radiologic Technologist I&II (Diagnostic X-Ray), Secretary III.
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<th>Date</th>
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<td>January 30</td>
<td>Wednesday</td>
<td>2:00-4:00</td>
<td>Search, Screening and Selection</td>
<td>Pine Room, Kansas Union</td>
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<td>February 14</td>
<td>Thursday</td>
<td>2:00-4:00</td>
<td>Communicating Across Cultures</td>
<td>Pine Room, Kansas Union</td>
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<td>February 14</td>
<td>Thursday</td>
<td>2:00-4:00</td>
<td>Search, Screening and Selection</td>
<td>Walnut Room, Kansas Union</td>
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<td>February 18</td>
<td>Monday</td>
<td>10:00-12:00</td>
<td>You Make the Difference</td>
<td>Regionalist Room, Kansas Union</td>
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<td>February 25</td>
<td>Monday</td>
<td>10:00-12:00</td>
<td>Recruitment and Retention</td>
<td>102 Carruth O'Leary</td>
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<td>February 27</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>Search, Screening and Selection</td>
<td>Regionalist Room, Kansas Union</td>
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<td>March 7</td>
<td>Thursday</td>
<td>2:00-4:00</td>
<td>Supervising and Managing Diversity</td>
<td>Regionalist Room, Kansas Union</td>
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<tr>
<td>March 14</td>
<td>Thursday</td>
<td>10:00-12:00</td>
<td>Search, Screening and Selection</td>
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<td>March 27</td>
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<td>Search, Screening and Selection</td>
<td>Regionalist Room, Kansas Union</td>
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<td>March 28</td>
<td>Thursday</td>
<td>10:00-12:00</td>
<td>Affirmative Action for Persons with Disabilities and Vietnam Era Veterans</td>
<td>Regionalist Room, Kansas Union</td>
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<td>April 1</td>
<td>Monday</td>
<td>2:00-4:00</td>
<td>Sexual Harassment</td>
<td>Regionalist Room, Kansas Union</td>
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<td>April 11</td>
<td>Thursday</td>
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<td>Search, Screening and Selection</td>
<td>Pine Room, Kansas Union</td>
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<td>April 18</td>
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<td>Affirmative Action/Equal Opportunity Update</td>
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<td>Preventing Racial and Ethnic Harassment</td>
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**PROMOTION AND TRANSFER LIST**

**February 11, 1991**

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) 295-2208, 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, February 15, 1991.

**SALARY RANGE**

**VACANT POSITIONS**

**CONTACT PERSON**

Following vacancy to be assigned to one of the following offices nearest successful applicant’s residence: TOPEKA, SALINA, HAYS, WICHITA, DODGE CITY, CHANUTE, OR LAWRENCE.

| R-24 | *Health Facility Surveyor*  
|      | (Mental Health/Mental Retardation Facilities)  
|      | (Desired Qualifications: Professional Experience in Mental Health/Retardation Related Field)  
|      | **TOPEKA**  
|      | Jo Ann Moran (913) 296-1290  
|      | Department of Health and Environment

| R-11 | Office Assistant II  
|      | (Typing)  
|      | **GARDEN CITY**  
|      | Mike Ramirez (913) 296-3721  
|      | Department of Transportation

| R-21 | *Food Service Manager*  
|      | **HUTCHINSON**  
|      | Shirley Lawson (316) 662-5304 (Ext. 280)  
|      | Hutchinson Correctional Facility

| R-17 | *Food Service Supervisor I*  
|      | **HUTCHINSON**  
|      | Shirley Lawson (316) 662-5304 (Ext. 280)  
|      | Hutchinson Correctional Facility

| R-25 | *Registered Nurse III*  
|      | (Extensive travel requirements for coverage over a multi-county Northeast Kansas geographic area)  
|      | **LAWRENCE**  
|      | Jo Ann Moran (913) 296-1290  
|      | Department of Health and Environment

| R-23 | *Administrative Officer II*  
|      | (Requires experience and training as a commissioned officer in the Kansas National Guard - Closes February 20, 1991)  
|      | **TOPEKA**  
|      | Al Nauman (913) 266-1461  
|      | Adjutant General’s Department

| R-18 | *Date Control Technician III*  
|      | (Position requires security Level I clearance - Must be able to work any shift)  
|      | **TOPEKA**  
|      | Dana Fleherschutz (913) 296-2945  
|      | Department of Administration
|      | Division of Information Systems and Communications - Network Control

| R-23 | *Occupational Therapist I*  
|      | **TOPEKA**  
|      | Don Pesmark (913) 296-4321  
|      | Topeka State Hospital

| R-13 | Office Assistant III  
|      | (Typing Required - Data Entry Preferred)  
|      | **TOPEKA**  
|      | Don Pesmark (913) 296-4321  
|      | Topeka State Hospital

| R-29 | *Personnel Management Specialist II*  
|      | (See Page 3)  
|      | **TOPEKA**  
|      | Vicki Harding (913) 296-3140  
|      | Department of Administration  
|      | Division of Personnel Services

| R-24 | *Personnel Management Specialist IV*  
|      | (See Page 3)  
|      | **TOPEKA**  
|      | Vicki Harding (913) 296-3140  
|      | Department of Administration  
|      | Division of Personnel Services

| R-20 | Printing Process Supervisor  
|      | **TOPEKA**  
|      | Mike Ramirez (913) 296-3721  
|      | Department of Transportation

| R-28 | *Radiation Control Inspector*  
|      | (2 Positions)  
|      | (Located in the Mills Building)  
|      | **TOPEKA**  
|      | Jo Ann Moran (913) 296-1290  
|      | Department of Health and Environment

| R-23 | Research Analyst III  
|      | **TOPEKA**  
|      | Diana Cobb (913) 296-4495  
|      | Department of Corrections

| R-34 | *Risk Manager*  
|      | (See Page 4)  
|      | **TOPEKA**  
|      | Vicki Harding (913) 296-3140  
|      | Department of Administration  
|      | Division of Personnel Services

| R-21 | *Food Service Manager*  
|      | **HUTCHINSON**  
|      | Shirley Lawson (316) 662-5304 (Ext. 280)  
|      | Hutchinson Correctional Facility

| R-17 | *Food Service Supervisor I*  
|      | **HUTCHINSON**  
|      | Shirley Lawson (316) 662-5304 (Ext. 280)  
|      | Hutchinson Correctional Facility

| R-26 | *Speech Pathologist/Audiologist I*  
|      | (Must Have Master's Degree in Speech Pathology)  
|      | **TOPEKA**  
|      | Don Pesmark (913) 296-4321  
|      | Topeka State Hospital

**EQUAL OPPORTUNITY EMPLOYER**
WINFIELD

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

Farrell Gard (316) 221-1200
Winfield State Hospital and Training Center

PERSONNEL MANAGEMENT SPECIALIST II

Position available in Topeka to conduct job analyses, evaluate employee selection requirements, and develop and validate employee selection instruments. Strong analytical writing and communication skills necessary for successful job performance. Experience or education in employment test development, industrial psychology, job classification or statistical research analysis, and working knowledge of statistical analysis, data base management and spreadsheet software preferred. Bachelor's degree in business or public administration or behavioral sciences; and one year technical or administrative personnel experience required. Additional experience may substitute year for year for required education. Graduate study in above areas may substitute year for year for required experience. Salary $25,344 annually plus civil service benefits. Submit a letter of interest, completed State of Kansas application form and college transcripts to Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, Topeka, KS 66612 no later than February 22, 1991.

PERSONNEL MANAGEMENT SPECIALIST IV

Position available in Topeka to manage and supervise the Office of Human Resource Development in the Division of Personnel Services. Develops guidelines for orientation, supervisory, and management development activities; assesses the need for training pertinent to all State of Kansas employees, securing and developing such training, and evaluating the effectiveness of training activities. Qualifications required: BA or BS in social science, education or related field, an advanced degree in a related subject, and four years of experience in human resource training program development and/or administration. Salary $33,948 annually plus civil service benefits. For consideration, please submit a letter of interest, completed State of Kansas application, and college transcripts by February 22, 1991 to: Vicki Harding, Department of Administration Personnel, Room 951, Landon State Office Building, 900 SW Jackson, Topeka, KS 66612. Application forms may be obtained in Room 105 or at your local Department of Human Resources Job Service Center.

RISK MANAGER

The Division of Personnel Services in Topeka seeks a risk management professional to develop and maintain a comprehensive non property and casualty risk management program. Determines benefit liabilities, and analyzes risks associated with potential claims against employee benefits including: health insurance, sick leave, annual leave, workers compensation, and retirement. Develops programs to eliminate, reduce, or contain claims; and addresses liability coverage issues. Requires five years of professional actuarial or risk management experience. Graduate level study in business administration, insurance, benefits administration, finance, or statistics may be substituted at the rate of one course for three months of experience, up to a maximum of one year. Must have demonstrated the ability to coordinate comprehensive risk management activities, establish and maintain an automated risk management information system, have strong communication skills, and analytical capabilities. Competitive compensation and benefits package. Salary ranges from $43,344 - $60,984 annually based on qualifications and experience. For consideration, submit a letter of interest, completed State of Kansas application, salary history and college transcripts by February 22, 1991 to: Vicki Harding, Division of Personnel Services, Room 951, Landon State Office Building, Topeka, KS 66612. Application forms may be obtained in Room 105 or at your local Department of Human Resources Job Service Center.
LFA EXECUTIVE COMMITTEE: MINUTES
FEBRUARY 4, 1991

Present: Carvalho, Dandridge, Lohrentz, K. Miller, Schulte, Snell, S. Williams; Dean Crowe, S. Gilliland (guests)

Minutes of the January 24 meeting of LCPT were reviewed and accepted. Minutes of the January 28 meeting of LFA Exec were reviewed and accepted.

I. The first item on the agenda was discussion of a grievance committee to hear appeals following this year's evaluation process. S. Williams distributed a document from the CREEP committee, dated August 24, 1989, which discussed the appeals process and the composition of a grievance committee. It recommended that this committee be composed of both assistant deans, the librarian's supervisor and/or one or more members of the Committee to Evaluate Service and Research, to be decided by the opposite assistant dean and the librarian. She also distributed a copy of the instructions that accompanied the FASAR last year and this year. Step 4B states that the appeals committee consists of both assistant deans and either the supervisor or the Service and Research Committee, whichever is appropriate. It was decided that the committee composition should follow the statement as published in the FASAR instructions for this year. M. Roach, chair of LCPT, concurs with following the FASAR guidelines.

S. Gilliland will explain the appeals process in letters that accompany the performance, service and research, and overall ratings, with an explanation of the appeals process (i.e., even if someone is satisfied with the overall rating, he or she may wish to appeal either the performance or the service and research rating, in light of promotion and tenure).

The need to deal with the whole evaluation process still exists. Dean Crowe suggested possibly sending a survey to the library faculty after the evaluation process is complete, to question what they think of the process now that they have gone through the same process twice.

II. Exec discussed the second draft of a document concerning academic qualifications for library faculty and evaluation of credit for tenure. These issues were to be agenda items for the February meeting of LFA General. It was decided that the prior service credit issue has to be dealt with separately from the MLS issue and that it will be eliminated as an agenda item for the upcoming meeting. We need to ask whether we have any input into the issue of prior service credit or whether that is determined by Academic Affairs.

Exec reviewed the part of the document which deals with academic qualifications for librarians, considering Dean Crowe's and S. Gilliland's comments. K. Miller will revise the document and Dean Crowe will present it to Academic Affairs for approval. Exec wants to distribute this document to LFA General one week prior to the General Meeting. Dean Crowe stated that LFA General
needs to understand that the General Meeting will not be held to talk about the Unclassified Professionals Report but to discuss the MLS issue so that he can best make his determination as to how to respond to the report. He is concerned about gathering faculty input as he wants to know what the faculty think before proceeding. We discussed the need for a vote on this issue, possibly with a mail ballot.

The LFA General Meeting was tentatively set for February 28, 1991, at 10:30 AM in Conference Rooms A & B.

III. Exec will review S. Williams' list of issues to be dealt with this fiscal year at next week's meeting and determine a schedule for working with the same.

IV. Dean Crowe said that the library budget request is being prepared for distribution.

V. Dean Crowe indicated that there is a memo forthcoming to the Administrative Council on fundraising.

VI. By the end of the week, Dean Crowe will appoint an advisory committee vis a vis the Chancellor's Award for Distinguished Librarianship.

VII. Gene Carvalho, LIII Representative on Exec, announced that he will be working in Japan for two years setting up a new library, under the jurisdiction of the Minnesota State University System. He will leave in April.

The next meeting of Exec will be February 11, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
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Cataloging on OCLC-Basic for First ONLINE SYST - CO

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<tr>
<td>OCLC EPIC: Advanced - CO</td>
<td>DIALOG System Seminar - CO</td>
<td>WordPerfect Office - CO</td>
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</table>

12/4/1990
BCR Workshops, scheduled at the University of Kansas, Lawrence Campus, January-August 1991:

<table>
<thead>
<tr>
<th>Date</th>
<th>Times</th>
<th>Workshop</th>
<th>KU Location</th>
</tr>
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<tbody>
<tr>
<td>5/24/91</td>
<td>9-11:30</td>
<td>Basic Book Repair Workshop</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>8/5/91</td>
<td>9-5</td>
<td>BRS Intro/1 for Beginning Searchers</td>
<td>Science Library, 4th floor Conference Room</td>
</tr>
<tr>
<td>8/6/91</td>
<td>9-4</td>
<td>DIALOG System Seminar II: Beyond the Basics</td>
<td>Science Library, 4th floor Conference Room</td>
</tr>
<tr>
<td>5/14/91</td>
<td>9-4</td>
<td>Interlibrary Loan Service Management Techniques</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>5/23/91</td>
<td>9-4</td>
<td>Microcomputer Maintenance Basics</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>8/8/91</td>
<td>9-Noon</td>
<td>OCLC EPIC: Advanced</td>
<td>Watson Library, Cataloging/ Retrocon area, 2nd floor</td>
</tr>
<tr>
<td>8/7/91</td>
<td>9-4</td>
<td>OCLC EPIC: System Introduction</td>
<td>Watson Library, Cataloging/ Retrocon area, 2nd floor</td>
</tr>
<tr>
<td>5/21/91</td>
<td>9-4</td>
<td>PC/MS DOS - An introduction, what every microcomputer user should know</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>5/22/91</td>
<td>9-4</td>
<td>PC/MS DOS Intermediate Uses - Beyond the Beginning (with an emphasis on hard disk management)</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>4/9/91&amp;</td>
<td>9-4</td>
<td>WordPerfect - Basic</td>
<td>Watson Library, 5th floor Conference Room A</td>
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<tr>
<td>8/20/91</td>
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<tr>
<td>8/23/91</td>
<td>9-Noon</td>
<td>WordPerfect - Customizing your software</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
<tr>
<td>4/11/91&amp;</td>
<td>9-4</td>
<td>WordPerfect for Desktop Publishing</td>
<td>Watson Library, 5th floor Conference Room A</td>
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<tr>
<td>8/22/91</td>
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<td></td>
<td></td>
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<tr>
<td>4/10/91&amp;</td>
<td>9-4</td>
<td>WordPerfect - Intermediate</td>
<td>Watson Library, 5th floor Conference Room A</td>
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<td>8/21/91</td>
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<tr>
<td>4/12/91</td>
<td>9-Noon</td>
<td>WordPerfect - Macros &amp; Tables</td>
<td>Watson Library, 5th floor Conference Room A</td>
</tr>
</tbody>
</table>

NOTE: Libraries will be notified as to the exact dates and locations for the OCLC Passport Software: Introduction and OCLC Prism Service: Introduction workshops.
LFA OPEN MEETING

Sorry for the inconvenience, but the LFA Open Meeting scheduled for February 28, has been rescheduled. The new date and time for the meeting is March 5, 1991 from 10:00 am to noon. The meeting will be held in conference rooms A and B in the Watson Administrative Office.

Sherry Williams

WORKSHOPS AVAILABLE!

The Staff Development Committee would like to remind everyone that once the vouchers are exhausted for BCR training people may apply for funding through the Staff Development Committee. In fact we encourage you to contact the SDC for funding for any workshop of your interest. Contact Connie Powell or Janet Anderson-Story for Staff Development Workshop forms, or Connie Powell for the latest BCR Workshop Schedule.

Connie Powell

COMPUTING SERVICES MICROCOMPUTER WORKSHOPS

The January/February 1991 Computing News publications, contained a list of microcomputer workshops scheduled for the Spring semester. Attached is an excerpt from this newsletter for the IBM PC-Compatible workshops offered by Academic Computing Services. Staff interested in more information about these workshops or the registration fee may contact Jerree Catlin (4-0446) or Kaia Skaggs (4-0447). To register, call the Computer Center Business Services at 4-0494. If you are interested in some of the workshops being offered, funds may be requested from the Library’s Staff Development Committee to cover the registration fee. Forms are available from Connie Powell or Janet Anderson-Story.

Nancy Jaeger

AMENDMENTS TO BASIC BENEFITS

Madi Vannaman, Assistant Director of Human Resources, recently announced changes to two basic benefits provided to all University employees:

Disability Income Benefit has increased from 65% of your annual rate of compensation to 66 2/3%.

Insured Death Benefit has increased from 100% to 150% of your annual rate of compensation.

These two benefits are provided free of charge to all state employees and do not affect your rate of pay. The changes became effective January 1, 1991. Attached is a copy of the amendments to the benefits. Feel free to contact Sandy Gilliland, 4-3601, or the Benefits Office, 4-7421, if you have any questions.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
FULBRIGHT SCHOLAR PROGRAM

The Council for International Exchange of Scholars has announced that it is now accepting applications for the 1992-93 Fulbright Scholar Program. Fulbright opportunities range from two months to an academic year and are available worldwide. To apply for opportunities in Australasia, South Asia, most of Latin American and the USSR, applications must be received by June 15th. To apply for opportunities in Africa, Asia, Europe, the Middle East and Canada (and lecturing awards in the Caribbean, Mexico and Venezuela), applications are due August 1st. The Fulbright Scholar Program requires U.S. citizenship and Ph.D. or equivalent professional status. Applications may be obtained by contacting the following:

Council for International Exchange of Scholars  
3007 Tilden Street, N.W., Suite 5M, Box GPOS  
Washington, DC 20008-3009  
(202-686-7877)  

REVISED GUIDELINES FOR REHIRING RETIRED FACULTY

Attached is a copy of the "Revised Guidelines for Rehiring Retired Faculty or Unclassified Staff in Academic Affairs", provided by the Office of Academic Affairs. Questions concerning the revised guidelines may be addressed to Sandy Gilliland, 4-3601, or your Assistant Dean.

PERSONNEL COMMITTEE QUESTIONNAIRE

Thank you to the 52 classified staff members who completed and returned their Working Conditions Questionnaire! We have begun to tabulate the results and will let you know as soon as they are available. In the meantime, if you missed the deadline and would still like to complete and submit your questionnaire, we will continue to accept them while we tabulate. Send them to Gaile Burchill, Anschutz Science Library.

LIBRARY ORIENTATION TOURS

The Committee on Staff Orientation has scheduled tours of the following library departments that are open to any library staff member. If you are interested in attending all or a portion of the tour, please contact Rhonda Boose, 4-3601, by February 22nd. The tour is scheduled as followed:

February 26, 1991: 1:00 - 3:45

1:00 Circulation/Reserve/Fines (60 minutes)  
2:00 Reference (60 minutes)  
3:00 Interlibrary Services (45 minutes)  

LANGSTON HUGHES EXHIBIT AND RECEPTION

There is a correction to this story which was run in last week's FYI. The correct spelling of the last name of the official biographer of Langston Hughes is Arnold Rampersad. The reception is scheduled February 21st, at 4:00 PM and I want to remind you that everyone is invited.

Sherry Williams

(continued)
IN-PROCESS REQUESTS
Please route all requests for in-process searches to Tommy Hardin in the Cataloging Dept (4-3038). Back-ups continue to be: Diana Dyal and Al Mauler.

CALL FOR CAMPUS MAIL ENVELOPES
The Libraries Administration office needs campus mail envelopes, large and small envelopes are always in demand. If anyone has more than they can use, and would like to get rid of some, please send them to us. Thanks.

Rhonda Boose

BIRTH ANNOUNCEMENT
Vickie Doll, Program Assistant in the East Asian Librarian, and her husband David, are pleased to announce the birth of their new baby girl on Wednesday, February 13th. JoAnn Christine Doll was born at 5:00 a.m. and weighed 7 lbs., 8 oz. All are doing well!

Sandy Gilliland

ATTACHMENTS
KU Libraries--VM/Bitnet/OFFICE List
Revised Guidelines for Rehiring....Staff in Academic Affairs--1/23/91
Amendments to Basic Benefits
Spring Microcomputer Workshop Schedule
Committee on Staff Orientation Minutes--1/10/91, 1/22/91
Budget Information Session Minutes--January 23, 1991
Salaries and Benefits Committee Minutes--January 29, 1991
Library Committee on Promotion and Tenure Minutes--January 31, 1991
LFA Executive Committee Minutes--February 11, 1991
The following are the VM/Bitnet/OFFICE identities for KU library staff and some related staff. There are currently 127 staff on the list. Please contact John Miller with any corrections or additions.

Those listings marked with an * are NOT part of KVLIB-L. A message sent to KVLIB-L will be sent to all the others. For other lists, see the bottom of this document.

<table>
<thead>
<tr>
<th>Acquisitions Department</th>
<th>ACQ</th>
<th>Dandridge, Deborah</th>
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<td>JALTENBE</td>
<td>Dibben, Carole</td>
<td>CDIBBEN</td>
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<td>Anderson, Gordon</td>
<td>GANDERSO</td>
<td>DiFilippo, Paulette</td>
<td>PDIFILIP</td>
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<td>Anderson, Roger</td>
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<td>Doll, Vicky</td>
<td>VDOLL</td>
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<td>Anderson-Story, Janet</td>
<td>JANDERSO</td>
<td>Dyal, Diana</td>
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<td>Baker, Mary Ann</td>
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<td>Dyer, Wanda</td>
<td>WDYER</td>
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<td>Bauer, Lois</td>
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<td>Eden, Brad</td>
<td>BEDEN</td>
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<td>Elliott, Joyce</td>
<td>JELLIOTT</td>
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<td>Biggins, Mike</td>
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<td>Boone, Rhonda</td>
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<td>Evans, Linda</td>
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<td>Borton, Dick</td>
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<td>Flanders, Bruce</td>
<td>FLANDERS*</td>
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<td>Bower, Kerry</td>
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<td>Froese, Verna</td>
<td>VFROESE</td>
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<td>EBOYD</td>
<td>Fry, Joy</td>
<td>JFRY</td>
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<td>Gates, Earl</td>
<td>EGATES</td>
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<td>Bromberg, Nicolette</td>
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<td>Gaedert, Barb</td>
<td>BGAEDDER</td>
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<td>Gibbs, George</td>
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<td>Gillespie, Gaele</td>
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<td>Hamilton, Susan</td>
<td>SHAMILTO</td>
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<td>Hamlin, Luceil</td>
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<td>Clark, Marilyn</td>
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<td>Harsh, Bayliss</td>
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<td>Hawkins, Sherry</td>
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<td>Hawkins, Mary</td>
<td>MHAWKINS</td>
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<td>Cook, Muriel</td>
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<td>Hewitt, Sue</td>
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<td>Copp, Linda</td>
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<td>Hill, Annamarie</td>
<td>SP69</td>
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<td>JHOYT</td>
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<td>WCROWE</td>
<td>Hu, Marilyn</td>
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Jaeger, Nancy
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Kirby, Chanette
Knox, Lorraine
Koeppe, Donna
Kottman, Miloche
Lathrom, Kathy
Leon, Lars
Lodwick, Malcolm
Lohrentz, Ken
Lynch, John
Marvin, Bob
Mason, Alexandra
Mauler, Al
Melton, Rob
Michaels, Barbara
Miller, John
Miller, Kent
Miller, Mary
Miller, Rachel
Miller, Shelley
Moore, Lorraine
Murrell, Dawn
Neeley, Jim
Neeley, Kathleen
Orth-Alfie, Carmen
Powell, Connie
Proctor, JoNell
Rake, Nancy
Revenew, Janet
Rhodes, Saralinda
Ring, Richard
Roach, Mary
Roberts, Wendy
Rosenbloom, Mary
Saile, Cherrie
Schaffner, Brad
Schulte, Becky
Science Reference Desk
Siegmund, Marianne
Simmons, Kendall
Slater, Alex
Slater, Geri
Smith, Jim
Snell, Kathy
Snow, Ann
Starr, Inge
Stephens, Elizabeth
Susott, Gary
Swartz, Denise
Symons, Eleanor
Taylor, Toni
Traxler, Joanna
Waters, Julie
Weller, LeAnn
Whitaker, Mike
Williams, Annie
Williams, Sherry
Wilson, Margaret
Wilson, Mike

Other local library discussion lists:

KUBIB-L -- Bibliographers
editor: Rachel Miller (RMILLER)
closed membership (contact editor)

KULALA-L -- ALA Conference Discussion
editor: John Miller (SP05)
open membership (use "sub" command)

PUBHEADS -- Public Service Dept. Heads
editor: Sherry Williams (SWILLIAM)
closed membership (contact editor)

National lists based at KU Libraries:

TIGER-L -- TIGER test libraries
editor: Donna Koepp (DOCSMAP)
closed membership
Library-Oriented BITNET Lists

A. Standard BITNET lists (see general instructions below for subscribing)

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<thead>
<tr>
<th>List name</th>
<th>Node</th>
<th>List</th>
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<tr>
<td>ARLIS-L</td>
<td>UKCC</td>
<td>Art Libraries Society of North America</td>
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<tr>
<td>ATLAS-L</td>
<td>TCUBVM</td>
<td>Data Research ATLAS users</td>
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<tr>
<td>AUTOCAT</td>
<td>UVMVM</td>
<td>Cataloging and Authorities</td>
</tr>
<tr>
<td>BI-L</td>
<td>BINGVMB</td>
<td>Bibliographic Instruction</td>
</tr>
<tr>
<td>BRS-L</td>
<td>USCVM</td>
<td>BRS/Search Users</td>
</tr>
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<td>BUSLIB-L</td>
<td>IDBSU</td>
<td>Business Librarians</td>
</tr>
<tr>
<td>CDROM-L</td>
<td>UCCVMA</td>
<td>CD-ROM (mostly technical issues)</td>
</tr>
<tr>
<td>CWIS-L</td>
<td>WUVMD</td>
<td>Campus-Wide Information Systems</td>
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<tr>
<td>GOVDOC-L</td>
<td>PSUVM</td>
<td>Government Documents</td>
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<td>INNOPAC</td>
<td>MAINE</td>
<td>Innovative Interfaces Users</td>
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<td>ILL-L</td>
<td>UVMVM</td>
<td>Interlibrary Loan</td>
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<td>IR-L</td>
<td>UCCVMA</td>
<td>Information Retrieval</td>
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<td>LIBADMIN</td>
<td>UMBAB</td>
<td>Library Administration and Management</td>
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<td>LIBPLN-L</td>
<td>QUCDN</td>
<td>Library Planning</td>
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<tr>
<td>LIBREF-L</td>
<td>KENTVM</td>
<td>Reference Librarians</td>
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<td>MAPS-L</td>
<td>UGA</td>
<td>Maps and Air Photo Forum</td>
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<td>MEDLIB-L</td>
<td>UBVM</td>
<td>Medical and Health Sciences Libraries</td>
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<td>MLA-L</td>
<td>IUBVM</td>
<td>Music Library Association</td>
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<td>NOTIS-L</td>
<td>TCSVM</td>
<td>NOTIS Users</td>
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<td>NOTISACQ</td>
<td>ULKXYVM</td>
<td>NOTIS Acquisitions Discussion Group</td>
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<tr>
<td>NOTMUS-L</td>
<td>UBVM</td>
<td>NOTIS Music Interest Group</td>
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<td>NOTRBCAT</td>
<td>INDYCMS</td>
<td>NOTIS and other rare book catalogers</td>
</tr>
<tr>
<td>PACS-L</td>
<td>UHUPVM1</td>
<td>Public-Access Computer Systems Forum (all aspects)</td>
</tr>
<tr>
<td>SERIALST</td>
<td>UVMVM</td>
<td>Serials Processing (all aspects)</td>
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</tbody>
</table>

To subscribe to any of the general lists above, do the following:

1) Enter the command `MAIL LISTSERV AT NODE` where NODE is the one shown above beside the list you are interested in:

For example, if you want to subscribe to the PACS-L, enter the command

`MAIL LISTSERV AT UHUPVM1`

2) When prompted for a name and subject, just hit the ENTER key.

3) In the body of the mail screen, enter the mail message

```
SUBSCRIBE List-Name Your-Name
```

where "List-Name" is the one listed above and "Your-Name" is the way you wish your name to appear when mail is sent to you. You do not need to include your system id. For example, if John Doe wishes to subscribe to PACS-L, he should enter the message

```
SUBSCRIBE PACS-L John Doe
```
4) Press the PF5 key to send the message.

5) If you tire of the list or if you are going to be gone and do not wish to continue to receive messages, repeat the steps above except that the mail message would be "UNSUBSCRIBE PACS-L". You may subscribe and unsubscribe to a list as often as you like.

See the document BITNET USERHELP for more information and other commands.

B. Discussion lists with special subscription procedures.

To send a message to a person or a listserver at an Internet node (one ending here in ".EDU") via BITNET, you must first set up a names record for the ID and node. Put the entire address (e.g., "ZODIAC.RUTGERS.EDU") into the node area of the names record and supply the ID and a nickname. You then can send a normal mail message using the MAIL command and the nickname. (See pages 13-15 of the MAIL writeup in your VM notebook for more information on names records.)

CIRCPLUS @ LISTSERV.ACS.UNC.EDU (Circulation and Access Services).

-- Create a "names" record with "CIRCPLUS" as the Nickname, "LISTSERV" as the Userid, and "LISTSERV.ACS.UNC.EDU" as the node. Then enter "mail circplus" to get a normal mail form and send a SUBSCRIBE message as described above.

Conservation DistList Preservation of Library Materials

-- Send a subscription request to Walter Henry (WHENRY @ LINDY.STANFORD.EDU).

EXLIBRIS @ ZODIAC.RUTGERS.EDU Rare Book, Manuscript, and Special Collections

-- Send a subscription request to EXLIBRIS-REQUEST @ ZODIAC.RUTGERS.EDU. Include your name and email address in the body of the message. Contact Peter Graham for questions (GRAHAM @ ZODIAC.RUTGERS.EDU).

LAW-LIB @ UCDAVIS.EDU Law Librarians

-- Send a subscription request to LAW-REQUEST @ UCDAVIS.EDU. Contact Elizabeth St. Goar for technical questions (ESTGOAR @ UCDAVIS.EDU).

SIGLAN @ BRYNMAWR ASIS Library Automation and Networking SIG

-- Send the message SUBSCRIBE SIGLAN to MAILSERV@BRYNMAWR

-- John S. Miller, February 14, 1991

(Most of this information was compiled and distributed via PACS-L by Charles W. Bailey, Jr.)
Spring microcomputer workshop schedule

Academic Computing Services offers a variety of microcomputer workshops at the Computer Center for both IBM PC-compatible and Macintosh computers. The schedules are shown below. There are prerequisites for many of the workshops. For more information about the workshops or prerequisites, call Jerree Catlin (864-0446) or Kaia Skaggs (864-0447). To register, call the Computer Center Business Services office at 864-0494.

Workshops are also offered (for IBM PC-compatible systems) at the University of Kansas Medical Center in Kansas City and at the Capitol Complex Center in Topeka. Call Jerree Catlin (864-0446) for information and schedules.

Spring 1991

IBM PC-compatible workshops

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Workshop</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>9</td>
<td>Introduction to MS-DOS</td>
<td>9 a.m.-noon</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Introduction to WordPerfect</td>
<td>1-4 p.m.</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Introduction to Lotus</td>
<td>9 a.m.-noon</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Introduction to dBase III+</td>
<td>1-4 p.m.</td>
</tr>
<tr>
<td>February</td>
<td>1</td>
<td>Creating MS-DOS Batch Files</td>
<td>11 a.m.-noon</td>
</tr>
<tr>
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<td>4</td>
<td>Introduction to Personal Computing</td>
<td>1-4 p.m.</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Introduction to MS-DOS</td>
<td>9 a.m.-noon</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Introduction to WordPerfect</td>
<td>9 a.m.-noon</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>WordPerfect 5.1: New Features</td>
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<td></td>
<td>15</td>
<td>Introduction to Lotus</td>
<td>1-4 p.m.</td>
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<td>21</td>
<td>Introduction to SPSS/PC+</td>
<td>1-4 p.m.</td>
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<td>26</td>
<td>Advanced WordPerfect</td>
<td>1-4 p.m.</td>
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<td>March</td>
<td>5</td>
<td>WordPerfect and Desktop Publishing</td>
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<td>6</td>
<td>Introduction to Harvard Graphics</td>
<td>9 a.m.-noon</td>
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<td>19</td>
<td>Programming in dBase III+</td>
<td>9 a.m.-4 p.m.</td>
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<td>20</td>
<td>Intermediate WordPerfect</td>
<td>9 a.m.-noon</td>
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<td>27</td>
<td>Creating MS-DOS Batch Files</td>
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<td>28</td>
<td>WordPerfect: Macros</td>
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<td>April</td>
<td>2</td>
<td>Introduction to MS-DOS</td>
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<td>Lotus/Macros</td>
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<td>Introduction to WordPerfect</td>
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<td>Intermediate Lotus</td>
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<td>Advanced WordPerfect</td>
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<td>May</td>
<td>17</td>
<td>Introduction to MS-DOS</td>
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<td>22</td>
<td>Introduction to WordPerfect</td>
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<td>23</td>
<td>Creating MS-DOS Batch Files</td>
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<td>28</td>
<td>Introduction to dBase III+</td>
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<tr>
<td></td>
<td>29</td>
<td>Introduction to Lotus</td>
<td>1-4 p.m.</td>
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</table>
**PROMOTION AND TRANSFER LIST**

February 18, 1991

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, February 22, 1991.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-20</td>
<td>*Graphic Designer II (Application Deadline is February 28, 1991)</td>
<td>Kim Bowker (913) 532-6277 Kansas State University</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-24</td>
<td>Civil Engineer I</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-26</td>
<td>Civil Engineer III</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-27</td>
<td>Engineering Technician III (Statewide Travel)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-28</td>
<td>*Occupational Therapist I</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
</tr>
<tr>
<td>R-29</td>
<td>*Personnel Management Specialist II (See Page 3)</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-30</td>
<td>*Personnel Management Specialist IV (See Page 3)</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-31</td>
<td>*Risk Manager (See Page 4)</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services</td>
</tr>
<tr>
<td>R-32</td>
<td>*Speech Pathologist/Audiologist I (Must Have Master's Degree in Speech Pathology)</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
</tr>
<tr>
<td>R-33</td>
<td>Agricultural Technician</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
</tr>
<tr>
<td>R-34</td>
<td>Office Assistant II (Typing)</td>
<td>Jack Fleet (316) 262-4879 Commission on Veterans Affairs</td>
</tr>
</tbody>
</table>

**MANHATTAN (Cont.)**

| R-20         | *Graphic Designer II (Application Deadline is February 28, 1991) | Kim Bowker (913) 532-6277 Kansas State University |
| R-22         | Engineering Technician V | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-24         | Civil Engineer I | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-26         | Civil Engineer III | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-27         | Engineering Technician III (Statewide Travel) | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-28         | *Occupational Therapist I | Don Pesmark (913) 296-4321 Topeka State Hospital |
| R-29         | *Personnel Management Specialist II (See Page 3) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-30         | *Personnel Management Specialist IV (See Page 3) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-31         | *Risk Manager (See Page 4) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-32         | *Speech Pathologist/Audiologist I (Must Have Master's Degree in Speech Pathology) | Don Pesmark (913) 296-4321 Topeka State Hospital |

**WICHITA**

| R-19         | Engineering Technician IV | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-20         | *Graphic Designer II (Application Deadline is February 28, 1991) | Kim Bowker (913) 532-6277 Kansas State University |
| R-22         | Engineering Technician V | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-24         | Civil Engineer I | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-26         | Civil Engineer III | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-28         | Engineering Technician III (Statewide Travel) | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-29         | *Occupational Therapist I | Don Pesmark (913) 296-4321 Topeka State Hospital |
| R-30         | *Personnel Management Specialist II (See Page 3) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-31         | *Personnel Management Specialist IV (See Page 3) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-32         | *Risk Manager (See Page 4) | Vicki Harding (913) 296-3140 Department of Administration Division of Personnel Services |
| R-33         | *Speech Pathologist/Audiologist I (Must Have Master's Degree in Speech Pathology) | Don Pesmark (913) 296-4321 Topeka State Hospital |

**WAMEGO**

| R-19         | Engineering Technician IV | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-20         | *Graphic Designer II (Application Deadline is February 28, 1991) | Kim Bowker (913) 532-6277 Kansas State University |
| R-22         | Engineering Technician V | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-24         | Civil Engineer I | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-26         | Civil Engineer III | Sherri Jacobs (913) 296-3721 Department of Transportation |
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| R-33         | *Speech Pathologist/Audiologist I (Must Have Master's Degree in Speech Pathology) | Don Pesmark (913) 296-4321 Topeka State Hospital |

**EQUAL OPPORTUNITY EMPLOYER**

(Continued on Back)
*Licensed Practical Nurse*  
(7:00 a.m. to 3:00 p.m.)  
(3:00 p.m. to 11:00 p.m.)

*Psychologist IV*  
*Registered Nurse III*  
(7:00 a.m. to 3:00 p.m.)

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**PERSONNEL MANAGEMENT SPECIALIST II**

Position available in Topeka to conduct job analyses, evaluate employee selection requirements, and develop and validate employee selection instruments. Strong analytical writing and communication skills necessary for successful job performance. Experience or education in employment test development, industrial psychology, job classification or statistical research analysis, and working knowledge of statistical analysis, data base management and spreadsheet software preferred. Bachelor's degree in business or public administration or behavioral sciences; and one year technical or administrative personnel experience required. Additional experience may substitute year for year for required education. Graduate study in above areas may substitute year for year for required experience. Salary $26,344 annually plus civil service benefits. Submit a letter of interest, completed State of Kansas application form and college transcripts to Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, Topeka, KS 66612 no later than February 22, 1991.

Application forms may be obtained in Room 105, or at your local Department of Human Resources Job Service Center.

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**PERSONNEL MANAGEMENT SPECIALIST IV**

Position available in Topeka to manage and supervise the Office of Human Resource Development in the Division of Personnel Services. Develops guidelines for orientation, supervisory, and management development activities; assesses the need for training pertinent to all State of Kansas employees, securing and developing such training, and evaluating the effectiveness of training activities. Qualifications required: BA or BS in social science, education or related field, an advanced degree in a related subject, and four years of experience in human resource training program development and/or administration. Salary $33,948 annually plus civil service benefits. For consideration, please submit a letter in interest, completed State of Kansas application, and college transcripts by February 22, 1991 to: Vicki Harding, Department of Administration Personnel, Room 951, Landon State Office Building, 900 SW Jackson, Topeka, KS 66612.

Application forms may be obtained in Room 105, or at your local Department of Human Resources Job Service Center.

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**RISK MANAGER**

The Division of Personnel Services in Topeka seeks a risk management professional to develop and maintain a comprehensive non property and casualty risk management program. Determines benefit liabilities, and analyzes risks associated with potential claims against employee benefits including: health insurance, sick leave, annual leave, workers compensation, and retirement. Develops programs to eliminate, reduce, or contain claims; and addresses liability coverage issues. Requires five years of professional actuarial or risk management experience. Graduate level study in business administration, insurance, benefits administration, finance, or statistics may be substituted at the rate of one course for three months of experience, up to a maximum of one year. Must have demonstrated the ability to coordinate comprehensive risk management activities, establish and maintain an automated risk management information system, have strong communication skills, and analytical capabilities. Competitive compensation and benefits package. Salary ranges from $43,344 - $50,984 annually based on qualifications and experience. For consideration, submit a letter of interest, completed State of Kansas application, salary history and college transcripts by February 22, 1991 to: Vicki Harding, Division of Personnel Services, Room 951, Landon State Office Building, Topeka, KS 66612.
Revised Guidelines for Rehiring Retired Faculty or Unclassified Staff in Academic Affairs

1. The request to hire a retired faculty or unclassified staff member must be initiated by the department to the Dean/Director of the unit.

2. The conditions of appointment should be for a specified period of time, preferably one year or less, with extensions reviewed on an annual basis. Normally, the Vice Chancellor for Academic Affairs will approve a request to reemploy a retired faculty member only if the request specifies that the faculty member will receive a fixed amount of money in return for a specific research, service or administrative effort or for teaching a fixed number of sections of a course, e.g. $3,000 for teaching one section of course "x" during the Spring semester. Salary and other conditions of appointment will be negotiated before the new appointment is made. The Vice Chancellor for Academic Affairs will not approve the continued use of funds associated with a professorship or chair the faculty member held prior to retirement to pay any salary to the faculty member after retirement. Responsibilities of the new appointment should be negotiated at the unit level. Generally, such responsibilities will be much more specific than the pre-retirement position description of "teaching, research, and service."

3. The appointment request to the Dean/Director must indicate the terms under which the appointment is proposed including length of appointment, rate of pay, percent of time, and specific responsibilities.

4. The retiree should be asked to check with Staff Benefits about any change in health care and retirement benefits that would result from this new appointment.

5. A department's request must be approved by the Dean/Director, who will grant approval if the appointment is viewed as being in the best interests of the unit. The Dean/Director will forward any approved requests to the Vice Chancellor, who will authorize the appointment if it is deemed to be in the best interests of the University.

6. Decisions to rehire retired faculty or unclassified staff members shall be made such that no adverse discrimination occurs because of race, religion, color, sex, disability, veteran status, national origin, age or ancestry.
NOMINATING AND BALLOT COMMITTEE MINUTES
DECEMBER 11, 1990
Present: Dienes, Eshelman, Miller

N&B mailed ballots for the election of members to the Committee for Evaluation of Service and Research.

Submitted by Nicholas Eshelman

NOMINATING AND BALLOT COMMITTEE MINUTES
JANUARY 8, 1991
Present: Eshelman, Miller

N&B counted and tallied the votes cast in the election for members of the Committee for Evaluation of Service and Research. The results are as follows:

Librarian I: Michael Biggins
Librarian II: Sandra Brandt
Librarian III: Susan Craig

Results were submitted to Exec and FYI.

Submitted by Nicholas Eshelman

NOMINATING & BALLOT COMMITTEE MINUTES
FEBRUARY 7, 1991
Present: Dienes, Eshelman, Miller

N&B discussed the steps to be taken to find a replacement for Gene Carvalho when he resigns from LFA Exec.

At Exec's request, a proposal was prepared concerning the staggering of the terms of members of the LCPT.

Also discussed was the interpretation of sections 1.1.1.1 to 1.1.1.3 of the LFA code regarding who is eligible to vote in LFA elections. SM will contact Exec for clarification.

Submitted by Nicholas Eshelman
(Rev 2-18-91)
COMMITTEE ON STAFF ORIENTATION
Meeting of 1/10/91

Present: Susan Hitchens (Chair), Paulette DiFilippo, Lorrie Knox, Sandy Gilliland, Bayliss Harsh, Carmen Orth-Alfie

MINUTES from 12/10/90 were approved.

PRESERVATION SLIDE/TAPE PRESENTATIONS were discussed. Arrangements were made for scheduling rooms, projectors and committee members for each showing. A memo listing the two program titles and showing times will be sent to student assistant supervisors and department heads. An announcement will also be placed in FYI.

TOUR PROGRAMS were set up for the spring semester.

The week of Feb. 11th
Group D: Collection Development - 9:00am
   Acquisitions - 9:30am
   Cataloging - 10:30am

The week of Feb. 18th or Feb. 25th
Group F: Will be offered in the afternoon since it was previously scheduled in the morning.
   Circulation - 1:00pm
   Reference - 2:00pm
   ILL - 2:50pm

April - Groups A and C (Engineering, Music, Science, Art, SPLAT, Slavic and East Asian).

Susan will contact tour guides to arrange specific dates. Announcements will be made in FYI encouraging participation by all library staff, not just new staff.

NEXT MEETING will be held in the Anschutz Science Library 3rd floor seminar room on January 22, 1991 at 11:00am.

Submitted by Lorrie Knox.
Committee on Staff Orientation
Meeting of 1/22/91

Present: Paulette DiFilippo, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Carmen Orth-Alfie.
Absent: Lorrie Knox

Minutes for 1/10/91 were unavailable.

1. Preservation slide show was discussed. It was noted that in Anschutz the second floor seminar room is needed not the 3rd floor seminar room. Susan will look into this. Paulette will confirm the use of the cataloging conference room. The logistics of transporting the slides and other details were discussed.

2. Orientation Tour Programs were discussed. Susan reported on the dates and times of the February tours: Group D, February 14, 9:00-12:00; and, Group F, February 26, 1:00-3:45. Sandy will place an announcement in the FYI. Carmen will revise the tour schedule showing the next tours, etc. Carmen will also prepare sign-up sheets for Rhonda. Rhonda will take the calls.

3. New staff luncheon. Susan reminded the committee about the luncheon January 24, 12:00-1:00 at the Union.

4. The next meeting is scheduled for Tuesday, February 12, 11:00 in Anschutz, 3rd floor seminar room.

Submitted by Carmen Orth-Alfie.
BUDGET & PLANNING COMMITTEE MINUTES FOR JANUARY 9, 1991

Present: Susan Craig, Penny Donaldson, Sue Hewitt, Nancy Jaeger, Lorraine Moore, Saralinda Rhodes, Julie Waters

Guests: George Gibbs, Sherry Williams

Lorraine Moore called the meeting to order and the minutes of December 12 were approved.

George Gibbs presented B&P with a proposal to form a Library Emergency and Disaster Plan Committee. The committee would identify the principal types of emergencies and disasters that might affect the Libraries, recommend a priority for working on plans to deal with each situation, and outline a course of action for each. George proposes that a plan for Watson would be the first step and then plans for other library locations could use the Watson plan as a model. B&P suggested that the committee could first solicit each library unit to submit copies of their current emergency and disaster plans before beginning work. We also expressed some concern that if the committee is to continue over several years, terms on the committee should be limited so that a variety of library staff have an opportunity to serve. B&P approved the formation of the committee.

Lorraine Moore, chair of B&P, and Sherry Williams, LFA chair, spoke about the library budget process. The Library's budget request for FY92 and FY93 must be submitted by February 1 and the meeting with campus administrators will be Feb. 12. Dean Crowe met with LFA Exec on Jan. 7 and proposed that open forums regarding the budget, sponsored by B&P, should be held in January. One of these forums would be on Jan. 23 in conjunction with the presentation to the LFA of the Dean's "State of the Library Address". The other forum would be scheduled by the Classified Conference. At the forums, the Dean will make a short presentation and then expect discussion from the audience. B&P debated how to make these sessions most effective in light of the short time period for preparation. We discussed the benefit of sending some preliminary information before the meetings to help make the sessions productive and Lorraine agreed to draft something for review at the B&P meeting on Jan. 16.

Because this budget document which is addressed to the University's Administration tends to be very general, B&P discussed the need to sponsor budget hearing for individual library units concerning the internal distribution of library resources. These could be held in March and April to assure that information is available when allocation decisions are made in May and June. Still undecided are issues such as to whom are these budget documents addressed? Who would attend the hearing? Would a synopsis of the meetings be prepared by B&P? Another type of budget planning is more long range. Each year the library is required to submit budgets for the next two fiscal years so it would be helpful if units would also work on a more lengthy schedule. This might be done during the fall in preparation for the budget document needed each spring. Everyone is in agreement that requests for budget information never comes as a surprise and we must begin to integrate planning for it into our annual schedule.

The next B&P meeting will be Wed. Jan. 16 8-9am in Conference Rm B.

Submitted by Susan Craig
BUDGET AND PLANNING COMMITTEE MINUTES FOR JANUARY 16, 1991

Present: Lorraine Moore (Chairperson), Sue Hewitt, Penny Donaldson, Saralinda Rhodes, Julie Waters

Guest: Dean Bill Crowe

Absent: Susan Craig, Nancy Jaeger

Lorraine distributed a memorandum addressed to Library Staff from the Budget and Planning Committee concerning background information on the meetings planned to discuss the Libraries' budget. Each committee member was given time to review the proposed memorandum.

Dean Crowe suggested that budget discussions in the near future include how to allocate resources with later meetings being addressed to planning for future budget requests. Additions and corrections were made to the memo as suggested by the Dean.

Other editing was done by the committee with Lorraine instructed to distribute the final draft. A word of thanks was given to Lorraine for her work on the document.

Submitted by Penny Donaldson
Each open meeting was called to order by Lorraine Moore, the chair of the Budget and Planning Committee. She explained that no one thought that the budget process that was occurring this year was a model but considering the time restraints, this was at least an opportunity for the Dean of Libraries to convey his current thinking on budget priorities and for the library staff to respond. Lorraine also said that the Budget and Planning Committee plans to sponsor budget hearings later in the spring and will welcome any format suggestions for those hearings. Anyone on the Budget & Planning Committee (Lorraine Moore, Nancy Jaeger, Sue Hewitt, Penny Donaldson, Julie Waters, Saralinda Rhodes, Susan Craig) could be approached with those suggestions.

The meeting was then turned over to Dean Crowe for his presentation. The first point he made was to emphasize that the budget is not yet drafted and that the discussion would be taken into account before the budget document was compiled. He proceeded to discuss the budget situation aided by overhead projections prepared by Nancy Jaeger. These projections included the KU Libraries FY91 budget excluding library materials, a pie chart of projected FY91 expenditures, the total Unclassified and Classified Positions within the library in FY91 (filled and unfilled), a projected FY92 budget worse case, a projected loss of student positions FY90-92, a projected FY92 budget better case, the FY92 base budget improvements requested by the campus, and a projected FY92 base optimum case. All of the evidence presented focused on the library budget excluding library materials since these were areas less well documented within the library system and since Rich Ring had prepared extensive budget reports regarding book and serial prices last fall.

After the presentations there were numerous questions from the floor regarding salary shrinkage obligations; non-state income including endowments, copying income, income from fines and lost books; supplies and expenses such as OCLC; salary increases resulting from reclassification; and base resource changes. The Dean assured everyone that any base resource changes must and will be discussed as widely as possible and that reallocation of resources will not be undertaken lightly.

Submitted by Susan Craig
SUDGET & PLANNING COMMITTEE MINUTES FOR JANUARY 25, 1991

Present: Susan Craig, Nancy Jaeger, Lorraine Moore, Saralinda Rhodes, Julie Waters

Absent: Penny Donaldson, Sue Hewitt

Guest: Dean Bill Crowe

The purpose of the meeting was to provide the Dean with our reaction to the budget information sessions which Budget & Planning had sponsored earlier in the week. Dean Crowe was interested in learning of our sense of priorities from staff and faculty among the issues of student assistance wages, preservation, acquisitions' funding, library faculty salaries, and equipment. Although all of these priorities have merit, in the final presentation something has to be listed as number one. It was the general sense of the group that student wages should be listed as number one with acquisitions' funding a very close second. The new wage scale has been mandated by the federal government and the lack of funding for the wage increase effects the entire operation of the library by limiting the number of students available for processing, hours, shelving, etc. If funding for the student wages were increased, it would allow more flexibility in other areas of budgeting. The problem in acquisitions' funding is a serious one and will also impact all library users. Librarians' salaries may be addressed along with other faculty salaries if the Margin of Excellence is passed. If such money is available, a special case must be made that our need is extraordinary. The Dean is investigating more effective ways of demonstrating the salary situation by possibly commissioning special reports from ARL. Preservation continues to be a priority and needs to remain in the budget request. Equipment needs will be addressed as part of a special request to the Executive Vice-Chancellor for support of a LAN linking several of the library units. Dean Crowe will use our comments as well as others that he has received from staff as he drafts the budget statement in the next few days.

The committee again reiterated that this year's budget process was not ideal and that long range planning needs to be instituted. We did feel however that the public dissemination of the information in the budget forums was useful and that the provision of information for non-acquisitions areas of the budget was appreciated.

Submitted by Susan Craig
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: January 29, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner.

Dean Crowe asked the committee to compile data that compares KU librarians' salaries to the teaching faculty and the librarians' salaries at our peer institutions. The goal of this study is to provide information that will be used to request a base funding increase to bring the librarians' salaries to a par ranking with the teaching faculty. Unfortunately, the comparative salary figures for 1990/91 from the Association of Research Libraries will not be available until March. Sandy agreed to collect salary information from the previous years and the committee will compile the statistics at its next meeting.

The next meeting will be February 1, at 10:30 am.

Brad Schaffner, secretary
LFA EXECUTIVE COMMITTEE: MINUTES
FEBRUARY 11, 1991

Present: Carvalho, Dandridge, Lohrentz, K. Miller, Schulte, Snell, S. Williams

Minutes of the December 11, 1990 and January 8, 1991 meetings of Nominating and Ballot Committee were reviewed and accepted. Minutes of the February 4, 1991 meeting of LFA Exec were approved with revisions.

I. S. Williams received a memo from Dean Crowe stating that John Miller has been appointed Librarian II.

II. Dean Crowe sent the statement on academic qualifications for library faculty positions which was drafted by Exec to Del Brinkman, accompanied by a letter requesting that Academic Affairs study the document and respond to it as soon as possible. This document will be the focus of the next LFA General Meeting to be held February 28, 1991, at 10:30 AM in Conference Rooms A & B.

III. K. Miller reported on the last two Senate Library Committee meetings which he has attended. The meetings focused on the budget and particularly on the issue of professional librarians' salaries. LFA Exec noted and wishes to acknowledge the strong support the Senate Library Committee has shown for increased salaries for librarians.

IV. Exec asked Gene Carvalho to serve on the committee until he leaves for Japan and discussed his replacement.

V. S. Williams received a call from Rex Hargis, Chair of the Classified Conference. He expressed the desire of Classified Conference to set up joint committees with LFA. He asked if a joint committee on joint committees could be formed. Sherry asked him to present a proposal in writing and indicated that LFA Exec would consider it at that time.

VI. Exec studied the list of issues for the remainder of the year that S. Williams had compiled, in an attempt to determine where to place priorities for discussion. It was decided that there will need to be LFA meetings once a month from February through May. The issues were tentatively assigned to each meeting's agenda. Some of the issues deal with: Academic Qualifications for Library Faculty Positions; length of terms for LCPT and Budget and Planning; code definition of LFA membership; rotation of LIII's on LCPT; code change from LCPT re: membership of the Dean on LCPT, terms of Classified Conference members on B & P; service and research requirements for grant-funded librarians; standards of evaluation for annual review, and for promotion and tenure.

VII. Becky Schulte had compared the LFA membership list with mailing labels and determined that, with one exception that has
AMENDMENT OF PLAN DESCRIPTION

Owner: THE KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES
Amendment Effective Date: January 1, 1991

The Disability Income Benefit Plan for Members of the Kansas Public Employees Retirement System has been amended. In order to reflect this amendment, your booklet describing the plan is hereby amended as follows:

The provision entitled "DISABILITY INCOME BENEFIT" is deleted in its entirety and the following is substituted in lieu thereof:

"DISABILITY INCOME BENEFIT" - The Disability Income Benefit shall be 66 2/3% of the Member's Current Annual Rate of Compensation on the date such disability commenced, payable in equal monthly installments, reduced by the Social Security primary disability or retirement benefit, one-half of the Worker's Compensation benefit, and by any other disability benefit from any other source by reason of employment, subject to a minimum disability benefit of $100.00 per month."

The Disability Income Benefit shall not be reduced by reason of any Social Security benefit increase becoming effective after the commencement of Disability Income payments.

This Amendment should be attached to your booklet for future reference.

CERTIFICATE RIDER

Owner: THE KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES
Amendment Effective Date: January 1, 1991

Group Policy No.: GLD 1041

The Insured Death Benefit certificate for all Members of the Kansas Public Employees Retirement System has been amended. In order to reflect this amendment, your booklet describing the plan is hereby amended as follows:

Section 7. "INSURED DEATH BENEFIT" is deleted in its entirety and the following is substituted in lieu thereof:

"INSURED DEATH BENEFIT" - The Insured Death Benefit for an Insured shall be equal to 150% of the Insured's annual rate of compensation, as determined by the Board of Trustees, on the date of death."

This Certificate Rider should be attached to your booklet for future reference.
been corrected, they are the same. The Nominating and Ballot Committee last year had felt that there might be a discrepancy and had requested that Exec look into this.

The next meeting of LFA Exec will be Monday, February 18, 1991, at 10 AM in Conference Room A.

Submitted by Kathy Snell
Library Committee On Promotion and Tenure

Minutes, January 31, 1991

Present: Mary Roach, Chair, Susan Hitchens, Sally Haines, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark

The Minutes from the meeting of January 24th were approved.

The main topic of the meeting was the discussion of credit for prior service. Mary Roach reported from conversations with Dean Bill Crowe and with Sherry Williams following our meeting of January 24th, that the actual proposal of detailed guidelines may be premature at this time, since these ultimately must be negotiated with the Vice Chancellor of Academic Affairs, whose attention is taken up at present with budgetary and promotion/tenure matters. The main topic of LCPT's discussion concerned what group should make recommendations concerning credit for prior service, and where in the hiring sequence such recommendations should be made.

The committee agreed on the following proposal:

Any candidate with prior experience who is being offered a professional position at the University of Kansas Libraries should be evaluated for credit for prior service. The Search Committee will make a recommendation concerning credit for prior service, which will be forwarded to a committee composed of the Chairperson of the Search Committee plus three members of LCPT. These three librarians will be chosen by LCPT and will be members of the committee who have had recent experience in reviewing promotion and/or tenure files. This subcommittee of LCPT plus Search Committee Chair will forward its recommendation to the Dean of Libraries, who may consider this recommendation as advisory and may negotiate with the candidate and/or the Vice Chancellor of Academic Affairs as necessary.

The general content of this proposal will be shared with Sherry Williams, and the LCPT will finally approve the wording at the next meeting of LCPT which is scheduled for Thursday February 7th at 10:30 in Rm B.

Minutes submitted by Marilyn Clark
January 31, 1991

Minutes adopted by LCPT, 7 February.
CLASSIFIED VACANCY

The Kansas Collection has announced the availability of a full-time Secretary I position due to Melanie Buchanan’s resignation (see PERSONNEL below). Responsibilities of this position include: 1) General office management; 2) Accession assistance; 3) Reproductions for patrons; 4) Reference assistance; 5) Typing; and 6) Special projects. Minimum Qualifications: One year of clerical or secretarial work. Business school training (six subjects) or college coursework (28 semester hours) may be substituted for the required experience. Strongly Prefer: Strong typing ability of at least 50 wpm; reference experience or public service work; ability to work effectively with patrons and staff; experience with historical materials. Preferred: Knowledge of library organization; knowledge of Kansas history; experience using a microcomputer.

The Secretary I classification is funded at salary range 13 on the State Civil Service salary scale, at a beginning annual salary of $15,552. Library staff interested in applying for this vacancy should complete a *Request for Promotion or Transfer* form available from Rex Hargis, 4-3601, by 5:00 p.m. March 6, 1991. A copy of the position description is on file in the Library Office for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, NATIONAL ORIGIN, OR ANCESTRY

PERSONNEL

Melanie Buchanan, Secretary I in the Kansas Collection has announced her resignation. Melanie began employment with the Libraries in November, 1990. Her resignation is effective March 8th. Sandy Gilliland

CALL FOR LIII SELF-NOMINATIONS TO LFA EXEC

Due to Gene Carvalho’s impending resignation as LIII rep to LFA Exec., an election must be held to fill his position for the remainder of the LFA committee year. Letters have been sent to all LIIIs soliciting self-nominations.

Nicholas Eschelman
Nominating & Ballot Committee

HALL CENTER ANNOUNCES FACULTY GRANTS

The Hall Center for the Humanities has announced the following faculty grants:

**Humanities Faculty Travel Grant.** Limited to full-time faculty members (and faculty equivalents) who are conducting humanistic research. Grants will be awarded for research and scholarly consultation which cannot be accomplished in any other way than by travel to appropriate locations where materials and collaborators reside. Except in special circumstances, Humanities Faculty Travel Grants may not be used for attendance and/or participation in scholarly conferences, workshops, and symposia. Application deadline: March 18 (for six-month period beginning July 1st).

**Hall Teaching Fund.** (Limited funds available, to be expended between July 1, 1991 and June 30, 1992). Applications are being solicited for projects which would improve teaching in the humanities. Examples: lecture series, seminar series, conferences, program-wide consultancies, etc. Maximum award is $3,000 for any one project. Application deadline: March 18.

Additional information concerning both of these awards, including complete application instructions, is available from Rhonda Boose, 502 Watson, 4-3601, or from the Hall Center for the Humanities, 4-4798.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
ART LIBRARIES SOCIETY OF NORTH AMERICA (ARLIS/NA) ANNUAL CONFERENCE

ARLIS/NA will hold its 19th Annual Conference in Kansas City March 7-14, 1991. The headquarters hotel will be the Ritz-Carlton (formerly Alameda Plaza) and that will be the site of most of the conference sessions and the exhibits. Program sessions include.

**Friday Mar. 9:** "Searching RLIN for Art-Related Questions" 7-10 pm
"Collection Management: a Delicate Balance" 9-11 am
"Future of Subject Analysis and Access in an Online Environment" 2-4 pm
"Funding for Art Museum Libraries" 2-4 pm

**Sunday Mar. 10:** "Professional issues for Visual Resources Curators" 9-11 am
"Current Databases for Architecture Information" 2-4 pm
"Collection Management Systems & Their Impact on Museum Libraries" 5:30-7 pm

**Monday Mar. 11:** "Plenary Session, The Future of ARLIS/NA & the Profession" 10 am-noon
**Tuesday Mar. 12:** "Preservation of the Avant Garde: Contemporary Art Archives" 10 am-noon
"Access & Privacy: Ethics in Library, Archival and Visual Resource Collections" 2-4 pm
"New Trends in Decorative Arts" 2-4 pm
"Collection Management Systems & Their Impact on Museum Libraries" 5:30-7 pm

The conference exhibits will be open Monday from 8am-12:30 and 4-6 pm and on Tuesday from 8am-6pm in Salon I at the Ritz-Carlton. Foreign and domestic book dealers and publishers will be exhibiting as well as the Research Libraries Group.

In addition there will be discussion sessions, committee meetings, business meetings, tours, receptions, and parties throughout the week of meetings.

Of special interest is the all-day tour planned by Mary Rosenbloom and Susan Craig to bring two buses of conference-goers to Lawrence on Wednesday March 13. The ARLIS members will be encouraged to tour Watson Library and view the automated systems, visit Spencer Research Library and see the special exhibit prepared by James Helyar, and tour the Spencer Art Museum and Murphy Library of Art & Architecture. There will also be bus tours of Haskell Indian Junior College, Old West Lawrence, and the KU campus. A local architect will lead a walking tour of downtown during the afternoon.

The exhibits are open to the public but all conference sessions do require registration. The non-member rate for the entire conference is $95 or there is a $50 daily rate for non-members. The Registration Desk will be open throughout the conference.

I hope that you will consider attending some of this conference. It is rare there is a national library meeting in Kansas City so this provides an opportunity to hear speakers address some national concerns—and all for less than the cost of a hotel room at most national meetings. If you have any questions, I'd be glad to talk with you.

Susan Craig

**VOCABULARY STANDARDS FOR ART HISTORY INFORMATION**

Vocabulary Standards for Art History Information, a workshop sponsored by the midwest section of the Visual Resources Association, will be held in conjunction with the meeting of the Midwest Art History Society on Wednesday, April 3. This workshop will be conducted by Lofton Wilson, a member of the Art and Architecture Thesaurus staff. The role of standards, and particularly the use of controlled vocabularies as tools to enhance the management and retrieval of visual materials will be discussed. Participants will receive in-depth orientation to the recently published Art and Architecture Thesaurus (AAT) and a demonstration of the Research Libraries Information Network (RLIN) ATT authority file. During the practical portion of the workshop participants will have an opportunity to catalog slides using the AAT and to use the AAT as a retrieval tool by searching a slide database containing AAT terms. The workshop will be held in two sessions on Wednesday from 9:30-12:30 and 2:00-5:00. Those attending must register for the MAHS conference. For more information please contact Lin Fredericksen, Art History Dept., Spencer Museum of Art (4-4713).

Lin Fredericksen

(continued)
CHANCELLOR BUDIG ON KU'S BUDGET NEEDS

Following are extracts from Chancellor Budig's comments on the budget needs of the University of Kansas for fiscal year 1992 to the House Appropriations Subcommittee, Wednesday, February 20, 1991.

General

"You are all familiar with the Margin of Excellence, so I will not focus on that history. Needless to say, however, the hope and promise kindled in fiscal years 1989 and 1990 were dealt a severe blow a year ago. For that reason, FY 1992 becomes a most critical year."

Unclassified Salaries

"The two principal costs of higher education are also the true measures of an institution's quality: faculty and operating support for faculty. This year, we allocated a pool of 2.7% for salary increases that enabled us to provide continuing faculty an average increase of 2.9%. By contrast, Nebraska awarded increases of 11.8%; Colorado 6%; Iowa 6.3%; North Carolina 7%; Oklahoma 6%; Missouri 5.5%; and Oklahoma State 7.4%. Our request for FY 1992 is for a 5.0% increase in the maintenance budget for faculty salaries, with an additional 2.8% as part of the Margin of Excellence. The Governor's current resources budget provides no increase. The reality is that, after three years, we have made little progress. In FY 88, the year before the Margin, KU salaries were 88.6% of those of our peers. Our position improved to 90.9% in FY '89 and 92.1% in FY '90. With the small increase approved a year ago, we have slipped to 88.8% of our peers, or only 2/10 or 1% over where we stood before beginning the Margin of Excellence. If our request is approved in full, we estimate we will improve to the 92% range; if the Governor's current resources budget is approved we could fall below 85%. We simply cannot return to the course that marked the 1980s. Years of financial shortages have taken their toll. Our vulnerability to a mass exodus of our best mid-career faculty is very real today. In addition, within the next ten years, 25% of our full-time faculty will reach the average retirement age. If we must watch a parade of departures of younger faculty and of retirements, the University of Kansas, as we know it, will no longer exist. If we fall farther and farther behind, it will become impossible to make up the lost ground."

Other Operating Expenses

"For other operating support, the current resources budget again provides no increase. In FY '89, the University was funded for OOE at 64% of our peers. I believe that, when the data are analyzed for FY '91, our standing will be very similar. Our FY '92 maintenance increase request of 4% amounts to $711,000. Before one assumes that an ambitious sum, let me say that keeping abreast of inflation on library acquisitions alone will require an increase of more than $600,000. And that $600,000 does not even take into account the devastating impact of devaluation on library acquisitions. As with salaries, the accumulated deficit built by years of inadequate increases is very serious. For KU to achieve the operating expense level of funding that it had in 1965, in terms of 1990 dollars, would require an increase of $4.7 million. Once you fail to acquire certain materials on a regular basis, it becomes nearly impossible to add those materials to your holdings at a later date. The funding available for equipment is woefully inadequate. Faculty and students alike are frustrated by their equipment, which is often out-of-date and marginally functional. We must correct the course on which we are headed."

Student Salaries

"The maintenance request includes 16% more to offset the federally-mandated minimum wage increases of a year ago. If one assumes all student salaries are at the minimum wage (as a majority are), our students lost 31,477 hours of employment. These students are party to the partnership that framed the Margin of Excellence. Their tuition has been increased each year. But their benefits have not improved at the same rate. Student salaries are only one measure. In FY 1980, tuition income funded 20.4% of the educational program and physical plant budget. For FY '91, tuition income will finance an estimated 34.0 percent. Failure to fund the requested student salary increase sends a message to students that they are expected to continue to pay more for their education while, at the same time, not receiving the benefits they anticipate."

Classified

"My last point before closing is a special plea on behalf of our classified employees. They often feel that only if something is left, will their needs be addressed. Regrettably, history suggests this view has some credence. The current resources budget provides no cost-of-living increase and no step increases, and it eliminates the longevity bonus system instituted only a few short years ago. I would urge that classified employees be treated fairly. . . ."
ANNUAL STEAM SHUT DOWN -- Second Notice
Facilities Operations has scheduled the annual steam shut down for March 12-14, 1991 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 21-22, 1991.

Nancy Jaeger

DEAN’S TALKS AND TRAVELS
To keep Library staff better informed about some of the Dean’s activities outside the Library, I plan to continue to provide updates each month on some of the special meetings and like events in which he will participate in the 3-4 weeks ahead:

* On Monday, 4 March, he has been asked to meet with the faculty of the Department of Religious Studies.
* He will be attending the 9th Annual OCLC Conference of Research Libraries Directors, in Dublin, OH, from Friday, 8 March through Tuesday, 12 March.
* He will attend the Coalition on Networked Information annual meeting in Washington D.C., from Monday, 18 March through Wednesday, 20 March.
* He will attend the KLA meeting Thursday, 21 March and Friday, 22 March.
* On Monday, 25 March, he has been invited to meet with the faculty of the Department of Classics.

Rhonda Boose

MINUTES AND ATTACHMENTS
In an effort to reduce the size of the FYI, and save paper, any time you have attachments or minutes to be included, I will be happy to accept them in electronic form. Receiving them electronically, I’ll be able to retain the message, but adjust the font size, margins and spacing in order to compress the information. Please send the data to me on either 5 1/4 or 3 1/2 disk format. (I’ll return the disk to you as soon as the data has been uploaded to my machine.) I can process almost any version of WordPerfect and some of the other word processors also (except Mac).

ATTACHMENTS
Division of Personnel Services Promotion and Transfer List—February 25, 1991
Staff Development Committee Minutes—November 9, 1990, December 7, 1990, January 18, 1991
LFA Executive Committee Minutes—February 18, 1991
Classified Conference Executive Board Minutes—January 29, 1991
Children and War Flyer
Microcomputer & Reference Classes

Rhonda Boose
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
913-296-3721
TDD 913-296-4798

February 25, 1991

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, March 1, 1991.

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
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<td>R-20</td>
<td>Central Accountant I, Trainee (See Page 3)</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
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<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>R-23</td>
<td>Occupational Therapist I</td>
<td>Don Pesmark (913) 296-4321 Topeka State Hospital</td>
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<tr>
<td>R-17</td>
<td>Secretary III (Shorthand Required)</td>
<td>Gail Smith (913) 296-5800 Kansas Racing Commission</td>
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TOPEKA (cont.)

| R-20 | *Central Accountant I, Trainee (See Page 3) | Sherri Jacobs (913) 296-3721 Department of Transportation |
| R-27 | Computer Systems Analyst III | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-13 | Engineering Technician II  | Mike Ramirez (913) 296-3721 Department of Transportation |
| R-11 | Keyboard Operator I        | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-23 | Occupational Therapist I   | Don Pesmark (913) 296-4321 Topeka State Hospital |
| R-15 | Secretary II               | Jo Ann Moran (913) 296-1290 Department of Health and Environment |
| R-17 | Secretary III (Shorthand Required) | Gail Smith (913) 296-5800 Kansas Racing Commission |

WINFIELD

| R-24 | Corrections Specialist II  | Linda Brooks (316) 221-6660 (Ext. 309) Winfield Correctional Facility |
| R-15 | *Licensed Practical Nurse (7:00 a.m. to 3:00 p.m.) (3:00 p.m. to 11:00 p.m.) | Farrell Gard (316) 221-1200 Winfield State Hospital and Training Center |
| R-28 | *Psychologist IV           | Farrell Gard (316) 221-1200 Winfield State Hospital and Training Center |
| R-24 | *Registered Nurse III (7:00 a.m. to 3:00 p.m.) (3:00 p.m. to 11:00 p.m.) | Farrell Gard (316) 221-1200 Winfield State Hospital and Training Center |

ATWOOD

| R-26 | Civil Engineer II          | Kim Bowker (913) 532-6277 Kansas State University |

MANHATTAN

| R-20 | Graphic Designer II (Application Deadline is February 28, 1991) | Kim Bowker (913) 532-6277 Kansas State University |

SALINA

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

TOPEKA

| R-22 | Central Accountant I       | Ruth Rowe (913) 296-2493 Department of Administration Division of Accounts and Reports |

EQUAL OPPORTUNITY EMPLOYER

(Continued on Back)
The State of Kansas, Division of Accounts and Reports is seeking racial minority, or handicapped persons as applicants for a Central Accountant I, Trainee position in Topeka.

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 where they are being underutilized. The trainee selected will be provided on the job training and close supervision.

This position will be responsible for the examination and pre-audit of a variety of accounting documents for completeness, internal accuracy, conformance with uniform accounting classification, and compliance with state laws, policies, regulations, and approved accounting procedures.

QUALIFICATIONS REQUIRED: Applicants eligible for consideration must have at least three years of completed college coursework in order that the qualifications listed below can be completed within a 6 to 24 month period following appointment to the position:

Graduation from an accredited four year college or university with major coursework in accounting or business administration, including or supplemented by at least 20 semester hours in accounting.

Individuals who have already completed the qualifications stated above are not eligible for the trainee position.

Starting Salary: Range 20 ($21,888 annually with scheduled increases.) Upon successful completion of the trainee program, salary will increase to Range 22.

Application Procedure: Send a completed State of Kansas application and copy of college transcripts to: Vicki Harding, Department of Administration Personnel Office, Room 951, General State Office Building, 900 SW Jackson, Topeka, KS 66612.

Application Deadline: March 8, 1991
The eighth meeting of the SDC took place on Friday November 9th at 11:00 a.m. with Rick Clement, Connie Powell, Linda Evans, Janet Anderson-Story, Lorrie Knox and Rich Ring in attendance.

The first order of business was correction and approval of the minutes. This was followed by a short discussion of the Governor's Conference on Library and Information Services which was attended by three members of the committee. Rich Ring and Rick Clement were Discussion Leaders and Connie Powell was a Resolution Writer. There was a consensus that the experience was worthwhile and that the conference did focus on issues facing the libraries of Kansas.

The discussion then focused on brown bags. The upcoming brown bag lunches and discussion groups include the November 29th meeting at 4 pm in the Watson Conference Room for a talk by Arley Allen of Allen Press on his recent book buying trip to Germany, and a December 4th brown bag on the Governor's Conference on Library and Information Services starting at 11:30 am at the Watson Conference Room. Other brown bags to be arranged later include an Art Librarian guest speaker as suggested by Susan Craig and a talk by Judy Brow on her recent trips to Norway.

A document entitled: "Library Compact from Friends of Kansas Libraries" was discussed. It was felt that any contractual arrangements should go through the Dean and it will be sent to Dean Crowe. We then discussed shares for out-of-state travel. There was not time to discuss the Continuing Education Program or the various Guidelines we are working on. The discussion on these issues was tabled to the next meeting. The meeting adjourned at 12:00 noon.

Connie Powell

The ninth meeting of the SDC took place on Friday December 7th at 11:00 with Rick Clement, Connie Powell, and Janet Anderson-Story in attendance.

The first order of business was the reading and correction of the minutes. This was followed by a discussion of shares for out-of-state travel reimbursement. After this the bulk of the meeting was devoted to the Guidelines we are writing. It is hoped that we will finish with these Guidelines and prepare a copy for distribution library-wide at the next meeting.

Rick Clement announced that he is the Chairman of the Subcommittee on Automation of the Continuing Education Council of the North East Library System. They are preparing a questionnaire which will be used to make a Directory of Library Skills in North East Kansas. This questionnaire will be distributed in March and he hopes all staff members will take the time to fill it out completely.

The last item to be discussed was the Continuing Education Program for the University of Kansas Libraries. This discussion will continue at the next meeting. The meeting adjourned at 12:00.

Connie Powell
Secretary SDC
The 10th meeting of the Staff Development Committee was called to order at 11:00 am on January 18th 1991 with Rick Clement, Janet Anderson-Story and Connie Powell in attendance.

The first order of business was the reading, correction and approval of the minutes. This was followed by congratulations to Janet Anderson-Story for the fine job she did on the latest Staff Development Committee Newsletter.

We were shown a memo from Dean Crowe who has donated $125.00 to the Staff Development Committee for the times he mentioned "the way we did it at Ohio State." At this point he has taken himself "off the hook" from further contributions.

We read a document from Nancy Jaeger about expenditures by the Staff Development Committee for the first quarter of this year. We then proceeded to workshop requests.

The balance of the meeting was spent on the revision of both the Staff Development Guidelines including the Continuing Education Program for the University of Kansas Libraries, and the Staff Development Workshop Form.

Before adjournment it was announced that the State Library has a Bibliography on Staff Development. We might be interested in seeing that bibliography. The meeting adjourned at 12:00.

Connie Powell
Secretary
LFA EXECUTIVE COMMITTEE: MINUTES
FEBRUARY 18, 1991

Present: Carvalho, Dandridge, Lohrentz, K. Miller, Schulte, Snell, S. Williams

Minutes of the following committee meetings were approved and accepted: Nominating and Ballot, February 7, 1991; Staff Orientation, January 10 and 22; Budget and Planning, January 9, 16, and 25, as well as minutes from the budget information sessions of January 23; Salaries and Benefits, January 29; LCPT, January 31. Minutes of the February 11, 1991, meeting of LFA Exec were approved with revisions.

I. S. Williams had asked Lorraine Moore if she would be willing to be co-opted into the LIII position on Exec when Gene Carvalho leaves for Japan. After consideration, Lorraine declined. Discussion focused on what to do because the code does not address this issue. Three options were considered: not filling the position, going to LFA with a proposal for them to endorse, or appointing or electing a replacement. K. Miller moved that we have an extraordinary election organized by the Nominating and Ballot Committee with a minimum of two candidates on the ballot which will be completed in order to have a new LIII in place by April 1, 1991. His motion was seconded. Kent will contact Jennie Dienes as chair of N&B.

II. Dean Crowe joined Exec briefly as we wondered about the status of his memo and the accompanying document on the academic qualifications for library faculty positions which were forwarded to Academic Affairs on February 7, 1991. Dean Crowe asked Brower Burchill about the status on February 14 and sent a note this morning. He hopes he will know by tomorrow if we have a response or if we will need to postpone the scheduled LFA meeting of February 28, 1991.

III. Dean Crowe sent letters to the members of the Committee to Evaluate Service and Research commending them for their service.

IV. Discussion then focused on the proposed meeting of February 28, during which academic qualifications for library faculty positions will be the main agenda item. LFA has gone on record as supporting the Unclassified Professionals Report. Dean Crowe wants input from LFA as to whether there can be any instances in which academic qualifications other than the MLS from an accredited program can be the basis for appointment to the faculty. Exec will propose a mail ballot so that everyone can vote rather than calling for a vote of those present at the meeting. Discussion will continue.

The next meeting of LFA Exec will be Monday, February 25, at 8:30 AM in Conference Room A.

Submitted by Kathy Snell
MINUTES, Classified Conference Executive Board
January 29, 1991

Constitutional Changes--Proposed changes to the Classified Conference Constitution are available from the officers and group representatives. The text will be available in two formats: two-column, with the proposed text parallel to the current text; and the text as it would appear if the changes were approved. A mail ballot will go out to the membership on February 18 and be due back to the representatives on March 1. The Executive Board approved the addenda, designating membership of the groups effective July 1, 1991. It was agreed that there would not be an open meeting to discuss the proposed changes to the Constitution.

University Senate Committee on Libraries--It was agreed at the last USCL meeting that minutes of the meetings would not be published in the FYI. The Classified Conference representative will continue to give reports at Classified Conference meetings. Our current representative is Channette Kirby; questions may be directed to her. Dean Crowe spoke to the University Senate Committee on Libraries; he presented the State of the Library report and discussed the budgetary needs of the Library.

Future Executive Board Meetings--The Executive Board agreed to meet the last Tuesday of each month between now and the end of June. The officers will meet one week prior to each meeting to establish an agenda.

Joint Committee on Joint Committees--Sue Hewitt, Carole Dibben, and Gaile Burchill agreed to work with members of LFA to discuss the possibility of joint committees.

Committee on Staff Orientation--Tours are about to begin again. It was stressed that any tour is open for any staff member--you don't have to be "new." Slide shows on preservation are again being shown.

Personnel Committee--Surveys have been sent out and are due back by February 15.

Committee on Budget and Planning--Budget hearings were held January 23 following the State of the Library report. The committee felt they were valuable. In the future, Dean Crowe hopes to meet with department heads in the spring and fall to discuss the needs of their department.

Student Awards--After discussion with the Administration on our proposal, several suggestions were made. The Personnel Committee will continue work on this.

Minutes--The minutes of December 19 and January 17 were approved. The minutes which appeared in the January 24 FYI were Janet Revenew's minutes to those in her group and were not the official, approved minutes of the Classified Conference Executive Board.

Thanks!--The Classified Conference Executive Board wishes to express our thanks to Dean Crowe for providing refreshments for the State of the Library/Budget Hearings meeting. Jane Hoyt agreed to send him a thank you note from the Executive Board.

Verna Froese
Co-Secretary
Classified Conference
Personnel Committee Meeting
Minutes

January 15, 1991

Members: Gregg Buckner (absent), Gaile Burchill, Vema Froese, Susan Hamilton, Brenda Owens, Jo Nell Proctor

1. The majority of the meeting involved the final review of the PC Questionnaire. We will try to have it in the mail on Tuesday, January 22nd. The return date was set at February 15th to allow at least two weeks for staff to fill out their questionnaire. It was also suggested that we place an entry in the January 23rd FYI announcing that the survey is being distributed so that both classified and unclassified staff would know about it. Gaile will speak to Dean Crowe about whether he would like to make a statement for FYI about the survey.

2. The minutes from the two previous meetings (11/2/90 and 11/27/90) were approved. They will be discussed at the next Executive Board meeting prior to their inclusion in FYI.

3. Our next meeting was scheduled for Tuesday, February 19th, from 4:00-5:00pm in Watson B.

Personnel Committee Meeting
Minutes

February 19, 1991

Members: Gregg Buckner (absent), Gaile Burchill, Vema Froese, Susan Hamilton (absent), Brenda Owens (absent), Jo Nell Proctor

1. We spoke briefly about the incoming questionnaires (52 so far). Gaile had 16 already tabulated. Jo Nell and Verna each took a stack to tabulate. Gaile will continue to key comments into the report document. The previous survey results have been rekeyed to have comparable question numbers with the new questionnaire (for easy comparison).

2. The meeting was short because of absence. Another meeting was scheduled for Monday, February 25, from 4:00pm - 5:00pm in Watson B.
CHILDREN AND WAR

Friday, March 1 & Wednesday, March 6
7:00 - 9:00 p.m.
Alderson Auditorium
FREE AND OPEN TO THE PUBLIC

War affects everyone.

With many of today's children becoming more aware of international events, adults are being forced to answer questions about war for themselves and for their children. A short seminar will be presented twice in March to address the following issues:

- Ways children are involved in war
- How war affects children of various ages
- How to help children cope with war

Presented by: Kala Bhana, Ph.D., Visiting Professor of Psychology and Human Development.

Sponsored by KU Dependent Care Referral Service, Carruth-O'Leary Hall, 864-4648.
Participant certificates will be furnished for child care providers who attend. Parking is available along Mississippi behind the Union or in the lot between the Art Museum and Memorial Stadium.

HUMAN RESOURCES
The University of Kansas
Please fill in attached registration form and return to BCR. Call BCR at (800) 777-7674 if you have questions.

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**BASIC BOOK REPAIR WORKSHOP**

Basic book repair techniques are taught by having the participants actually perform 6 to 8 mending routines. The workshop includes instruction on what to mend and what to discard, preparation for mending, rumpled pages, inserting loose pages, strengthening weak hinges, repairing torn and loose book covers, and rebacking books. 9 a.m. - 12 Noon

May 24 / University of Kansas, Lawrence, KS

$10/person for materials. Bring a discardable magazine, paperback, and book to the workshop.

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**MICROCOMPUTER MAINTENANCE BASICS**

Microcomputers have been in use in libraries for nearly a decade. Repair frequency and costs can be reduced by adopting a plan for routine do-it-yourself maintenance. Issues such as service contracts, upgrading RAM, static electricity, drive cleaning, surge protection, backing up, screen blanking, parking heads, and the use of accessories for productivity enhancement will be covered. Demonstrations and hands-on opportunities will depend on equipment availability at the workshop site. 9 a.m. - 4 p.m.

May 23 / University of Kansas, Lawrence, KS

$75/person BCR members, $100/non-members

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**PC/MS DOS - AN INTRODUCTION**

What Every Microcomputer User Should Know

A workshop with hands-on practice covering the fundamentals of DOS including internal vs. external commands, most commonly used DOS commands, directories - what's in a name?, wildcards, copy and diskcopy, why format?, backups, installing new software, introduction to batch files, and version variations of DOS. 9 a.m. - 4 p.m.

May 21 / University of Kansas, Lawrence, KS

$75/person BCR members, $100/non-members

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**PC/MS DOS INTERMEDIATE USES BEYOND THE BEGINNING**

With an Emphasis on Hard Disk Management

This is a full-day workshop with hands-on practice covering the use of Config.Sys files; commands like Prompt, Path, Change/Make/Remove Directory, and Assign; version variations; disaster prevention; backing up and restoring a hard disk; advanced batch file techniques; homemade menus; and much more. 9 a.m. - 4 p.m.

May 22 / University of Kansas, Lawrence, KS

$75/person BCR members, $100/non-members

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**WORDPERFECT - BASIC**

WordPerfect is one of the most popular and most versatile word-processing software packages. Through hands-on exercises you will learn to create, edit, and print a document; use the spelling checker, change formats, work with two documents at once, and manage files. Other basic features such as underline, bold, block text, move text, search and replace, etc., will be covered. The trainer is a WordPerfect Certified Instructor. 9 a.m. - 4 p.m.

April 9 / University of Kansas, Lawrence, KS

August 20 / University of Kansas, Lawrence, KS

$75/person BCR members, $130/non-members

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**WORDPERFECT - INTERMEDIATE**

Some of the features to be covered during this hands-on workshop include newspaper columns, simple merges, sorting, and creating and using macros. The tables and relative tab features (introduced with WordPerfect 5.1) will be covered. The class will also include several features of styles and font size/attributes. The trainer is a WordPerfect Certified Instructor. 9 a.m. - 4 p.m.

April 10 / University of Kansas, Lawrence, KS

August 21 / University of Kansas, Lawrence, KS

$75/person BCR members, $130/non-members
USING WORDPERFECT FOR DESKTOP PUBLISHING
This hands-on course will focus on features of WordPerfect that can be used to perform desktop publishing. Features such as graphics, fonts, and using styles to create consistency of formats, will be presented. Basic page layout, and tips for creating attractive newsletters, flyers, and other documents will also be demonstrated. Using a laser printer with WordPerfect is also discussed, but demonstrations and use will depend on equipment availability. The trainer is a WordPerfect Certified Instructor. 9 a.m. - 12 Noon
April 11 / University of Kansas, Lawrence, KS
$75/person BCR members, $130/non-members

WORDPERFECT - CUSTOMIZING YOUR SOFTWARE
This half-day class will focus on learning how to install WordPerfect for the first time and also how to update to a new version of WordPerfect. Many setup options are available to the user for software refinement and these will be covered. Have you ever wondered why all of your documents default to a certain subdirectory, why the screen shows bold and underline in a certain way, or why the document did not print like you thought it should? These questions and more will be answered in this course. 9 a.m. - 12 Noon
August 23 / University of Kansas, Lawrence, KS
$50/person BCR members, $75/non-members

WORDPERFECT - MACROS & TABLES
Tables and macros are powerful tools for anyone using WordPerfect. The tables feature (which was introduced with WordPerfect 5.1) has virtually replaced the use of columns and tabs. Tables can be used for simple spreadsheets, calendars, sign-up lists, and much more. The macros feature is also in great demand. Macros are used to save time and keystrokes. Let the computer automatically print your document with one keystroke by using macros. 9 a.m. - 12 Noon
April 12 / University of Kansas, Lawrence, KS
$50/person BCR members, $75/non-members

DIALOG SYSTEM SEMINAR II: BEYOND THE BASICS
This workshop, previously known as the DIALOG Refresher, has been revised and expanded to include new DIALOG system features, and hands-on practice. It serves as a continuation of the initial DIALOG training class. Agenda topics will include review of basic commands, search strategy preparation, searching multiple databases, displaying and printing results, maximizing search results, and focusing search results. 9 a.m. - 4 p.m.
June 18 / University of Kansas School of Medicine, Wichita, KS
August 6 / University of Kansas, Lawrence, KS
$135/person BCR members, $150/non-members

OCLC EPIC: SYSTEM INTRODUCTION
The EPIC System Introduction provides a full-day overview of search techniques for OCLC's new reference service. Topics include an introduction to online reference database searching, database structure and efficient system utilization, use of logical and proximity operators, EPIC basic commands, search strategy preparation, output options and system administration, pricing and contracts. 9 a.m. - 4 p.m.
June 20 / University of Kansas School of Medicine, Wichita, KS
August 7 / University of Kansas, Lawrence, KS
$75/person BCR/OCLC users, $150/non-BCR/OCLC users
BCR REGISTRATION FORM
4500 Cherry Creek Drive South, Suite 206, Denver, CO 80222; (800) 777-7674

Workshop Title __________________________ Title Date & Location __________________________

Name __________________________ Institution __________________________

Address __________________________ Phone (_______)

FEE: $ ________

Check is enclosed (Please make checks payable to BCR.)

Please invoice after workshop to __________________________

Please deduct registration fees from the subscription balance.

We are using BCR training credit voucher number __________

TOTAL: $ ________

MSS/RSS KS0291

Authorized Signature

This is a half-day workshop for EPIC users who want more information about EPIC advanced cataloging. Although the EPIC command syntax is easy to learn and use, the EPIC Online Union Catalog is sometimes more complex to search than it appears at first. This class is designed to help the searcher become more familiar with searching a MARC database. Hands-on practice is included.

Authorized Signature

January 1991 - August 1991
CLASSIFIED VACANCY

The Engineering Library has announced the availability of a full-time Library Assistant I position (Pam Bower's position), effective immediately. Responsibilities of this position include: 1) Serials processing, 40%; 2) Non-serial processing, 20%; 3) Supervision and training, 13%; 4) Reference and circulation assistance, 20%; 5) Equipment maintenance (copiers, reader/printer), 7%. **Minimum Qualifications:** Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of 2 years. **Strongly Preferred:** Demonstrated successful ability to communicate and interact effectively with library staff and patrons; demonstrated experience in technical processing of serials. **Preferred:** Reference experience and working knowledge of reference sources; experience in technical processing of documents; demonstrated successful ability to analyze, interpret and work with a large flow of detailed information; demonstrated ability to prioritize work, organize materials efficiently, and function independently; knowledge of library resources and organization; experience with U.S. federal documents; experience with KU Libraries serials system (UKASE or LSER), circulation system (LIBC), and/or authority system (OLAF or LCAT); accurate keyboard skills and/or microcomputer 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 $16,356. Library staff interested in applying for this vacancy should complete an "Application for Transfer or Promotion" form available from Rex Hargis, 502 Watson. Applications are due by 5:00 p.m. Wednesday, March 13, 1991. A copy of the position description is on file for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, AGE, NATIONAL ORIGIN, OR ANCESTRY

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, Thursday, March 14. Please refer to pages 18 and 19 of the Student Employment Manual for the maximum number of reportable hours for student assistants, and other information

Rex Hargis

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CIVIL SERVICE TESTING CALENDAR

Attached to this issue of FYI is a copy of the State Civil Services examination calendar for the month of March. Library student assistants who are considering full-time State Civil Service employment must take a civil service examination before they can be considered. Most civil service positions within the Libraries fall into the following classifications: Office Assistant III, Library Assistant I and II, and Library Associate. This month, the examinations for these classifications are not being offered. Contact Rex Hargis or Sandy Gilliland, 4-3601, or the Department of Human Resources, 4-4946, for additional information. 

Sandy Gilliland

DINER'S CLUB CARDS NO LONGER AVAILABLE

In a recent memorandum to all staff, Madi Vannaman, Assistant Director of Human Resources, announced that the State contract with Diners Club will not be renewed and will expire effective March 11, 1991. The reason for nonrenewal is due to apparent abuse by some cardholders in not paying their balances. Until March 11th, cards can only be used for lodging and air travel expenses; the cards may not be used for any other expenses during the remaining contract period. Please note, however, that the American Express Corporate Card program is still available. Library staff interested in obtaining an application for an American Express Corporate Card should contact Sandy Gilliland, 4-3601.

Sandy Gilliland

STAFF ORIENTATION TOURS

The Staff Orientation Committee has scheduled a tour of departments within Spencer Research Library for Tuesday, March 19th, as follows:

1:00 Kansas Collection
2:00 Special Collections
3:00 University Archives

Any library staff member is invited to attend these tours. Please call Rhonda Boose, 4-3601, to register. Tours of the Periodicals, Serials, and Government Documents and Maps departments will be offered soon after March 19th. Additional information regarding specific tour dates/times will be announced in next week's FYI.

Sandy Gilliland

ALA TRAVEL

The Staff Development Committee has received very few travel requests for the ALA conference in Atlanta. Please be aware that even though the conference ends in July its beginning date is in June and is, therefore, being counted as travel in the upcoming quarter. Because of the lack of requests received and the possible misunderstanding of in which quarter the conference falls, the committee is extending the deadline to March 14, 1991. If you are planning to attend ALA and would like to apply for travel funds, please return your request to Linda Evans as soon as possible.

Linda Evans

(continued)
VAN GOING TO ALA
Staff Development Committee will be sponsoring a van to go to the ALA convention in Atlanta, June 26 to July 4. For more information contact Rick Clement (4-4334).

Rick Clement

CLASSIFIED CONFERENCE
The changes to the Library Classified Conference Constitution and By-Laws have been approved. Copies of the modified constitution will be sent to all group representatives and executive board members. Contact one of those individuals for copies.

Rex Hargis

STACK MAPS
Circulation is looking into revising the stacks maps that are handed out to patrons. Any comments, suggestions, problems you think should be addressed would be greatly appreciated. Direct them to Janet Anderson-Story or me. Thanks.

Kindall Simmons

NEW EXHIBIT
A new exhibit featuring Nicolette Bromberg's platinum/palladium photographs will be opening March 15, at the Gallery V, 5 Gregory St., Kansas City, Mo. The exhibit will run through May 1, 1991.

Sherry Williams

DEBORAH DANDRIDGE
Deborah Dandridge was recently featured in an article about local archivists in the January issue of Ingram's magazine.

Sherry Williams

SUSAN HITCHENS AUTHORS A NEW BOOK

Mary Hawkins

KULSA UPDATE
The following is a transcript of the note in a thank you received from Barbara Jones.

"Thanks so much for sending me those cheery balloons! They arrived just when I got back from surgery and were a welcome sight. I appreciate your thoughts!"

Barbara"

Annie Williams

(continued)
POTLUCK FOR KATHLEEN WEIBEL:

Rick and Susanne Clement will host a potluck for Kathleen Weibel, Tuesday, March 19, 6:00 p.m 2569 Cedarwood. Beverages and table service will be provided. Bring children, spouse and your favorite salad, desert or main dish. Please RSVP to rick, 4-4344, by Friday, March 15. See you there!

Janet Anderson-Story

FYI

As you may have noticed, I've been experimenting with the format of the FYI. Some of you have called me with comments and other constructive criticism, some of which has been incorporated, and some of which will be incorporated as time allows. I would like to encourage anyone who has a comment, suggestion, or criticism to feel free to call me, or send it to me (maybe even with an example if it's a format suggestion). The FYI will probably continue to evolve until it reaches a certain point of refinement. At some point and time I'll probably start producing the FYI on desktop publishing software which will allow for additional improvement. I appreciate your patience with the changes, and welcome your feedback. Thanks for the support.

Rhonda Boose

ATTACHMENTS

LFA Executive Committee Minutes--February 25, 1991
Committee on Staff Orientation Minutes--February 12, 1991
Department of Personnel Services Promotion and Transfer List--March 4, 1991
University of Kansas Department of Human Resources Testing Calendar--March 1991
LFA EXECUTIVE COMMITTEE: MINUTES
FEBRUARY 25, 1991

Present: Carvalho, Dandridge, Lohrentz, Schulte, Snell, S. Williams
Absent: K. Miller

Minutes of the Staff Development Committee meetings of November 9 and December 7, 1990, and January 18, 1991 were reviewed and accepted. Minutes of the February 18 meeting of LFA Exec were approved with revisions.

I. S. Williams distributed a copy of a memo that Dean Crowe sent to Brower Burchill on February 21, 1991, concerning Dean Crowe's memo of February 7, 1991 to Del Brinkman, on academic qualifications for librarians. Brower Burchill and Sandra Gautt had consulted with Dean Crowe for clarification of issues in the first memo before discussing it with Brinkman. Dean Crowe told S. Williams on Friday that Burchill and Gautt had subsequently met with Brinkman and that it is acceptable to distribute the prepared handouts to library faculty.

II. The LFA meeting to discuss academic qualifications for librarians has been moved from February 28 to March 5 at 10 to 12 in Conference Rooms A & B. Extended discussion ensued on whether to focus discussion by stating at the beginning of the meeting that we are working towards a resolution and mail ballot or whether to keep the discussion as open as possible. Assuming a mail ballot ultimately, it was decided that an introductory paragraph accompany the ballot, requesting that faculty read the distributed document before voting, particularly if they had not attended the meeting.

III. S. Williams will check on available conference room times for a late March LFA meeting. She will also consult with the Nominating and Ballot Committee to see how they are progressing in terms of revised nominating procedures, and with LCPT and Budget and Planning to inform them that an agenda item for this meeting will be the possible change in length of terms of office for members of these two committees.

IV. Staff Development Guidelines, which were presented to Exec February 11, 1991, will be discussed at next week's LFA Exec meeting.

The next meeting of LFA Exec will be Monday, March 4, 1991, at 10:00 AM in Conference Room A.

Submitted by Kathy Snell
Committee on Staff Orientation  
Meeting of February 12, 1991

Present: Susan Hitchens (Chair), Paulette DiFilippo, Sandy Gililand, Bayliss Harsh, Lorrie Knox, Carmen Orth-Alfie.

Minutes of the January 10, 1991 and January 22, 1991 meetings were approved.

The Committee discussed upcoming Staff Orientation Tours and reviewed the list of staff who had signed up for the February 14th tours. Paulette agreed to notify tour guides of the names of staff attending their tour and will relay general feedback comments provided by the participants of the previous tours. (Susan will send tour guides the complete summary of participants' feedback next week.) Paulette will also inform Lorraine Moore that only two staff are signed up for the Cataloging tour. Sandy will announce the February 26th tours in the next two issues of FYI.

A discussion of the preservation slide show indicated that the sessions held in the Science Library were not well attended—a total of seven students attended the two sessions. The three Watson sessions were attended by approximately 35 students total. There was an equipment malfunction which prevented the 10-minute slide/tape show in the Science Library from being completely viewed by the students. Because the presentation materials are dated, Sandy will explore the possible existence of preservation programs available on video.

The Committee will meet again on Monday, February 18th, 3:00 p.m. in Watson Library, Conference Room B.

Submitted by Sandy Gilliland
**PROMOTION AND TRANSFER LIST**

March 4, 1991

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, March 8, 1991.**

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>CHANUTE, DODGE CITY, HAYS, LAWRENCE, SALINA, WICHITA</td>
<td>Environmental Technician III (Unclassified Special Project $1,738 per month) (Six Positions Available - One in Each City Listed Above)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>CHANUTE</td>
<td>Engineering Technician III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>GARNETT</td>
<td>Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>ELLSWORTH</td>
<td>Equipment Mechanic I</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>TOPEKA</td>
<td>Activity Therapist I</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<td>KANSAS CITY</td>
<td>Civil Engineer I</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
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<td>MCPHERSON</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>MANHATTAN</td>
<td>Geologist II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-26</td>
<td>*Keyboard Operator III (Medical Transcription)</td>
<td>Kim Bowker (913) 532-6277 Kansas State University</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-18</td>
<td>Activity Therapist I</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<tr>
<td>R-20</td>
<td>*Central Accountant I, Trainee (See Page 4)</td>
<td>Vicki Harding (913) 296-3140 Department of Administration Division of Accounts and Reports</td>
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<td>R-26</td>
<td>Civil Engineer II</td>
<td>Sherri Jacobs (913) 296-3721 Department of Transportation</td>
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<td>R-19</td>
<td>Corrections Officer II</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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**Correctional Officer II positions require that at the time of appointment the candidate must take and pass a drug screening test approved by the Division of Personnel Services, unless the candidate is currently employed in a safety sensitive position in state service.**

| R-21 | *Emergency Medical Services Specialist I | Don White (913) 296-7403 Board of Emergency Medical Services |

Applications will be accepted through Friday, March 8, 1991.
The State of Kansas, Division of Accounts and Reports is seeking racial minority, or handicapped persons as applicants for a Central Accountant I, Trainee position in Topeka.

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 where they are being underutilized. The trainee selected will be provided on the job training and close supervision.

This position will be responsible for the examination and pre-audit of a variety of accounting documents for completeness, internal accuracy, conformance with uniform accounting classification, and compliance with state laws, policies, regulations. and approved accounting procedures.

QUALIFICATIONS REQUIRED: Applicants eligible for consideration must have at least three years of completed college coursework in order that the qualifications listed below can be completed within a 6 to 24 month period following appointment to the position:

Graduation from an accredited four year college or university with major coursework in accounting or business administration, including or supplemented by at least 20 semester hours in accounting.

Individuals who have already completed the qualifications stated above are not eligible for the trainee position.

Starting Salary: Range 20 ($21,888 annually with scheduled increases.) Upon successful completion of the trainee program, salary will increase to Range 22.

Application Procedure: Send a completed State of Kansas application and copy of college transcripts to: Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, 900 SW Jackson, Topeka, KS 66612.

Application Deadline: March 8, 1991

**Addition to Topeka listing:**

R-23 Insurance Claims Investigator II  Vickie Harding (913) 296-3140
(Job description available in Library Administrative Office)
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<th>Monday</th>
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<td>Secretary I&amp;II</td>
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<td>Written Examinations</td>
<td>Keyboard Operator I&amp;II</td>
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**WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I&II.

**UNASSEMBLED EXAMINATIONS OFFERED:** Building Systems Technician, Carpenter I, Dietitian I&II, Electrician I, Medical Technologist I, Radiologic Technologist I&II (Diagnostic X-Ray).
STAFF ORIENTATION TOURS
The Committee on Staff Orientation has scheduled the following tours for March:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Spencer Research Library</td>
<td>March 19</td>
<td>1:00pm-4:00pm</td>
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<tr>
<td>Kansas Collection</td>
<td>1:00pm</td>
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<tr>
<td>Special Collection</td>
<td>2:00pm</td>
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<tr>
<td>University Archives</td>
<td>3:00pm</td>
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<tr>
<td>Watson Depts./Govt. Docs.</td>
<td>March 28</td>
<td>1:00pm-4:00pm</td>
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<td>Microforms/Periodicals/Copy Svcs</td>
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<tr>
<td>Serials/Bindery Prep/Mailroom</td>
<td>2:00pm</td>
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<tr>
<td>Government Documents &amp; Maps</td>
<td>3:15pm</td>
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</tbody>
</table>

Any Library staff member interested in attending all or a portion of these tours should call Rhonda Boose, 4-3601, to register.

Susan Hitchens

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, Thursday, March 14. Please refer to pages 18 and 19 of the Student Employment Manual for the maximum number of reportable hours for student assistants, and other information.

Rex Hargis

TRAVEL DEADLINE EXTENDED
In an effort to be as fair as possible, the Staff Development Committee has extended the deadline to March 28 for all out-of-state travel (not only ALA) for the period May-June. Please return your requests to Linda Evans as soon as possible.

Rick Clement

VAN GOING TO ALA
The Staff Development Committee will be sponsoring a van to go to the ALA convention in Atlanta, June 26 to July 4. A planning session for those interested will be held soon. For more information contact Rick Clement, 4-4334.

Rick Clement

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
ARL SPEC KITS RECEIVED
ARL Spec Kits #163 "Affirmative Action Policies and Practices in ARL Libraries" and #164 "Remote Storage Facilities, Materials Selection and User Services" have been received and will be available for consultation or check out at the Periodicals Desk next week.

Kent Miller

NEWS FLASH...KATHLEEN WEIBEL TO BE AT KU
Kathleen Weibel, 1988 winner of the American Library Association’s Equality Award, has had a varied career in librarianship. She has worked in public as well as academic libraries and has developed and delivered continuing library education programs. Most recently, she has been Director of Libraries at Ohio Wesleyan University, but no matter her position, her interests have centered around the people who work in libraries and in developing public services. Weibel received her MLS from Columbia University and is currently on a self-planned sabbatical.

Kathleen has agreed to give her workshop "I Work in a Library, But I'm Not a Librarian" Tuesday, March 19, 9am-11am, Watson Conference Rooms A&B. The workshop will focus on enhancing communications between library support staff members. We will be asked how we came to be library employees, what our jobs are called and what we do, and where we hope to go from here. It should be an exciting session. Please let me know if you plan to attend.

Tuesday afternoon, Ms. Weibel will speak on "We're All in This Together" from 2pm-3:30pm, Watson Conference Rooms A&B. She will address the broader issues of library employment at this time. All staff are urged to attend.

Potluck for Kathleen will be hosted by Rick and Susanne Clement, 2569 Cedarwood, 6:00 p.m. Bring a salad, desert or main dish. Beverage and tablesetting will be provided. Please RSVP to Rick by Friday, if at all possible, 4-4334.

Janet Anderson-Story

BALLOTS FOR LIII SLOT ON LFA EXEC DISTRIBUTED
An election is now being held to fill the LIII spot on LFA Exec (to be vacated by Gene Carvalho) for the remainder of the committee year. All LFA members will be receiving a mail ballot which must be returned to Nicholas Eshelman in the Cataloging Department (Watson) by 5:00pm, Thursday, March 21. Mailing labels will be removed from ballots by N&B before votes are counted to guarantee anonymity. Nicholas Eshelman

PLEASE HELP
Shelley Miller in SPLAT would like to request any paper egg cartons that you might remember to bring in in the next two weeks (to start garden plants indoors). Thanks.

Shelley Miller
UPDATE ON OCLC
I have just returned from the 9th annual meeting of directors of research libraries affiliated with OCLC, during which the stated focus of the meeting, "Intellectual Property Rights and Fair Use: Strengthening Scholarly Communication in the 1990s," was all but upstaged by the informal discussions about budgetary woes. I will not recount the many exchanges that I had with other library representatives, except to say that everyone is in serious trouble, some desperately so (layoffs, extended closings of buildings, no book purchasing, etc.).

Equally sobering was the "OCLC President's Report." Wayne Smith recounted OCLC's challenges in bringing up the new system (40 percent of the network has been converted; KU will go over the bar in fall 1991). Many glitches have been encountered, with most solved by OCLC and NCR staff within a few hours. But there has been system downtime in many libraries. On finances: revenues have been below projections since December (dramatically so in December). As a consequence, OCLC is taking a very hard look at pricing and is working at cost controls, to the degree that 5% of their staff have been laid-off. Prices, while not yet set, are to move toward a "total contribution pricing" philosophy. Charges are to be based more and more on use of the system, with larger credits for "contributions". This change is an acceleration of trends since the early 1980s and likely will continue for another two years.

As context for the impact of OCLC's decisions locally: for the University Libraries, the preliminary analysis done by Mary Roach (without reference to ILS, Reference, or Spencer Library use) suggests an increase of almost $50,000 next year if we assume the same equipment and types and levels of use of the system. Needless to say, we will need to look quickly for ways to contain our costs of using the system, with least harm to our effectiveness. I have just asked George Gibbs to begin soliciting suggestions for this purpose, expecting that some suggestions will call for local system changes to promote early capture of OCLC records for their transfer and upgrading within local systems before interacting ultimately with OCLC to set our holding symbols.

With so much talk of crisis, it was good to get back to Kansas and our own problems. Reconfirming that we are not alone in having to devise strategies to deal with the times is small comfort, but comfort nonetheless.

W. J. Crowe

ATTACHMENTS
Department of Personnel Services Promotion and Transfer List--March 11, 1991

(continued)
ROMOTION AND TRANSFER LIST

March 11, 1991

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, March 15, 1991.

SALARY RANK

VACANT POSITIONS

CHANUTE, DODGE CITY, HAYS, LAWRENCE, SALINA, WICHITA

*Environmental Technician III
(Unclassified Special Project)
($1,738 per month)
(Six Positions Available - One in Each City Listed Above)

DOODGE CITY

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

EL DORADO

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

ELLSWORTH

R-21 *Food Service Manager
(Closes March 15, 1991)
Robert Hudson (913) 472-5501
Ellsworth Correctional Facility

HUTCHINSON

R-10 Equipment Operator III
Mike Ramirez (913) 296-3721
Department of Transportation

NORTON

R-19 Corrections Officer II
Mary Stanton (913) 877-3390
Norton Correctional Facility

Corrections Officer II positions require that at the time of appointment the candidate must take and pass a drug screening test approved by the Division of Personnel Services, unless the candidate is currently employed in a safety sensitive position in state service.

R-21 *Food Service Manager
Mary Stanton (913) 877-3390
Norton Correctional Facility

R-16 *Power Plant Operator II
Mary Stanton (913) 877-3390
Norton Correctional Facility

TOPEKA

R-23 E.E.O. Consultant I
(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.

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Norton Correctional Facility

TOPEKA

R-23 E.E.O. Consultant I
(See Page 3)

R-21 *Emergency Medical Services Specialist I

R-16 Engineering Technician III
(100% Statewide Travel)

R-27 *Mechanical Engineer III

*Registered Nurse IV
(Unclassified - $32,340 Annually)

R-25 Technical Support Programmer I
(Submit Transcript at Time of Application)

WICHITA

R-25 *Registered Nurse III
(2 Positions)

WINFIELD

R-15 *Licensed Practical Nurse
(7:00 a.m. to 3:00 p.m.)
(3:00 p.m. to 11:00 p.m.)

R-28 *Psychologist IV

R-24 *Registered Nurse III
(3:00 p.m. to 11:00 p.m.)
E.E.O., CONSULTANT I

The State Equal Employment Opportunity Office is seeking applicants for professional level administrative training and review work in planning, implementing and evaluating affirmative action strategies, and providing training and technical assistance to agencies on affirmative action/equal employment opportunity problems.

Candidates should be knowledgeable of affirmative action/equal employment opportunity laws, guidelines and programs, and able to compile, categorize, analyze and summarize large volumes of data, and develop and conduct training courses. Excellent analytical, verbal, writing and interpersonal skills are also essential.

The successful candidate will monitor and evaluate assigned agencies affirmative action programs; develop and present training; and provide guidance and technical assistance to resolve AA/EEO problems; process applications for the Governor's Trainee Program and recommend changes to the State Affirmative Action Plan.

MINIMUM QUALIFICATIONS: Any combination of education and experience which would demonstrate the knowledge, abilities and skills necessary to perform the duties and functions of the position.

Salary is $25,344 to $35,652 annually based on qualifications and experience.

Persons interested in this position must submit a cover letter, completed State of Kansas Application for Examination Form, salary history and transcript by 5:00 p.m., March 15, 1991 to: Vicki Harding, Division of Personnel Services, Room 951-South, Landon State Office Building, Topeka, Kansas 66612, (913) 296-3140.
PERSONNEL

Marianne Reed has been appointed as a Library Automation Specialist, a position developed to assist with the Libraries' automation activities. Marianne earned a B.A. degree in History from Kansas State University. She was most recently employed by the School of Business Administration, University of Michigan, as a Computer Systems Consultant (1988-90), and with Michigan's Kresge Business Library as a Technical Library Assistant III (1987-88). Prior to her employment with the University of Michigan, Marianne served as the KU Libraries' Data Entry Supervisor in the Circulation Department (1983-87). Marianne's appointment became effective Monday, March 18th.

SANDY GILLILAND

STAFF ORIENTATION TOURS

The Committee on Staff Orientation has scheduled the following tours for the remainder of March:

- Watson Depts./Govt. Docs. March 28, 1:00pm-4:00pm
- Microforms/Periodicals/Copy Svcs 1:00pm
- Serials/Bindery Prep/Mailroom 2:00pm
- Government Documents & Maps 3:15pm

Any Library staff member interested in attending all or a portion of these tours should call Rhonda Boose, 4-3601, to register.

SUSAN HITCHENS

OKERSON VISIT

On Tuesday, April 2, Ann Okerson, head of ARL's Office of Scholarly and Academic Publishing, will be the guest of the University of Kansas Libraries. From 9 to 10:10 a.m. in conference rooms A and B, Ms. Okerson will make an informal presentation on "Libraries, Librarians and the Serials Crisis" followed by discussion. Everyone on the library staff is invited to this session. From 10:45 to 12:00, Ms. Okerson will lead an informal discussion for bibliographers and others on serials and budget issues in research libraries. In addition, the library and the Office of Academic Affairs are sponsoring a presentation by Ann Okerson at 2:30-5:00 in the Big 8 room of the Union: "Scholarly Publishing in Crisis: Time for Action". The talk will be followed by a panel of distinguished faculty including James Brundage (History), Vice-Chancellor Frances Horowitz, and Richard Schowen (Chemistry). Please mark your calendars and plan to attend one or more of these sessions.

RICH RING

LFA MEETING

There will be a LFA meeting April 4, at 10:00 a.m. in Conference Rooms A and B. The agenda will be issued in next week's FYI. Please plan to attend.

SHERRY WILLIAMS

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
EMERGENCY PROCEDURES: TORNADO WATCH/WARNING

Attached to this issue of FYI is a copy of the Libraries' "Emergency Procedures in the Event of a Tornado Watch or Warning". All staff are encouraged to familiarize themselves and student staff with these procedures. Questions regarding the procedures may be directed to Sandy Gilliland, Mary Hawkins, or George Gibbs.

Sandy Gilliland

LIBRARY SCIENCE CANCELLATIONS

In order to balance the Library Science books and serials budget I am contemplating cancellation of the following:
- Association for Information & Image Management ($90)
- Behavior & Social Science Librarian ($120)
- Journal of Documentation ($196.10)
- Program, Belfast, Northern Ireland ($207)

Please let me know by April if you have a positive or negative reaction to cancellation of any of these journals. Thank you.

Marilyn Clark
Library Science Bibliographer

ENCYCLOPEDIA AVAILABLE

The Reference Dept. has available for the asking a 1986 edition of the New Encyclopaedia Britannica. (v.28 missing and on search) If any branch is interested in obtaining the set please contact me as soon as possible.

Linda Eva

LOCATION FLAGS

Watson circulation is out of orange and yellow "returned at wrong location" flags . . . please send some back. We also need SCIENCE and ART return flags. Thanks.

Janet Anderson-Story

TRAVEL DEADLINE EXTENDED

In an effort to be as fair as possible, the Staff Development Committee has extended the deadline to March 28 for all out-of-state travel (not only ALA) for the period May-June. Please return your requests to Linda Evans as soon as possible.

Rick Clement

VAN GOING TO ALA

The Staff Development Committee will be sponsoring a van to go to the ALA convention in Atlanta, June 26 to July 4. A planning session for those interested will be held soon. For more information contact Rick Clement, 4-4334.

Rick Clement

ATTACHMENTS

Staff Development Committee Minutes--February 22, 1991, March 2, 1991
Tornado Emergency Procedures
STAFF DEVELOPMENT COMMITTEE
MINUTES FOR THE MEETING
FEBRUARY 22, 1991

The 13th meeting of the Staff Development Committee was held February 22 with Rick Clement, Rich Ring and Janet Anderson-Story in attendance. Norma Bishop was an invited guest.

Most of the meeting was spent hearing Norma's report on the workshop she attended at Emporia State University, "First Impressions." It was decided that we would begin planning a workshop involving people from similar departments to discuss how they handle similar situations.

We approved the revised form Connie Powell submitted for workshop applications.

Minutes from the February 15 and February 7 meetings were approved as corrected.

We decided to contact Kathleen Weibel to see if she would be willing to talk to KU staff Tuesday, March 19, before her scheduled attendance at KLA.

Janet Anderson-Story, for
Connie Powell, Secretary
The 14th meeting of the Staff Development Committee was called to order at 1:30 pm on March 2, 1991 with Rick Clement, Connie Powell, Janet Anderson-Story, Rich Ring and Lorrie Knox in attendance.

The first order of business was the reading and approval of the minutes. Next was a discussion of the upcoming ALA meeting June 25th to July 4th in Atlanta. Bill Crowe has approved the use of a 15 person van for travel to and from the meeting. Rick Clement now has a preliminary A.L.A. program. A.L.A. travel requests are lighter this year so far, so the deadline for requests has been extended to March 15th.

Janet reported that arrangements have been made for Kathleen Weibel to come to KU on March 19th. The program will consist of a 9 am to 11 am workshop with discussion groups entitled "I work in the library but I'm not a librarian" and a 2 pm to 3:30 pm lecture entitled "We're all in this together."

LFA has not yet given us any word on the Guidelines which we submitted to them. We moved on to discuss shares and workshop fund requests.

The last order of business was the discussion of possible speakers from local, regional and out-of-state areas. The meeting adjourned at 2:30 pm.

Connie Powell
Secretary
When threatening weather conditions involve the chance of severe thunderstorms or tornados, Library employees should remain alert to the potential need to institute emergency procedures. During threatening weather, each Library location should monitor radio weather news via station KLWN (1320 on the AM dial) or KLZR (106 on the FM dial). If a tornado warning is announced for the Lawrence area, or if local warning sirens are sounded, Library employees should immediately begin take-cover procedures to ensure personal safety and the safety of other Library occupants.

Tornado take-cover alerts are sounded by long-wailing (three-minute) sirens which are located at several sites in and around Lawrence. From August through February, the sirens are tested at noon on the first Monday of each month. From March through July the sirens are tested at noon on the first and third Mondays of each month. If there are thunderstorms in the immediate area, the sirens will not be tested. If you hear the tornado siren at any time other than in a normal test, immediately move all staff and library users to a protected area. Take-cover procedures should also be followed during tornado drills, as distinct from regularly-scheduled tests of the sirens. If sirens fail to sound in an actual emergency, the take-cover alert will be sounded by sirens from cruising police cars.

In addition to assuring radio access, each Library location should have ready access to operable flashlights for use during power failures. Established emergency procedures for each location should include the exact location of flashlights, together with employee responsibilities for taking flashlights to protected areas in emergencies. Library departments may obtain flashlights from Watson Library's Administrative Office, and should check flashlights on a regular monthly schedule to assure that they are in working order.

GENERAL PROCEDURES IN A TAKE-COVER ALERT. If sirens sound or a take-cover radio warning is issued for Lawrence, immediately begin notifying all Library occupants to move to a protected area. Use the most rapid means available to notify others, issuing take-cover instructions via a public address system, if available. Instruct occupants to move immediately to the lowest level of the building, using stairways rather than elevators, to move away from any outside walls with windows, and to face away from windows. If a protected area is not available or cannot be reached, move away from any outside walls with windows, and face away from any exterior glass. Assist other library occupants in moving to safety if you can do so without risk to your own safety, being alert to those with special needs for assistance due to physical disability. You are not responsible for individuals who ignore the take-cover warning and refuse to move to safety.

Even when a tornado warning has not been issued, severe thunderstorms accompanied by high winds or hail may warrant safety measures as described above. Therefore, be alert to possible dangers from severe storms in general, and move away from windows exposed to the impact of high winds, into a protected area or hallway as warranted.

(continued)
ALL-CLEAR ANNOUNCEMENT. Once you have taken cover, remain in a protected area until you receive an all-clear announcement. Do not leave a protected area because you hear another siren. Sirens are not used to signal an all-clear. To learn if an all-clear announcement has been issued, remain tuned to a local radio station. When the all-clear announcement is broadcasted, Library employees should then notify other occupants of the-all clear, indicating that the take-cover warning is no longer in effect.

PLEASE RETAIN, CIRCULATE TO ALL EMPLOYEES OF YOUR DEPARTMENT, AND POST IN AN AREA VISIBLE TO ALL EMPLOYEES OF YOUR UNIT
PERSONNEL

Emily Frazier has been appointed as a Library Assistant I in the Serials Department effective March 18, 1991. Emily graduated from Wichita State University with a degree in Art History and has been employed by the KU Libraries as a student assistant. Most recently, Emily has been a temporary classified staff member in the Serials Department. Emily replaces Jane Hoyt who transferred to the Science Library last summer. Sandy Gilliland

ANNUAL EMPLOYEE RECOGNITION CEREMONY

The University's Annual Employee Recognition Ceremony, honoring KU employees for their years of service, will be held on Tuesday, April 23rd at 1:30 p.m. in the Kansas Union Ballroom. Several Library staff will be honored during this ceremony (watch FYI for a complete listing of Library staff to be honored). All staff are invited to attend. 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, Monday, April 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

CHANGE IN LFA MEETING TIME

The LFA meeting announced in last week's FYI was announced with an incorrect starting time. The LFA meeting will be on April 4, and will begin at 10:30 a.m. in Conference Rooms A and B. The agenda is included in this issue of FYI. LFA Exec will be sending out some background material on several of the agenda items for you to read prior to the meeting. Please plan to attend. Sherry Williams

LFA BALLOT

The Nominating and Ballot Committee has distributed an LFA ballot concerning academic qualifications of tenure-track appointees to all tenure-track library staff. Please return your marked ballots to Nicholas Eshelman in Cataloging by Friday, April 5. (Please note too the correct spelling of his last name here. It's wrong on the ballot.) Shelly Miller for N & B

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
OKERSON VISIT

On Tuesday, April 2, Ann Okerson, head of ARL's Office of Scholarly and Academic Publishing will be the guest of the University of Kansas Libraries. From 9 to 10:10 a.m. in conference rooms A and B, Ms. Okerson will make an informal presentation on "Libraries, Librarians and the Serials Crisis" followed by discussion. Everyone on the library staff is invited to this session. From 10:45 to 12:00, Ms. Okerson will lead an informal discussion for bibliographers and others on serials and budget issues in research libraries. In addition, the library and the Office of Academic Affairs are sponsoring a presentation by Ann Okerson at 2:30-5:00 in the Big 8 room of the Union: "Scholarly Publishing in Crisis: Time for Action". The talk will be followed by a panel of distinguished faculty including James Brundage (History), Vice-Chancellor Frances Horowitz, and Richard Schowen (Chemistry). Please mark your calendars and plan to attend one or more of these sessions.

FRIENDS OF THE LIBRARY SPRING 1991 MEETING

I invite all Library staff to consider membership in the Friends of the Library to share with the Library's many generous benefactors and advocates our interest in broader efforts to advance the interests of the University of Kansas Libraries. Membership applications are available from Jim Helyar, Secretary of Friends, Department of Special Collections, Kenneth Spencer Research Library.

Among the benefits of membership are meetings at which noteworthy speakers address topics related to some aspect of the Library's collections or services. At the April 20th meeting (to be held at the K.S. "Boots" Adams Alumni Center, beginning with an informal reception at 6 p.m., followed by dinner at 7 p.m.), we will hear Gerald Mikkelson, Professor of Slavic Language and Literatures, and Margaret Winchell, Cataloger in the Slavic Department, speak on "Valentin Rasputin: A Siberian on Fire". Valentin Rasputin is widely regarded as Russia's most talented living writer, who also stirs up controversy with his unabashed patriotism and his relentless campaign against environmental destruction.

Reproduced as an attachment is the statement I provided for the Spring 1991 issue of the Friends' Newsletter.

MISSING PERIODICALS

The following periodicals have disappeared from the Periodicals Reading Room. Please check your desks to see if you have these issues, and if so, please return as soon as possible. These issues needed for binding. Thank you for your assistance.

Library. Sixth Series (z 671.L69 ser.6)
 v. 9:4, Dec., 1987  Janet Revenew--Periodicals
 v. 10:1, 2, 3 Mar., June, Sept., 1988

NON-LFA ELECTIONS

If you know people who are going to the Final Four, have them vote absentee for City Commission and School Board (at the Court House) before they leave town.

Shelly Miller

(continued)
MESSAGES FROM THE MAILROOM

DEPARTMENT HEADS AND STUDENT SUPERVISORS

Please discourage your students from using the library's rear doors. If they are physically impaired or have some other genuine need to use this exit, arrangements can be made. Your cooperation will be greatly appreciated.

A REMINDER

When addressing outgoing mail, please remember to place a full address on the envelope. Name, department, room number. This will help to insure the swiftest possible delivery of your mail. Thank you for your cooperation.  

Bruce Coburn

UKRAINIAN EASTER EGGS DISPLAY

Michael Palij has arranged a beautiful display of hand-painted Ukrainian Easter eggs and embroideries, located in the main lobby of Watson Library. Michael is a former Slavic Bibliographer with KU Libraries; he retired in 1983.  

Sandy Gilliland

WELCOME BACK PARTY

This Friday, March 29th (tomorrow) take time to drop by the East Asian Library between 3-4 p.m. and say Hi to Vickie Doll who is returning from maternity leave. Do not under any circumstances say good-bye to Gene Carvalho who is leaving for two years in Japan.  

Annie Williams

VAN GOING TO ALA

The Staff Development Committee will be sponsoring a van to go to the ALA convention in Atlanta, June 26 to July 4. A planning session for those interested will be held soon. For more information contact Rick Clement, 4-4334.  

Rick Clement

ATTACHMENTS

Report to Friends of the Library
Disaster Committee Minutes--February 15, 1991 (with charge appended)
LFA Meeting Minutes--March 5, 1991
LFA Agenda for Meeting April 4, 1991 at 10:30 a.m.
Personnel Committee Meeting Minutes--February 25, 1991
Staff Development Committee Minutes--March 8, 1991
DPS Promotion and Transfer List--March 25, 1991

(continued)
REPORT TO FRIENDS OF THE LIBRARY

One of the many benefits of serving as dean is the opportunity to read newsletters, reports, and like publications of many of the other great libraries of the world. (KU of course has its own tradition of excellence in library publications, witness Books and Libraries, for which FRIEND has provided generous support.) I routinely circulate these publications to other Library staff. If a piece strikes me as particularly relevant to others, I will share it more widely, especially if by so doing I can better explain important opportunities or problems for the KU Libraries.

Among the most serious problems facing all of the nation's research libraries--and therefore scholarship itself--are truly astounding increases in the cost of books and journals. The twin effects of persistent high inflation in publishing worldwide and the precipitous decline in the value of the dollar abroad are producing what some are now terming a library "doomsday machine". To illustrate: At KU, I am requesting of the University almost $1,000,000 more in the coming academic year for acquisitions--simply to continue the same number of subscriptions and to purchase approximately the same number of books that we acquired but one year ago!

The most eloquent description of this condition that I have seen is found in the Annual Report of the Harvard University Library for 1987-1988, in which Sidney Verba, Director of the University Library and Carl H. Pforzheimer University Professor, likens the problem of maintaining a great library collection to the tragedy of the human condition, which of course is recorded in the documents that make up library collections:

"From theology we know that the human tragedy derives from original sin, which is the pride of seeking more knowledge than one ought to have. From economics we know that our tragic human condition derives from the juxtaposition of infinite desires and limited resources. And from my own field of political science, we know that our tragic fate lies in the difficulty of attaining a rational and just social order in a world of divergent and passionately held preferences and values. Such is the depth of the problems libraries face!"

Professor Verba's compelling analysis of our common condition ends with a tribute to Harvard's librarians, faculty, and benefactors. He rightly acknowledges that it is not library administrators who build collections, but rather those enlightened people who care and are willing to give unstintingly of time, energy, and money to build a library. This dedication has always been evident at the University of Kansas, but it is all the more important during times like these, when wants increase beyond resources sufficient to meet them.

As always, we must look to the understanding support of the taxpayers of Kansas, to the talent and ingenuity of faculty and staff (who know well how to judge the value of material that would strengthen the collections), and to the sustained generosity of this University's alumni and friends. We persevere, knowing that those who have gone before us faced similar, if not greater, challenges, and surmounted them to achieve the great library that this University and the people of Kansas now cherish. We must do no less.

William J. Crowe
Dean of Libraries
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 15 FEBRUARY 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), George Gibbs, Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte

This being the committee's first meeting, self-introductions were made, with emphasis on interests related to the committee and previous experience.

It was decided that, in order to keep all library staff informed of the committee's activities as well as as a service to ourselves, minutes would be kept and published.

Some clarification was sought regarding the specifics (1-6) of the charge. What is meant by rank order (1)? Gibbs: Consult staff widely to determine what should be saved first. Can the directory (2) be based on existing ones, e.g., KCAA, old Preservation Committee? Yes, but they're out of date. Should recommendations of priorities for supplies (3) be held off until more fundamental decisions have been made? Gibbs: Yes, that's reasonable but we should know that the administration is committed to providing some funding. Development of Emergency Manual(s) (4) will necessarily involve all departments, probably also the larger University. (To the list of library units add Engineering & Regents' Center, inadvertently omitted from the charge.) Considerable interest expressed in appropriate training (5), esp. with fire-extinguishers. Some concern expressed that committee members were also being tapped to serve as the "core disaster team" (6).

What are the "two recent emergencies" referred to in the charge? Gibbs: Water leak in KSRL basement and campus-wide power failure.

Craig suggested we should collect any related departmental policies or manuals that exist, no matter if out-dated. K. Miller will solicit departments by memo.

Additions to 1) "principal types of emergencies and disasters" were suggested: earthquake, steam leak, (gas leak if applicable), power failure, riot, terrorist attack, bomb (distinct from bomb threat), tornado (included in "extreme weather conditions"?), theft, mutilation. Agreed that we probably should establish 2 or 3 subgroups of disasters/emergencies, working last on problem patrons, theft, mutilation, riot.

Agreed that we would take a month to do background reading and get up to speed before beginning regularly scheduled meetings at 3:30 Mondays: 18 Mar, 1 & 22 Apr, 6 & 20 May for starters.

A "box" will be maintained in the Library Office in which reading material can accumulate.

Discussion of scheduling public presentations, such as the National Park Service man who showed us such horrifying slides in the mid-80s.

Charge to the committee (25jan91) attached.

Bill Mitchell, recorder
Thank you for agreeing to serve on the Library Emergency and Disaster Plan Committee. The charge to the Committee, which has been reviewed by Dean Crowe and the LFA Budget and Planning Committee, is as follows:

1) Identify the principal types of emergencies and disasters that might affect the Libraries, its staff, users, collections and services, e.g., fires, water leaks and floods, bomb threats, medical emergencies, problem patrons, computer system emergencies, and extreme weather conditions.

2) Recommend a priority for working on plans to deal with each of these situations and outline a course of action for each of them, coordinating your proposals for the Libraries' efforts with what you learn would be those of appropriate campus and off-campus authorities.

More specifically:

1) Suggest a rank order of salvage priorities of the collection and related bibliographic tools, working with the Collection Development Council and the department heads in all library areas.

2) Compile a directory of local and national sources of disaster services, assistance, and equipment.

3) Recommend priorities for the purchase of on-site supplies and equipment to help the Libraries cope with emergencies and disasters of small or medium scale.

4) Develop an Emergency Manual, which might also take the form of an online service, codifying these courses of action and establish how it should be maintained and updated on a regular basis. The long-term goal is to prepare an Emergency Manual individualized for each library unit—Watson
5) Recommend training, e.g., first aid, CPR, needed by the Libraries' staff.

6) Serve as the Libraries' core Disaster Team in the event of a catastrophic event in the Libraries.

Fulfilling the charge will take a good deal of time and effort, but it is essential that the Libraries have an up-to-date, workable plan for staff to consult in the case of an emergency or disaster. Two recent emergencies have clearly indicated the need for a co-ordinated disaster plan for the Libraries. Some of the work outlined above was compiled by a previous disaster plan committee which worked in 1986 and 1987. The earlier committee's draft report can provide a starting point, but it has not been kept current and will need to be updated.

During the next year consider what would be optimal terms of service for Committee members. In January 1992 I will meet with the Committee to consider the mechanics of rotating some members off regularly and opening up slots for other interested library staff. In that way we can increase the number of staff with expertise in this area.

It is not necessary to complete all of the tasks before submitting a report. As you complete any of the tasks above, please forward your recommendations or documents to me. I will see that they are forwarded to the Dean for consideration and action.

Lastly I will see that the charge is published in FYI so that library staff know about the existence of the Committee and that you have started working. Please publish regular reports or the minutes of your meetings (if you keep minutes). I will meet with the Committee whenever you believe that would be useful. I am looking forward to working with you on this important endeavor.

cc: William J. Crowe
    Mary Hawkins
LFA EXECUTIVE COMMITTEE: MINUTES
MARCH 4, 1991

Present: Carvalho, Dandridge, Graves, Lohrentz, Schulte, S. Williams; Dean Crowe (guest)
Absent: K. Miller

Minutes of the February 12 Committee on Staff Orientation meeting and the February 25 LFA Exec meeting were reviewed and accepted.

I. S. Williams had checked with the Nominating and Ballot Committee to see if any LIII's were willing to run for LIII representative on LFA Exec when Gene Carvalho leaves for Japan. One person has offered to run thus far. N&B will find at least one more candidate for the ballot.

II. Rhonda Boose will call department heads and ask that they remind their staffs of the LFA meeting scheduled for March 5, 1991, at 10 AM.

III. Exec continued discussion of the structure for that March 5 meeting. In relation to this, Dean Crowe distributed copies of a February 28 letter from Del Brinkman, thanking Dean Crowe for sharing the proposal concerning academic qualifications for library faculty positions.

Concern focused on how to structure the meeting so as to not inhibit discussion: Should there be a motion at the beginning or end of the meeting? Should there be an interpretation of what a "yes" vote would mean? Should possible exceptions be defined?

Exec determined that its role is to present the issue, stating that Dean Crowe wants input from a mail ballot, then open it up for discussion, listen carefully to get a sense of the meeting, and later to carefully devise the mail ballot based on the advice of LFA, expecting no decisions to be made at the meeting. Schulte distributed a copy of an introductory paragraph that would accompany a mail ballot.

IV. Exec discussed Lorraine Moore's February 14 memo to S. Williams concerning the role of LFA in establishing three administrative committees proposed by Dean Crowe. B&P proposed guidelines for the formation of administrative committees and commented specifically on these three. They also reminded Exec and the administration that "All...activities draw on a limited number of individuals who are able to participate, and it would be easy for those individuals to become committed beyond their abilities to respond well."

V. Exec discussed Staff Development Guidelines, which were given to S. Williams by Rick Clement, chair, Staff Development Committee. Rick had asked Exec to consider the guidelines before he passed them on to Dean Crowe. Some questions arose about certain points in the document and S. Williams will ask Rick for clarification of these points. Exec felt that the guidelines should be presented to
the general membership.

VI. Future LFA meeting dates were selected. The next three meetings will be on Thursday, April 4 from 10:30-12, Tuesday, April 30 from 10-12, and Monday, May 13 from 1:30-3:30. There followed some discussion of agendas for those meetings.

VII. Dean Crowe mentioned that B&P will soon distribute questionnaires to department heads as faculty prepare for the process of facing the budget crisis.

VIII. Dean Crowe thought that last week's Administrative Conference meeting had gone well and said that a memo has been distributed, asking for topics for discussion for future meetings.

The next meeting of LFA Exec will be Monday, March 18, 1991, at 10AM in Conference Room A. The following meeting will be Monday, March 25, 1991, at 8:30AM.

Submitted by Kathy Graves
Staff Development Committee minutes from Feb. 22, 1991 and March 2, 1991 were distributed and reviewed. LFA Executive Committee minutes from March 4, 1991 were amended and approved. LFA meeting minutes of March 5, 1991 were reviewed.

I. There was general discussion of the March 5th LFA meeting. Committee members agreed that the meeting concerning academic qualifications for library faculty was well attended and productive. Exec had tried to provide a forum for open discussion and had succeeded. The ballot to determine faculty opinion was then discussed at some length. Since there were varying opinions expressed at the general meeting concerning the structure of the ballot, i.e. how much, if any, background information should be provided, how the questions should be written, etc., the decision was made to try to construct a ballot providing a limited amount of information in a preamble and questions which would describe the result of a yes or no vote. Kent will draft a sample ballot to be discussed at our next committee meeting. It was also decided that the ballot will be shown to Dean Crowe before distribution to the membership.

Exec also discussed the problem of who will vote on the academic qualification issue. The consensus of the group was that only those in faculty positions should vote since only faculty can determine criteria for appointment to faculty positions. To further clarify, this does include grant funded faculty but does not include the unclassified professional staff since the latter group was not employed under those guidelines.

II. The agenda for the April 4th LFA meeting was the next item discussed. Possible agenda items identified and discussed included LCPT's proposed Code change regarding the Dean's membership on LCPT; extended terms for committee members on Budget and Planning and LCPT; the need to revise the Code definition of membership to include grant-funded librarians; a discussion of nominating procedures, as proposed by the Nominating and Ballot Committee. It was agreed that Sherry will draft a statement providing background information on the issues surrounding the extension of terms on B & P and LCPT, and Becky will draft a background statement on the need to revise the Code concerning membership. Both will be discussed at the next LFA Exec meeting, and could be used as handouts before the LFA meeting.

Sherry distributed handouts from the Nominating and Ballot Committee. She said that they are prepared to present their proposed Code changes at the next general meeting. Exec will further discuss their proposal at the next LFA Exec meeting.
Sherry asked for clarification on the Staff Development Committee guidelines discussed at the last LFA Exec meeting. Rick Clement had asked whether a vote on the guidelines by LFA would be necessary. Exec felt that a vote would not be necessary but determined that the guidelines should be distributed to LFA members at the April 4th meeting allowing for comments or questions.

III. The next LFA Executive Committee meeting will be held on Monday, March 25th from 2:00 to 4:00 in Meeting Room A. The committee decided to meet also on Tuesday, March 26th at 10:00 in Meeting Room A.

Rebecca Schulte
Acting Secretary
LFA EXECUTIVE COMMITTEE: MINUTES
MARCH 25, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams

Absent: Carvalho

Minutes of the March 8 Staff Development Committee meeting were reviewed and accepted. Minutes of the March 18 LFA Exec meeting were reviewed and will be revised.

I. K. Miller had prepared a draft ballot for a vote on academic qualifications of librarians. This draft was reviewed and the revisions agreed upon will be incorporated into a second draft which Kent will present to Exec at its March 26 meeting.

R. Schulte raised the question about voting, relating to the LFA Code, 1.1.1.3 ii and who should vote on ballots. It was stated that Dean Crowe is asking the faculty for opinions in this case, not the Library Faculty Assembly.

S. Williams would like the ballot distributed this week, with one week given for returning the ballots.

II. The agenda for the April 4 LFA meeting was discussed. A handout will be prepared for the meeting, with an agenda cover sheet. Several documents were reviewed vis a vis this agenda. Nominating and Ballot had addressed several questions to Exec concerning their charge to document procedures for conducting elections. They also listed specific instances in which they encounter problems when distributing ballots, i.e. how should LFA status be determined for grant-funded, full-time librarians, what is the LFA status of computer center employees, what does "regular payroll" refer to? They also questioned who should be eligible to vote for members of the Committee on Service and Research. R. Schulte had discussed these issues with Sandy Gilliland for clarification and interpretation. S. Williams will draft a memo to N&B, attempting to answer some of their questions.

Exec also considered a February 7 memo from N&B in which they stated that they feel there is no need to change the present rotation schedule for members of LCPT (3 members go off one year, one the next). N&B recommends that there be a vote for a change in the Bylaws of the LFA Code (3.1.2) so that it would not be compulsory to present at least two candidates for each position.

Also on the agenda will be the Staff Development Guidelines, prepared by the Staff Development Committee. Another item concerns the definition of membership of LFA. R. Schulte had prepared a draft regarding an LFA code change that would reflect the status of grant-funded, non-tenure track librarians. This draft was discussed and will be revised for further discussion. S. Williams had prepared a draft of a background statement for length of terms for members of Budget and Planning and LCPT, which is another issue on the agenda. This draft will be discussed at the March 26 meeting.
III. The question arose as to whether minutes of previous minutes of LFA meetings had been approved. Minutes of the March 5 meeting will appear in the March 28 FYI with a note stating that they are to be approved at the April 4 meeting.

The next meeting of Exec will be Tuesday, March 26 at 10 AM in Conference Room A. The following meeting will be Monday, April 1 at 10 AM in Conference Room A.

Submitted by Kathy Graves
LFA MEETING: MINUTES
MARCH 5, 1991


I. Jennie Dienes introduced Julie Hoff, who is the new Assistant Documents and Maps Librarian.

II. S. Williams extended congratulations to Gene Carvalho, who will be on extended leave while working in Japan. She mentioned the need to replace Gene as LIII representative on LFA Exec and that Nominating and Ballot is in the process of creating a ballot in order to fill the position.

III. S. Williams mentioned the additional LFA meetings which will be held this semester. Definite dates and times will be announced.

IV. Rick Clement, chair, Staff Development Committee, announced that the deadline to apply for travel funds to ALA/Atlanta has been extended and asked that people turn in their requests for funds as soon as possible.

V. S. Williams turned the meeting over to K. Miller as discussion focused on the main agenda item, academic qualifications for library faculty positions and whether there can be any exceptions to the MLS for appointment as tenure-track faculty. Kent explained that Dean Crowe had asked LFA for input on this issue before he proceeded with recommendations stated in the Unclassified Professionals Report. That report had been endorsed 18 months ago by LFA. Kent explained that Dean Crowe had asked Academic Affairs to review the background document, "Academic Qualifications for Library Faculty Positions," before distribution to library faculty. A copy of Del Brinkman's response to Dean Crowe was distributed. Kent stated that it was the intent of Exec to conduct an open hearing to solicit views as broadly as possible, consider the information, and construct a mail ballot that would be distributed to solicit views of the full LFA.

There was a question asking for clarification of what we were not discussing; for example, were we discussing curators and archivists? Another question related to what is "equivalent professional certification," as stated in the document, "Criteria for Academic Ranks of Librarians." Dean Crowe stated and it was generally agreed upon that this has meant a parallel degree or certificate from a foreign program in library science.

Various points of view were expressed. Some felt that it had taken much work at KU to get the MLS set up as a requirement and that, if tenure-track positions were awarded to non-MLS candidates, University Administration might view the libraries as a place to
reassign teaching faculty or others in times of financial exigency. Others stated that, unless the MLS gives one training for every position in the library, it need not be the sole criterion for tenure-track, that other training and experience more adequately prepares one for certain positions. It was also suggested that there is some injustice in asking some people to do the same level of work as tenure-track librarians without giving them the same treatment and privileges. One view was that, to be a librarian, one should have an MLS but that we need other professionals in our libraries as well. It was asked if there is any mechanism at KU to handle that situation. The category of Unclassified Academic Staff was mentioned and it was asked who is using this category on campus presently. Dean Crowe stated that this is a very common category for librarians in other institutions but that there is some danger in trading individual fairness for group interest and benefit; ie. if some individuals are put in this category, the Administration may question why all librarians cannot be in the category.

S. Williams discussed the difficulties surrounding archival education and certification programs vis a vis the lack of standardization. She felt that the archival component should not be seen as totally separate from libraries. Questions then arose as to whether there are areas other than archival positions which need degrees other than the MLS. East Asian, Slavic, and preservation were mentioned as examples.

Lohrentz asked how this will translate into a workable ballot and whether LFA wants to see the ballot before it is distributed for the actual vote. It was suggested that there may need to be more than straight "Yes" or "No" options and that all possible responses should be explained by a scenario to make them clear. Also that the ballot should explain the possible exceptions and the advantages and disadvantages of voting either way. Other comments suggested that it should be a simple ballot with a straightforward question and that exceptions could be discussed later, depending on the results of the vote. It was asked if there should be a primary ballot, if this is a majority decision, and what the Dean will do with the results. Dean Crowe said that he will need to know how to interpret the vote. He will not recommend appointment to tenure-track status without the MLS without knowing that library faculty back that. He indicated that he will vote for exceptions to the MLS but with ironclad mechanisms for consultation with our faculty in each possible case. It was recommended that there be strict criteria for such consultations. It was agreed that this ballot will probably only be a first step no matter what the results are. There is no perfect solution and whatever decision is arrived at could cause problems. If the faculty vote for the MLS with no exceptions, Dean Crowe will come back to Exec and ask about using other categories, such as Unclassified Academic Staff, although he wants to be certain that potential consequences (positive and negative) be weighed. He would be pleased if we could codify the document on academic qualifications for library faculty positions as he considers faculty appointments to be his most important task and we need to overcome the "maybe-maybe not" approach to this issue.

LFA Exec will meet next on March 18 at 10AM in Conference Room A. They will discuss formation of this ballot and welcome input from LFA members who wish to attend that meeting.

Submitted by Kathy Graves
Library Faculty Assembly Meeting
April 4, 1991

Agenda

I. Introduction of new members

II. Announcements

III. Minutes

IV. Committee Reports

V. Old Business

VI. New Business
   A. Code change concerning membership of Dean on LCPT
   B. Election Procedures - Nominating and Ballot Committee
   C. Length of terms on E&P, and LCPT
   D. Code change concerning inclusion of grant-funded librarians in membership of LFA
Personnel Committee Meeting
Minutes

February 25, 1991

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton (absent), Brenda Owens, Jo Nell Proctor (absent), Janet Anderson-Story (guest)

1. Minutes from the January 15th meeting were approved.

2. Janet and Gaile spoke about their meeting with Bill Crowe regarding the student awards program. He was supportive of the program and gave the following suggestions:

   1) Longevity: Bill suggested that we come up with guidelines for when these awards would be made and allow the management and distribution of the awards to come from the Library Student Employment Coordinator and the Administrative Staff. The Library Student Employment Coordinator could tie them in on the computer to be automatically produced on the laser printer when the formula requires. They could then be signed by Bill and passed on to the supervisors for distribution.

   2) Merit: Bill had concerns about the unstructured nature of this program. From prior experience, programs without strict definition rarely get off the ground. He has also seen programs similar to this cause hard feelings between students and supervisors. He then suggested that we consider a different approach: request supervisors to submit names of excellent student workers to be reviewed by a nominated review board. The top "so many" students selected could be given a book certificate to the bookstore and/or the opportunity to eat lunch with the Dean, etc. The guidelines for participation would be clearly stated and, for an example, Bill provided us with a copy of the guidelines for the "Chancellor's Award for Distinguished Librarianship."

   The longevity suggestion differs slightly from our original understanding of the program in the fact that it takes away the option to participate or not. If it was tied in to student database and was coordinated by Rex, all student assistants having worked the required time would receive a certificate. The committee thought this was a good idea and will work to come up with workable "time" guidelines.

   The merit suggestion differs greatly from our original understanding of the program. It would fail to accomplish the main objective, which was to encourage all supervisors to give positive feedback to all their good students. (Janet has done research that suggests that students would rather get a pat on the back by their supervisor at the time of doing something well than receiving some award at a later time.) This would only award the top echelon (who probably already know they are doing a good job.) It was suggested that we could give honorable mention awards to all students whose names are submitted. This still allows for voluntary participation, in the fact that supervisors are not required to submit any names. Would this also be a cause for hard feelings? The committee continued discussion at length without coming to any consensus on what to do now about the Merit program. We will discuss it with the Exec. Bd. to see if they have any comments.

3. We spoke about the incoming questionnaires. Thirty-six are already tabulated. Greg and Brenda each took a stack to tabulate. Gaile will continue to key comments into the report document. We will try to have the results tabulated for discussion at our next meeting.

4. Our next meeting was scheduled for Tuesday, March 12th, from 10am - 12 noon in Watson B.
MINUTES FOR THE MEETING
STAFF DEVELOPMENT COMMITTEE
MARCH 8, 1991

The 15th meeting of the Staff Development Committee was called to order at 1:30 pm March 8th with Rick Clement, Connie Powell, Janet Anderson-Story, Lorrie Knox and Rich Ring present.

The first order of business was the reading and approval of the minutes. Rick Clement then announced that the Guidelines which the committee had prepared and sent to the LFA Executive Committee would be placed on the agenda for a general LFA meeting.

We then worked on allotment of shares for travel and on the funding of workshops. The deadline for all shares for travel this quarter was officially changed to March 28th, to allow all people wishing to attend meetings this quarter time to apply for funding.

The last order of business was final planning for the visit of Kathleen Weibel who will give a presentation for support staff on Tuesday March 19th. The Clements will sponsor a pot luck dinner that night at their home so that Kathleen and all interested library staff may get acquainted informally. The meeting adjourned at 2:00.

Connie Powell
Secretary
PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
TDD 913-296-4798

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 5:00 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, March 29, 1991.

EQUAL OPPORTUNITY EMPLOYER
(Continued on Back)

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<tr>
<th>VACANT POSITIONS</th>
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<td>KANSAS CITY</td>
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<td>-16 Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>NORTON</td>
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<tr>
<td>-11 Office Assistant II</td>
<td>Mary Stanton (913) 877-3380 Norton Correctional Facility</td>
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<td>TOPEKA</td>
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<td>-16 Athletic Instructor</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<td>-16 Engineering Technician III (Statewide Travel)</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>-19 Engineering Technician IV</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>-28 *Fire Prevention Division Chief (See Page 2)</td>
<td>Mary Rickel (913) 296-3401 State Fire Marshal’s Office</td>
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<td>-15 Food Service Supervisor I</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<td>TOPEKA (Cont.)</td>
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<tr>
<td>R-23 *Laboratory Improvement Specialist</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<td>R-11 Office Assistant II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-13 Office Assistant III (Bookkeeping)</td>
<td>Sandy Mills (913) 296-6646 Topeka Correctional Facility</td>
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<td>R-15 Secretary II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation Office of the Chief Counsel</td>
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<tr>
<td>WICHITA</td>
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<td>R-11 Office Assistant II (Typing)</td>
<td>Mark Fleet (316) 267-1977 Kansas Commission on Veterans Affairs</td>
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<tr>
<td>WINFIELD</td>
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<tr>
<td>R-15 *Licensed Practical Nurse (3:00 p.m. to 11:00 p.m.)</td>
<td>Farrell Oard (316) 221-1200 Winfield State Hospital and Training Center</td>
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<tr>
<td>R-28 *Psychologist IV (3:00 p.m. to 11:00 p.m.)</td>
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<td>R-24 *Registered Nurse III</td>
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*FIRE PREVENTION DIVISION CHIEF

The State Fire Marshal’s Office will be accepting resumes for the position of Fire Prevention Division Chief.

This position will be filled by an individual who has the following education and experience:

- Five years experience in fire prevention, inspection or public safety work.
- College course work in fire science may be substituted for the required experience at the rate of 12 semester hours for one year experience.

Experience needed in:

- Planning and organizing the activities of a fire prevention section, which includes assigning and coordinating the work of a technical staff conducting fire and life safety inspections.
*FIRE PREVENTION DIVISION CHIEF
(Continued)

Architectural and/or installation plan review. Knowledge of electrical systems, building construction chemicals and the flammable properties of various substances.

Strong oral and written communication skills and the use of tact and diplomacy in transactions with the public.

Analysis of operational workload to determine training needs of division employees.

Preferred education or experience:

Statistical research analysis or working knowledge of statistical analysis, data base management or spreadsheet software.

Experience in a managerial or supervisory capacity.

Duties entail planning, organizing and directing the activities of the Fire Prevention Division, assigning and coordinating the work of a technical staff conducting life safety inspections throughout the state.

Salary for the position is Range 28, Step A, $2695 per month and all state benefits apply.

Along with a description on the above experience, resumes should detail:

Three references
Detailed account of college hours
Break down by years of stated experience
Earliest date to start work

Resumes must be received by 5:00 p.m. April 15, 1991. A letter of application and resume should be sent to:

Mary Rickel
State Fire Marshal’s Office
700 SW Jackson, Suite 600
Topeka, KS 66603-3714
PERSONNEL

Kathy Lafferty has been appointed as a Secretary I in The Kansas Collection effective April 8th. She is presently employed by the Department of Communication Studies on the KU campus. Kathy replaces Melanie Buchanan.

Sandy Gilliland

STAFF ORIENTATION TOURS

The Committee on Staff Orientation announces tours to the following Library departments on Wednesday, April 17:

- 9:00 a.m. Engineering Library
- 9:45 a.m. Music Library
- 10:30 a.m. Science Library

Library staff interested in attending all or a portion of these tours are asked to contact Rhonda Boose, 4-3601, to register. All staff are invited to attend.

Sandy Gilliland

TUITION ASSISTANCE PROGRAM APPLICATION DEADLINE ANNOUNCED

Applications for Tuition Assistance for the Summer, 1991 semester are due in the Office of the Executive Vice Chancellor by 5:00 p.m. Friday, April 26th. All full-time staff who have been employed in a full-time position with the University for at least a year are eligible to apply. If awarded, the Tuition Assistance Program will pay for the cost of tuition, textbooks, laboratory fees, or other supplies required for participation in approved educational programs. The awards are limited to no more than $25 for textbooks and supplies and a total of no more than $110 in all. Applications must be accompanied by a letter of endorsement by the staff member's supervisor, and a copy of your transcript if you are applying for the first time, or have taken courses since the last application.

An informational brochure and application form for the Tuition Assistance Program may be obtained from the Library Administrative Office, 4-3601. Questions may be directed to Sandy Gilliland, 4-3601, or to the Office of the Executive Vice Chancellor, 4-4904.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
CHANGE IN POLICY CONCERNING WORK-RELATED INJURIES

Recently, the Department of Human Resources announced a change in the treatment of work-related injuries. Staff who are injured on-the-job are required to notify their supervisor and Sandy Gilliland immediately so that required paperwork may be completed by the Administrative Office. Effective April 1, all staff (including student staff) who incur an injury while at work for which medical treatment is needed, must report to the Lawrence Memorial Hospital Emergency Room for treatment (the employee should identify him/herself as a state employee). LMH emergency room physicians will treat the injury, recommend follow-up treatment if necessary, and complete appropriate paperwork. LMH will forward all bills for treatment of work-related injuries directly to the Self-Insurance Fund in Topeka. Life-threatening work-related injuries should be treated at the nearest medical facility.

A staff member may request approval from the Self-Insurance Fund to "self-refer" if he/she desires to see his/her primary care physician. If the insurance investigator is unable to grant that request for change, the employee may write to the Director of the Division of Workers’ Compensation, Department of Human Resources. If the Director is unable to grant such a request, the employee may still seek his/her own, additional medical care. However, the Self-Insurance Fund will only reimburse the employee for such expenses to a maximum amount of $350 as "unauthorized medical treatment".

If a work-related injury does not require immediate medical treatment, the employee must still notify his/her supervisor and Sandy Gilliland of the injury. Paperwork is completed in the event the injury worsens and/or requires medical treatment at a later date. Questions regarding the Work-Related Injuries procedures may be addressed to Sandy Gilliland, 4-3601.

CONFUSION REGARDING APRIL 1ST PAYCHECKS

Library staff who closely scrutinize their paycheck stubs may have noticed a change in how deductions were listed on the April 1st paycheck. Beginning with the April 1st paycheck, your checkstub will show a deduction for Social Security (OASDHI) and Medicare. Combined, these two deductions should equal the amount deducted for OASDHI from your previous paychecks. Contact Sandy Gilliland or Rex Hargis, 4-3601, if you have any questions. 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, Monday, April 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

(continued)
ANNUAL EMPLOYEE RECOGNITION CEREMONY TO HONOR SEVERAL LIBRARY STAFF

Several library staff will be among University employees honored for their years of service during the Annual Employee Recognition Ceremony, Tuesday, April 23, 1:30 p.m. in the Kansas Union Ballroom. Library staff who will be honored, and their years of service are:

30 years: L. E. James Helyar, Department of Special Collections.

25 years: Sally Haines, Department of Special Collections.

20 years: Eugene Carvalho, East Asian Library; Kathy Clodfelter, Cataloging.

15 years: Nancy Burich, Regents Center Library; Nancy Rake, Cataloging.

10 years: Norma Bishop, Circulation; Richard Borton, Cataloging; Susan Craig, Art/Architecture Library; Susan Cunningham, Cataloging; Gaele Gillespie, Serials; Brenda Owens, Circulation.

5 years: Penny Donaldson, Interlibrary Services; Angella Galloway, Mail Room; Susan Hitchens, Music Library; Debbie Hodges, Regents Center Library; Jane Hoyt, Science Library; Donna Koepp, Government Documents; Lars Leon, Acquisitions; John Lynch, Interlibrary Services; Norma Sconce, Cataloging.

A reception will be held in Watson Conference Rooms A & B immediately following the University's Employee Recognition Ceremony to honor Library staff who are scheduled to receive their service pins. All Library staff are invited to attend the reception that will begin at approximately 3:30 p.m.

CIVIL SERVICE EXAMINATION CALENDAR

Attached to this issue of FYI is a copy of the University's Civil Service Examination Calendar for the month of April. Library student employees are especially encouraged to contact the Department of Human Resources if they are interested in full-time, permanent civil service employment. Students must take one or more civil service examinations before being considered for permanent employment. Contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information.

MARCUS MCCORISON VISIT

Marcus McCorison, President and Librarian of the American Antiquarian Society will be on campus April 15. He will be speaking on "Humanists and Byte-Sized Bibliography, or, Can We Digest Expanding Sources of Information?" The program will be at 4:00 p.m., in the Kenneth Spencer Library auditorium. Following the talk there will be an informal cash-bar reception at the Adam's Center. Please join us.

(continued)
DEADLINE FOR PURCHASES THAT MUST BE BID

The University recently announced the deadline dates for purchase requisitions chargeable against FY 1991 funds, as described in the attached memo from Gene Puckett, Director of Purchasing. All orders that must be submitted for competitive bids (i.e., $500 or above) must be processed by the deadline indicated. To provide adequate time for the Library to process all orders, please submit your special supply requests to Denise Swartz by no later than April 22. Special supply requests received after April 22, may have to be held and processed against FY 1992 funds, so please check your supply needs and submit your requests to Denise quickly.

Nancy Jaeger

BROWN BAG LUNCHEON AT ANSCHUTZ

There will be a Brown Bag luncheon co-hosted by John Miller and Bill Crowe at Anschutz Science Library conference room on April 17, at noon. The Brown Bag will be an opportunity for them to share the information they gathered from the Coalition For Networked Information (CNI) meeting they attended last month in Washington D.C.

Rhonda Boose

ELECTION RESULTS!!!!

Margaret Wilson was elected to the LIII position on LFA Exec vacated by Gene Carvalho.

Nicolas Eshelman

INPROCESS REQUEST UPDATE

If you are dropping off an inprocess search request in person in the Cataloging Department please put it in the wire basket on the front desk of Cataloging. This clearly-marked basket replaces the bookflow clerk's desk or mailbox as the "drop-site" for inprocess forms. You may continue to mail or phone inprocess requests to Tommy Hardin in Cataloging.

Al Mauler

"KUDOS" HELP REQUESTED:

It's about time for another Staff Development Newsletter. If you (or someone who works for you) have (has) been to a workshop, lecture, conference, or any other type of activity, please send me your (their) name and title of activity by April 24. Supervisors are especially encouraged to submit names.

Janet Anderson-Story

(continued)
"LIBAID" -- one-stop (almost) email shopping for automation support

Marianne Reed's appearance on the scene means more help with automation support, but it also means you may not know who to call in a given situation. Consequently, we would like to provide a single contact point. With the exception of Innovacq terminals, OCLC terminals, Telex terminals, and older IBM terminals (see below), any questions, problems, or suggestions can be sent in an electronic mail message to "LIBAID." This account is shared by Marianne and John Miller. Someone will check it at least twice a day for incoming mail. When both John and Marianne are unavailable, Gaile Burchill also will check it in case there are any urgent messages. You also should feel free to call 864-5530 (instead of using email) and ask for Marianne or John. Using email is simply an alternative to phoning, one that may be more convenient in many cases.

The following is a non-exhaustive list of the kinds of calls and/or email messages should be addressed to use or LIBAID. When in doubt, please call or send a message. This assumes that neither you nor someone in your department can and will fix a problem without contacting us. We are ALWAYS happy to have you solve your own problems.

Contact LIBAID with problems related to:

- IBM 3164 terminals (public online catalog terminals)
- Printers
- VM/MAIL and OFFICE
- Caere and Recognition OCR wands
- Microcomputers (other than OCLC terminals)
- CD-ROM equipment
- WordPerfect, SMARTII, ProCite, and some other software (as we learn about it)

Ask LIBAID questions about all of the items listed above, plus:

- Local area networks
- Prices for hardware and software (micros, CD-ROM, printers, etc.)
- Network connections (KUPSN, KARENET, the Internet)

For problems with Innovacq terminals, call Carol Jeffries (4-3476; email CJEFFRIE)
For problems with OCLC terminals, call Mary Roach (4-3038; email MROACH)
For service calls on Telex terminals, call Kent Miller (4-3535; email KMILLER)
For service calls on older coax-connected IBM terminals (like those on the Watson circulation desk, call computer center operations (4-0110).

John Miller
NEBRASKA TO HOLD SUPPORT STAFF CONFERENCE:

This announcement appeared in the March/April issue of Library Mosaics.

The Nebraska Library Commission, in cooperation with the Nebraska Library Association Paraprofessional Roundtable, announces CHANGING ROLES AND RESPONSIBILITIES: A CONFERENCE FOR LIBRARY SUPPORT STAFF to be held May 9-10 at the Hilton Hotel in Lincoln, NE. Kathleen Weibel, Chair of the ALA/SCOLE Education for Support Staff Issues Subcommittee, will be the featured speaker at the general sessions on both days of the conference. Ms. Weibel's presentations will revolve around the themes "I work in a library, but I am not a librarian" and "Taking the 'para' out of 'professional'."

On Friday afternoon, Claudya Muller, Director of the Cuyahoga County Public Library, will address the issue of how technology, rather than reducing the need, has increased the need for well qualified support staff. Ms. Muller is the former Director of the State Library of Iowa and the Suffolk County Cooperative Library System on Long Island, New York.

Dr. Martha Hale, Dean, School of Library and Information Management, Emporia State University will present a session entitled, "Are There Differences Between Masculine and Feminine Management Styles?" Some of the other planned sessions will cover career plateaus, health hazards in the workplace, effective working relationships with your boss and your staff, the budgeting process, and the image of the paraprofessional.

Registration fee for the conference is $25 for both days or $15 for a single day. In addition, there are two optional meal functions. For more information, contact Tim Lynch, Continuing Education Coordinator, Nebraska Library Commission, 1420 P Street, Lincoln, Nebraska 68508 or call 402-471-2045.

Janet Anderson-Story

CAMPUS MAIL ENVELOPES

As always we need small campus mail envelopes. If you have a large number that you don't know what to do with (or if you have any you can spare), please send them to the Libraries Administrative Office in Watson. We have almost a continuous need--so any time you see them starting to pile up, feel free to send them our way. Thanks.

Rhonda Boose

LINDA HALL LIBRARY PRESENTS

The Linda Hall Library will be presenting The Francis W. Bartlett Lecture, "Shadows of Creation: The Dark Matter and Structure of the Universe", by David N. Schramm, University of Chicago. The lecture focuses on the "Big Bang" theory of the origin of the universe, and deals with the distribution of galaxies and clusters of galaxies, which he calls the "Shadows of Creation". Professor Schramm is a noted physicist, but is also known for his ability to explain modern astrophysics and cosmology to non-technical audiences. The lecture will be April 18, 1991 at 7:30 p.m., at the Linda Hall Library, 5109 Cherry Street, Kansas City, Missouri. The lecture is free and open to the public, but seating is limited. A public reception will follow the lecture. For reservations and further information, call (816) 363-5020.

William J. Crowe

(continued)
DEAN'S TRAVELS AND TALKS

To keep Library staff better informed about some of the Dean's activities outside the Library, I plan to continue to provide updates each month on some of the special meetings and like events in which he will participate in the 3-4 weeks ahead:

* On Friday, April 5, he will complete his responsibilities as a panel reviewer of grant proposals submitted to the U. S. Department of Education (for the Title II-D, Higher Education Act, College Library Technology and Cooperation Grants Program)--by conference telephone and mail.

* On Monday, April 8, he has been asked to meet with the Engineering Senate.

* On Tuesday, April 9, he has been asked to meet with the faculty of the Department of French and Italian.

* On Sunday, April 14, he will attend the KU Greek Awards Reception and Program.

* On Wednesday, April 17, he will attend the Lawrence Chamber of Commerce Legislative breakfast session, and later has been asked to meet with the faculty of the Department of History.

* On Thursday, April 18, he will be traveling to Iola, Kansas, to meet with the President of the Friends of The Library and address the Rotary Club.

* On Saturday, April 20, he will attend the University's Legislative Update reporting session.

* On Thursday, April 25, he will be attending the Lawrence Chamber of Commerce luncheon (annual meeting).

* On Wednesday and Thursday, May 1 and 2, he will be attending a meeting of the deans and directors of libraries of the Association of Big Eight Universities, at Kansas State.

Rhonda Boose

(continued)
The Graduate School of Library and Information Science at UCLA has just distributed a news release which follows:

Two points of information:

During the period that I will be away from the Library (tentatively scheduled to be from 15 July through 12 August), Assistant Deans Gibbs and Hawkins will act in my place. I will be in regular contact with them, principally by e-mail and fax. Second, the costs of the program are being supported from funds generously provided by Academic Affairs, supplemented by my personal funds.

I very much look forward to taking part in this program.

************************************************

TOP ACADEMIC LIBRARIANS CHOSEN FOR UCLA SENIOR FELLOWS PROGRAM

Fifteen top managers of academic research libraries have been appointed UCLA Senior Fellows for 1991, following a nationwide competition conducted by UCLA’s Graduate School of Library and Information Science (GSLIS).

The fifteen will attend a program presented by the GSLIS during July and August, exploring the political, economic, and social issues in higher education as they pertain to the management and governance of university libraries.

The advanced management program was launched by the Graduate School of Library and Information Science in 1981 with support from the Council on Library Resources. The program now is sponsored by UCLA, with support from the institutions represented by participating fellows. The program is directed by Dr. Beverly P. Lynch, Dean and Professor, GSLIS, and is coordinated by Dr. Dorothy J. Anderson, Assistant Dean.

The Top Academic Librarians Chosen for UCLA Senior Fellows Program: Noreen Alldredge, Dean of Libraries, Montana State University; Shirley K. Baker, Dean of University Libraries, University of Victoria; Sharon C. Bonk, Assistant Director for User Services, University at Albany; Joseph J. Branin, Associate University Librarian for Public Services, University of Minnesota--Twin Cities; Jennifer Cargill, Associate University Librarian, Rice University; William Joseph Crowe, Dean of Libraries, University of Kansas; Deborah Bloomfield Dancik, Area Coordinator (Acting), Humanities and Social Sciences Library, University of Alberta; Lawrence Dowler, Associate Librarian for Harvard College for Public Services and Special Assistant for Special Collections to Director of Harvard University Library, Harvard University; Emma Bradford Perry, Library Director, Dillard University; William Gary Potter, Director of Libraries, University of Georgia; Dana C. Rooks, Assistant Director for Administration, University of Houston; Michael T. Ryan, Director of Library Collections, Stanford University; Robert A. Seal, University Librarian, University of Texas at El Paso; Gloriana St. Clair, Assistant Dean and Head, Information Access Services Division, The Pennsylvania State University; Arthur P. Young, Dean of Libraries, University of South Carolina.

(continued)
FRIENDS OF THE LIBRARY SPRING 1991 MEETING

I invite all Library staff to consider membership in the Friends of the Library to share with the Library's many generous benefactors and advocates our interest in broader efforts to advance the interests of the University of Kansas Libraries. Membership applications are available from Jim Helyar, Secretary of Friends, Department of Special Collections, Kenneth Spencer Research Library.

Among the benefits of membership are meetings at which noteworthy speakers address topics related to some aspect of the Library's collections or services. At the April 20th meeting (to be held at the K.S. "Boots" Adams Alumni Center, beginning with an informal reception at 6 p.m., followed by dinner at 7 p.m.), we will hear Gerald Mikkelsen, Professor of Slavic Languages and Literatures, and Margaret Winchell, Cataloger in the Slavic Department, speak on "Valentin Rasputin: A Siberian on Fire". Valentin Rasputin is widely regarded as Russia's most talented living writer, who also stirs up controversy with his unabashed patriotism and his relentless campaign against environmental destruction.

William J. Crowe

ATTACHMENTS

Report on the Coalition for Networked Information Meeting
LFA Executive Committee Minutes--March 26, 1991
Library Committee on Promotion and Tenure--February 7, 1991
Staff Orientation Committee Minutes--March 7, 1991
University of Kansas Examination Calendar--April, 1991
DPS Promotion and Transfer List--April 1, 1991

(continued)
Coalition for Networked Information Meeting

We attended the third meeting of the Coalition for Networked Information in Washington, DC, March 18-20—which is roughly the first anniversary of its founding by the Association of Research Libraries, EDUCOM, and CAUSE. There are now approximately 150 institutional members of the Coalition, primarily the nation's research universities (represented by those on campus who are responsible for both libraries and computing), but also a number of corporations (including Apple and IBM) and not-for-profit entities (including OCLC and RLG).

The bulk of the meeting was given over to presentations on such topics as:

(1) how the coming National Research and Education Network (NREN) might be governed to ensure that the "E" in its acronym will be realized in the interests of the public at large;

(2) a report of an economic analysis of one model for the provision of scholarly journals to libraries and end-users by advanced networks (an interesting presentation by an economist/engineer at Carnegie-Mellon University, about which many of us had questions related to some of his assumptions); and

(3) updates on the work of the Coalition's several "working groups" (including a very helpful report on a meeting held at Monterey, Calif., "on the information pricing crisis", and a session on plans to move toward obtaining statistical data from libraries that better reflect support for users' having access to information).

We will provide each member of the Administrative Conference with a copy of some core documents from the meeting and place a copy of the full conference "resource binder" on reserve at Watson. [On seeing this hefty volume, many of us commented that the Coalition needs to move beyond paper to apply more of information technology to its own communication. Thanks to a gift of equipment from Digital, this will happen within the next two months, with the appearance of Coalition information on the Internet.]

-Bill Crowe & John Miller
LFA EXECUTIVE COMMITTEE: MINUTES
MARCH 26, 1991

Present: Carvalho, Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams

I. Margaret Wilson was elected to replace Gene Carvalho as LIII representative on LFA Exec.

II. Exec reviewed K. Miller's revised ballot on academic qualifications for librarians, incorporating Dean Crowe's revisions. The ballot will be given to the Nominating and Ballot Committee to distribute. Ballots will be due Friday, April 5, 1991.

III. Exec reviewed R. Schulte's revised statement on LFA membership vis a vis eligibility to vote, which will be distributed as part of a packet of background information for the April 4 LFA meeting.

IV. Exec reviewed S. Williams' draft of a background statement for length of terms on Budget & Planning and LCPT, and her draft for a proposed code change in election requirements (concerning the number of candidates on a ballot), copies of which will also be distributed as part of the above-mentioned packet.

V. S. Williams distributed a proposed agenda for the April 4 LFA meeting, which was discussed and revised.

VI. S. Williams noted that she has not yet received any document from the Classified Conference concerning joint committees.

The next meeting of Exec will be April 1 at 10 AM in Conference Room A. On the agenda are discussions of the Report of the 1990-1991 Committee to Evaluate Service and Research, and the agenda for the April 30 LFA meeting.

Submitted by Kathy Graves
Library Committee on Promotion and Tenure

Minutes, February 7, 1991

Present: Bill Crowe, Dean of Libraries, Mary Roach, Chair, Jim Neeley, Barbara Jones, Mary Rosenbloom, Marilyn Clark. [Absent, Susan Hitchens, Sally Haines]

Dean Crowe will be discussing with the Vice Chancellor for Academic Affairs the committee's proposal concerning credit for prior service. Until that discussion has taken place, LCPT will not proceed further with specific guidelines.

The question of the Dean's attendance at LCPT during discussions of general policy (versus discussion of candidates for promotion or tenure) was reintroduced. The text concerning this question of the Library Faculty Assembly Code of Governance as it was last voted on will be reviewed at LCPT's next meeting.

The Committee discussed the term of office of LCPT members, especially the possibility of three-year terms in order to provide better continuity in the committee's business. It was questioned whether the reasons for increasing terms of office were compelling. Most of the problems relate to the natural progression being out of sync for one reason or another—resignations, members up for promotion/tenure, and so forth. Two major challenges concerning this change were discussed. First, it would be difficult to find Librarian I's with sufficient acquaintance with the library system who would not be candidates for promotion and/or tenure within the three-year period. Second, the difficulties of finding Librarian IIIs willing to serve would be increased. Several options, including changes in the Code to permit consecutive terms of office, were discussed, but no specific recommendation was made at this time.

The question of having a Spring meeting for individuals coming up for promotion was discussed. Mary Roach, Mary Rosenbloom, and Marilyn Clark will form a subcommittee to formulate plans for this meeting.

The possibility of a system of peer comment at mid-term before a candidate would be up for promotion/tenure was discussed. This question will be brought up the Spring meeting.

The next meeting of this committee will be March 9th at 1:00 in Rm B, and the agenda will include a review of professional performance criteria.

Minutes submitted by Marilyn Clark 11 February 1991

Minutes accepted by LCPT, 8 March 1991
Minutes of the Staff Orientation Committee
March 7, 1991

Present: Susan Hitchens, Chair; Sandy Gilliland, Bayliss Harsh, Lorrie Knox, Carmen Orth-Alfie. Absent: Paulette DiFilippo.

Susan announced that the tours of Spencer Library (Kansas Collection, Special Collections, and University Archives) have been scheduled for Tuesday, March 19th, 1:00 - 4:00 p.m. Lorrie mentioned that this would conflict with the Staff Development Committee presentation, but rather than re-schedule the tours at this time, we decided to see if anyone registers.

Tours of departments in "Group E", Microforms/Periodicals/Copying Services; Serials/Bindery/Mailroom, and Documents and Maps were scheduled for Thursday, March 28th, 1:00 - 4:00 p.m. Susan will ask Paulette if she would be able to serve as tour guide; if she is not able, Carmen volunteered to do so.

Carmen is working on revisions to the tour evaluation form. We discussed adding a question soliciting interest in future tours by asking the participant to indicate the department(s) that he/she would be interested in touring in the future. We also decided to have the tour guides distribute the evaluation forms at the end of each tour, rather than having them mailed.

Bayliss reported that the tour she guided went very well; it was a small group which made it easy to see system demos, etc. She suggested that chairs be available in each department so that tour participants could sit down part of the time.

Susan said she would send announcements via eMail of the upcoming tours to the public and technical services department heads, and will notify supervisors of new staff of the tours. She will also ask Dean Crowe to announce the tours at the March 25th Administrative Conference meeting.

Submitted by Sandy Gilliland
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<td>Office Assistant II&amp;III 1:15</td>
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**WRITTEN EXAMINATIONS OFFERED:** Cook, Food Service Supervisor I&II.

**UNASSEMBLED EXAMINATIONS OFFERED:** Carpenter I, Dietitian I&II, Electrician I, Medical Technologist I, Radiologic Technologist I&II (Diagnostic X-Ray), Office Supervisor Closes April 15, 1991.
PROMOTION AND TRANSFER LIST

April 1, 1991

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, April 5, 1991.

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<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
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<tr>
<td>R-26</td>
<td>DODGE CITY</td>
<td>Sherri Jacobs (913) 296-3721</td>
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<td>Civil Engineer II</td>
<td>Department of Transportation</td>
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<td>R-19</td>
<td>ELLSWORTH</td>
<td>Aneta Nichols (913) 472-5501</td>
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<td>Food Service Supervisor II</td>
<td>Ellsworth Correctional Facility</td>
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<td>R-16</td>
<td>HUGOTON</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Equipment Operator II</td>
<td>Department of Transportation</td>
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<td>R-22</td>
<td>STOCKTON</td>
<td>Ginny McCord (913) 296-4171</td>
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<td></td>
<td>*Hydrologist I</td>
<td>Board of Agriculture</td>
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<td>R-11</td>
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<td>Ginny McCord (913) 296-4171</td>
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<td></td>
<td>*Keyboard Operator I (Intermittent)</td>
<td>Board of Agriculture</td>
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<td>R-26</td>
<td>TOPEKA</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Attorney I (2 Positions)</td>
<td>Department of Transportation</td>
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EQUAL OPPORTUNITY EMPLOYER

(Continued on Back)
TOPEKA (Cont.)

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

R-25  *Ecological Specialist
      (Considerable Travel to Kansas
      City and Wichita Areas)
      Ginny McCord (913) 296-4171
      Board of Agriculture

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

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

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

R-15  Secretary II
      (Legal Experience)
      Ginny McCord (913) 296-4171
      Board of Agriculture

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

WINFIELD

R-15  *Licensed Practical Nurse
      (3:00 p.m. to 11:00 p.m.)
      Farrell Oard (316) 221-1200
      Winfield State Hospital and Training
      Center

R-28  *Psychologist IV

R-24  *Registered Nurse III
      (3:00 p.m. to 11:00 p.m.)
PERSONNEL

Vickie Truscello, Program Assistant with the Department of Special Collection's grant funded O'Hegarty project, has announced her resignation effective June 7th. Vickie joined the staff in January, 1990. She has resigned to pursue graduate study at KU.

Sandy Gilliland

STAFF ORIENTATION TOURS

As a reminder, the Committee on Staff Orientation is sponsoring tours to the following library departments on Wednesday, April 17:

9:00 a.m. Engineering Library
9:45 a.m. Music Library
10:30 a.m. Science Library

In addition, the Committee is pleased to announce tours of the following library departments on Tuesday, April 23:

9:00 a.m. Art and Architecture Library
10:15 a.m. SPLAT
11:00 a.m. Slavic
11:45 a.m. East Asian Library

Departmental tours are open to ALL library staff. If you are interested in attending all or a portion of these tours, please contact Rhonda Boose, 4-3601, to register.

Sandy Gilliland

EMPLOYEE SERVICE AWARDS--CORRECTION

The following Library staff were inadvertently omitted from the announcement in last week's FYI regarding service awards. Those staff are:

5 years: Deborah Dandridge, The Kansas Collection
10 years: Al Mauler, Cataloging
20 years: Toni Taylor, Science Library

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
EMPLOYEE SERVICE AWARDS--CORRECTION (continued)

All staff are invited to attend the Annual Employee Recognition Ceremony at 1:30 p.m. Tuesday, April 23rd in the Kansas Union Ballroom. A reception in Watson Conference Rooms A/B will directly follow the program. Sandy Gilliland

WORKSHOPS OFFERED BY DEPARTMENT OF HUMAN RESOURCES

Attached to this issue of FYI is a listing of workshops offered during the months of April, May and June, by the Department of Human Resources. Two new programs are offered, described as follows:

Coaching and Counseling, a 6-hour seminar providing both theory and practice exercises to assist supervisors and managers learning and improving their use of two essential communication skills. Coaching is needed when empowering employees to learn new skills; counseling is needed when employees and supervisors must discuss difficult issues such as performance or conduct.

Conducting Effective Meetings, a 3-hour course designed for any employee who must plan or facilitate meetings. The goal of the course is to teach skills necessary to conduct meetings that actually get work done.

Library staff interested in attending any of the workshops scheduled in the attached Professional Development calendar should call 4-4946 to register. (Human Resources requests supervisor's approval to attend all programs.) Contact Sandy Gilliland, or the Department Human Resources (Kate Ames-Oliver or Shery Stump, 4-4946) if you have questions regarding these workshops. Sandy Gilliland

MARCUS MCCORISON VISIT

Marcus McCorison, President and Librarian of the American Antiquarian Society will be on campus April 15. He will be speaking on "Humanists and Byte-Sized Bibliography, or, Can We Digest Expanding Sources of Information?" The program will be at 4:00 p.m., in the Kenneth Spencer Library auditorium. Following the talk there will be an informal cash-bar reception at the Adam's Center. Please join us. Rick Clement

FUTURE LFA MEETINGS

The next LFA meeting will be held April 23 (Tuesday) from 10-12 in Conference Rooms A&B. We will continue our discussion of items listed under "New Business" on the agenda for the April 4 LFA meeting that have not yet been discussed. We still plan to hold additional LFA meetings on April 30, 10-12; and May 13, 1:30-3:30, as previously announced. Sherry Williams

(continued)
RESULTS OF BALLOT ON ACADEMIC QUALIFICATIONS QUESTION!!!

The results:

Yes: 18  
No: 29  
Total votes cast: 47  
Ballots not returned: 16  
Ballots distributed: 63

The question was:

Should the "equivalent professional certification" category in the appointment criteria for tenure-track faculty positions be interpreted to include, in addition to non-U.S. library degree or certificate holders (recognized by ALA), the appointment to the faculty of individuals who hold other, "equivalent" degrees?

Please note that the implication of a NO vote is that the discussion will turn to other means by which the apparent inequities of the present system can be resolved. Be assured that there will be opportunities for further discussion of this issue.  

Nicolas Eshelman

ADMINISTRATIVE CONFERENCE 4/15 AGENDA

(1) Approval of minutes: {I would like to begin the practice of approving minutes via e-mail-to speed up the process and get them into FYI a bit sooner. Please be prepared to comment.} (I hope that Rhonda, who has been swamped will be able to have our last meeting minutes ready for e-mail late this week.)

(2) Announcements (open to all)

(3) Old Business: (a) Fund-raising priorities {I have received but one response to my suggestions???) (b) Resolution of the issue of appointing working group on student-employees (c) Watson self-study group {I will distribute a draft charge for your comment.} (d) Library publications and editorial duties.

(4) New Business:

(5) Scheduling future meetings.

William J. Crowe

(continued)
MEASURING ACADEMIC LIBRARY PERFORMANCE:

After several years of preparation, the American Library Association last year published a manual on measuring academic library performance. Included in the manual are several surveys, logs, worksheets etc. to aid in assessing library use and patron satisfaction. The Budget & Planning Committee has been asked to organize a pilot project this spring to test at least one of the surveys to determine if the material is appropriate and useable for the KU Libraries. Subject to approval from the Advisory Committee on Human Experimentation (ACHE), the test is scheduled to occur next week in three library locations: Watson, Art & Architecture, and Anschutz Science. Each library will have a coordinator for the testing (Kendall Simmons, Susan Craig, Julie Waters) although much of the surveying will be done by student assistants standing near the entrance and exit areas handing out the survey forms. Since this is only a pilot survey, we are primarily interested in determining the best way to test so we will be using only one of the surveys, the General Satisfaction Survey, and testing will be done for a limited time period. We hope that the test is not disruptive to regular library operations and will need to know if the survey operation causes problems for any department.

The testing times are Watson, Monday, April 15 10-11am, 1-2pm, 4-5pm; Art & Architecture, Tuesday, 10-11am, 1-2pm, 8-9pm and Wednesday, 10-11am, 2-3pm; Anschutz Science, Thursday April 18. Reproduced below is the General Satisfaction Survey that will be tested.

Budget & Planning Committee
REMINDER--PURCHASING DEADLINE

As announced in last week’s FYI, all orders for purchases that must be bid (i.e., $500 or more) must be submitted to the Denise Swartz in the Library Office by April 22. Special supply requests for items that must be bid that are received after April 22, may have to be held and submitted against FY 1992 funds. Your efforts in meeting the FY 1991 purchase requisition deadline is appreciated. Nancy Jaeger

REMINDER--BROWN BAG LUNCHEON AT ANSCHUTZ

There will be a Brown Bag luncheon co-hosted by John Miller and Bill Crowe at Anschutz Science Library conference room on April 17, at noon. The Brown Bag will be an opportunity for them to share the information they gathered from the Coalition For Networked Information (CNI) meeting they attended last month in Washington D.C. Rhonda Boose

REMINDERS FROM THE FOLKS IN CIRCULATION

There has been some confusion over certain policies concerning binding, transfer, check-out, holds, and filling out the search and recall cards for Watson stacks books. We hope this article will clear up any confusion. If you have any questions about the following, please contact Brenda Owens 4-4715, or any of the other Watson Circulation staff.

Please do not request that a book be sent to the bindery first and then put on hold for a patron. Except under unusual circumstances, patrons should always have first priority on a book.

All books with cataloging records must be checked out to a specific ID# if they are going to be kept on your desk for more than a few days. Departmental library use cards are available at Watson Circulation. These ID#'s do not accrue fines. Do not use your personal ID# to check out items for your department. If you do and the material gets lost or damaged, you are responsible for any charges. Items checked out or transferred on a Watson departmental ID# are not to leave the building. Materials transferred to branches are usually sent by library mail.

Staff from branch libraries who need to hand carry items to their libraries must show a departmental ID to the circulation desk assistant before they will be allowed to transfer Watson books to their library. Please contact a staff member from Circulation if you do not know your departmental ID#, need a new departmental ID#, or need a new copy of your departmental ID card.

Never use a departmental ID# for personal use.

Never take a book from the library that is not first cataloged and checked out.

(continued)
REMINDEERS FROM THE FOLKS IN CIRCULATION (continued)

Patrons, including library staff requesting books for personal use, must include a date no longer needed and their ID# on all search and recall request forms. The request will not be processed without this information. (N/A; -----; infinity; anytime, etc. are not accepted for the date no longer needed.)

Departments do not need to provide a date no longer needed for their requests to be processed.

CIRCULATION STAFF

STOP DAY PICNIC

Gee, how time flies when you’re having fun! Do you realize that it is almost time once again for the Stop Day Dog Roast and Picnic? Yes, it’s true. On Stop Day (that’s Monday, May 6), from 11:30-1:30 at Potter’s Pavilion, KULSA will sponsor this annual event. KULSA will supply the hot dogs and fixin’s, lemonade and tea. All Library staff and student assistants are invited. Contests this year will include: weirdest noises that can be made with a @@@*&&**!(^%$$!), neatest, most radical Hawaiian shirt, and frog imitations. Winners will receive popular acclaim. There’s no such thing as a free lunch, but this is the next best thing!

Rex Hargis

CAMPUS MAIL ENVELOPES

As always we need small campus mail envelopes. If you have a large number that you do know what to do with (or if you have any you can spare), please send them to the Libraries Administrative Office in Watson. We have almost a continuous need—so any time you see them starting to pile up, feel free to send them our way. Thanks.

Rhonda Boose

ATTACHMENTS

Staff Orientation Committee Minutes--February 18, 1991
Nominating and Ballot Committee Minutes--March 14, 1991, March 26, 1991
Library Emergency and Disaster Plan Committee Minutes--March 18, 1991
LFA Executive Committee Minutes--April 1, 1991
LFA Meeting Minutes--April 4, 1991
Department of Human Resources Professional Development Calendar--April, May June 1991
DPS Promotion and Transfer List--April 8, 1991

(continued)
Minutes of the Staff Orientation Committee
February 18, 1991

Present: Susan Hitchens, Chair; Paulette DiFilippo, Bayliss Harsh, Lorrie Knox, Carmen Orth-Alfie.

Minutes of the February 12, 1991 meeting were approved.

Paulette reported on the tour of Collection Development, Acquisitions, and Cataloging. We decided to wait until we've received the evaluation forms from the attendees before discussing the program more thoroughly.

The Committee then discussed the orientation tour evaluation form. Should we redesign it to eliminate the listings of the tour sites and ask attendees to fill in blanks for the tours they attended? Should we eliminate the column asking how the attendees decided which tours to attend? This led to a more general discussion of the tour program. A more relevant question than why people attended certain tours might be why they didn't attend the tours. This is especially true in light of the rather poor response we've had to the tour program. We discussed whether we could in some way evaluate how much encouragement staff got from their supervisors to attend tours. We also discussed recommending an LFA code change to the Staff Handbook description of the Staff Orientation Committee which would indicate that the Committee was responsible for arranging orientations for all staff, not just new staff. More discussion will follow.

Bayliss agreed to accompany the tour of Circulation, Reserve, Fines; Reference; ILL which will be held February 26, 1991. Lorrie will accompany the tour of Spencer libraries in March. Susan will talk to tour givers for possible dates.

The Committee will meet again March 7, 1991 at 3:00 p.m. in the Watson Library conference room.

Submitted by Paulette DiFilippo
NOMINATING AND BALLOT COMMITTEE MINUTES
PRESENT: Dienes, Eshelman, Miller
3-14-91

N&B assembled and mailed ballots for the LIII opening on LFA Exec. A letter is being prepared by SM to LFA Exec concerning who is eligible to vote in LFA elections was discussed. SM noted that an election for members of the Grievance Committee may need to be held. SM will contact Sandra Gilliland for clarification. JD said that the Salary and Benefits Committee will be contacting N&B about distributing a ballot on the scale to be used in distributing merit pay.

Submitted by Nicholas Eshelman

Minutes of the Nominating and Ballots Committee, March 26, 1991

Committee counted votes for the LIII replacement for Gene Carvalho on LFA Exec for the remainder of this committe year, and communicated results to LFA Exec. LFA Exec requested we notify candidates of the results.

Results: (50 ballots cast)

Margaret Wilson was elected.

LFA prepared a yes/no ballot on the question of Academic Qualifications needed for appointment to the library faculty, and determined they needed results by April 5. Committee requested mailing labels from the Administrative office, removed those of unclassified professional staff, and mailed ballots in inter-office mailers at once, so voters have time to read, consider, and cast their votes.

(There was one unclassified professional staff person's mailing label whose name does not appear on the current library list of professional staff. A call to the Art and Architecture Library clarified this person's status, and she did not receive a ballot. The N&B Committee will suggest the Administrative office issue an updated list of unclassified library employees.)

Submitted by Shelley Miller
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 18 MARCH 1991

Present: Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell
Absent: Gordon Anderson, Becky Schulte

Decided that E-mail would be used to announce a tentative agenda, giving members an opportunity to suggest changes/additions; the final agenda, however, will be hard copy, campus-mailed.

Discussion of minutes of the first meeting. Two versions had been presented, longer & shorter; agreed that the shorter would be sufficient both now and in future. Recorder's notes will not appear in the minutes' final form. Short version approved so long as they are accompanied by the committee's charge, since minute references to the charge would be unclear without it.

The ALA video "Library and Archival Disaster: Preparedness and Recovery" was viewed. Agreed that we would view it again, from time to time, its message being both alarming and dense. Its accompanying workbook (as well as the tape itself) is in the box containing the committee's reading material.

K. Miller reported on the 28feb91 memo which was sent to all departments requesting copies of emergency plans, memos, etc., current or non-. As material is received it will accumulate in "the box" and a follow-up memo will be sent in an attempt to elicit more responses.

The institutional responses to both the recent tornado warning (announced on several radio stations as a "warning" although the sirens were not sounded) and to the subsequent county-wide tornado drill were discussed. Apparently, they were varied, some units or individuals seeking shelter, others ignoring or being unaware of the situations. Agreed that it would be premature for the committee to make pronouncements at this time but that our final report should include recommendations regarding appropriate responses to such situations.

Having decided to break up the types of emergencies/disasters into two groups in order to more easily handle them, the groups were defined: the first group (first only in that it will be dealt with first) includes the "natural disasters: fire, flood, bomb, earthquake, steam/gas leak, power failure, tornado/extreme weather; the second group includes computer system emergency, bomb threat, theft/mutilation, problem patron, medical emergency. The second group is no less important.

In order for us to break into smaller working groups Craig identified several component projects: directory of sources of supplies/equipment/services; establishment of salvage priorities; manual, perhaps in two parts, the second dealing with post-emergency recovery; identification of needed supplies/equipment; training recommendations, both for staff in general and for committee members in their role as "core disaster team"; survey of local library facilities to identify potential problem areas; survey of local resource people with whom to work.

At the next meeting (1 April) division of labor will begin & Gibbs will report on a conference of physical plant managers he recently attended.

cc: G. Gibbs
LFA MEETING: MINUTES
APRIL 4, 1991


I. Introduction of new members: John Miller introduced Marianne Reed, who is the new Library Automation Specialist.

II. Announcements: S. Williams welcomed Margaret Wilson as the LIII replacement for Gene Carvalho on LFA Exec.

S. Williams apologized for the second mailing of the documents distributed as background information for items on this meeting's agenda. Many people had not received the first mailing so it was necessary to redistribute the material.

S. Williams announced that there will be at least two more LFA meetings this year, one scheduled for Tuesday, April 30 and the other for Monday, May 13.

III. S. Williams asked if there were any corrections or changes to the minutes of the March 5 meeting. Being none, there was a motion to approve the minutes. The motion was seconded and the minutes were approved.

IV. Committee reports: Rick Clement, chair, Staff Development Committee, distributed the document, "Guidelines for Staff Development Committee Sponsored Events, Disbursement of Funds for Travel and Workshops, and Continuing Education Program." He explained that the committee has sponsored less speakers and site visits this year because they have been working on this document, which codifies past practices. He mentioned that Staff Development is sponsoring a lecture by Marcus McCorison, President and Librarian of the American Antiquarian Society, on April 15, 1991, at 4PM in Spencer Library Auditorium.

Sandy Gilliland (for Kathleen Neeley) reported for Salaries and Benefits. The committee had met recently to discuss plans for a ballot on merit salary distribution. She showed overheads that explained the ballot questions and showed sample questions.

Susan Hitchens, chair, Staff Orientation, reported that the committee had been busy with the staff orientation program which covers all library sites. There had been two groups of tours in the fall and attendance was not what they had hoped for. The committee will decide how many times a year they need to run the program after the first year is over. They have also organized several showings of the library's preservation program.

L. Moore, chair, Budget and Planning, reported that the Administrative Conference had met and reviewed the kinds of procedures they will use to deal with the budget. B&P then met

These minutes will be approved at the next LFA meeting. Please bring your questions, comments, or corrections at that time.
with Dean Crowe to discuss similar issues. There will be a forum for department heads to hear each other's needs. To help promote continuity in FY 92, there may be a task force proposed to plan for an ongoing budget process (which would be composed of members of this year's B&P as well as members of next year's committee). She also mentioned a pilot program being devised by Susan Craig and Julie Waters for assessment of patron satisfaction.

M. Roach reported that LCPT has been discussing credit for prior service and who is responsible for making those recommendations. She deferred discussion of a code change concerning membership of the Dean on LCPT and length of terms on LCPT to the New Business part of this meeting. She mentioned that LCPT is planning a spring meeting for untenured librarians. This will be a general information session on May 7 from 10:30 to 12. The committee would like to explore peer comment at the mid-point to tenure for untenured librarians. They are also reviewing criteria for annual evaluations.

N. Eshelman, secretary, Nominating and Ballot, reminded members to vote on the question of academic qualifications for librarians. The deadline is April 5 at 5 PM. He deferred discussion of election procedures to the New Business part of this meeting.

S. Williams, chair, LFA Exec, welcomed members to attend any of the weekly Exec meetings, usually held on Mondays at 10 AM. She explained that a second ballot had been sent concerning academic qualifications for librarians because names had not been attached to the first set.

S. Williams mentioned upcoming agenda items for the April and May LFA meetings: Del Brinkman's request for written procedures for electing members to deans' review committees; the evaluation process, the Committee to Evaluate Service and Research, where do we go from here?; the proposal from Classified Conference regarding committees with joint membership; further discussion of academic qualifications for librarians.

V. Old Business: There was no old business.

VI. New Business:

A. Code change concerning membership of Dean on LCPT:

M. Roach mentioned the ballot from Spring 1989 which asked whether the Dean should be excluded from membership on LCPT. The vote resulted in the Dean being removed from membership. Dean Ranz then vetoed the vote. Dean Crowe did not participate in deliberations this year and he is comfortable with that. He had offered to withdraw the veto, but Exec had discussed this and decided that there should be another vote instead. A motion was made that there be another vote. It was seconded. Discussion followed. Crowe stated that he would be uncomfortable sitting in on deliberations and that, if he has questions, he will come back to the committee. Others mentioned that it is awkward to formulate a recommendation to be made to the Dean if the Dean is a member of the committee and that the Dean's presence might shape the recommendation in a way it might not have been made otherwise. A motion was made that we submit to the LFA membership a code change
as listed in LCPT's handout concerning Section 2.2.3.5 and that it be determined by a mail ballot. It was seconded. The vote passed and the motion carried. It was moved that we specifically exclude all other than tenure-track librarians from this ballot. This was seconded, the vote was taken, and it passed.

B. Election procedures:

N. Eshelman, secretary, Nominating and Ballot, discussed election procedures, specifically referring to Section 3.1.2 of the Bylaws that states that the ballot must include two nominees for each vacant position. N&B proposes to alter the Bylaws so that whenever possible ballots will include at least two nominees for each vacant position. He made a motion to distribute a mail ballot for changing the bylaw. It was seconded. Discussion was opened. Various points of view were presented. It was stated that there should always be a choice of candidates, that particularly in the case of LCPT, its membership could greatly effect the future of LI's going up for tenure. It was suggested that perhaps a change of composition of the committee would be advisable so that there were less LIII's. Since only LIII's can vote on other LIII's, it was stated that there should remain four LIII's on LCPT. Another suggestion was made that the number required to run might depend on the number of positions that need to be filled (eg. if you need one, have two candidates; if you need three, have five candidates). It was also suggested that some measure be taken to stagger the terms so that two people would go off LCPT each year rather than three one year and one the next, which is presently the situation. Perhaps a present member could extend or shorten his or her term. Such problems as not being allowed to serve on LCPT if you are coming up for promotion or tenure, the fact that one cannot serve consecutive terms, and the seeming lack of interest in serving on LCPT were all mentioned. S. Williams mentioned that, with regard to the problem last year of not having enough LIII's to run for LCPT, the University attorney had looked at the LFA Code and said that, if every effort had been made to find LIII's to run and still could not be found, she thought that we would be all right. There was a vote on ending discussion, which passed. The motion that there be a mail ballot to deal with the change in Section 3.1.2 of the Bylaws was defeated. Exec will further explore the issue in light of today's comments.

One member asked about the N&B questionnaire distributed last fall concerning too many candidates for any one position. This was to be the next item discussed. Since it was almost noon, this item was deferred to the next LFA meeting. A motion was made to adjourn the meeting. It was seconded. The meeting was dismissed.

Submitted by Kathy Graves
LFA EXECUTIVE COMMITTEE: MINUTES
APRIL 1, 1991

Present: Dandridge, Graves, K. Miller, Schulte, S. Williams, Wilson
Absent: Lohrentz

Minutes of the February 7 LCPT meeting and the March 7 Staff Orientation Committee meeting were reviewed and accepted. Minutes of the March 26 LFA Exec minutes were reviewed and accepted.

I. S. Williams welcomed Margaret Wilson to LFA Exec. Margaret replaced Gene Carvalho as LIII representative.

II. S. Williams mentioned that the ballot concerning academic qualifications for librarians had been mailed without names attached. Because of the need for security, the ballots were reissued with names attached. Those who had already voted need to vote again. Those who had not voted need to be reminded to read the front page of the ballot that was attached to the first mailing.

III. The agenda for the April 4 LFA meeting was reviewed. M. Roach, chair of LCPT, had called S. Williams after meeting with that committee and Dean Crowe last week regarding the issue of the Dean's membership on LCPT. In a mail ballot in 1989, the LFA approved a code change which did not include the dean as an ex officio member. Former Dean Ranz vetoed that vote. Dean Crowe said he would, if it would expedite matters, override the previous veto. Exec determined that there should be another vote on the issue of whether or not the Dean should hold membership on LCPT. Exec would like discussion about the length of terms for LCPT and Budget and Planning although not looking for a motion at the April 4 meeting. Exec will try to be prepared to do something about this issue by the April 30 LFA meeting.

Schulte will make a motion at the April 4 meeting for a code change vis a vis membership of grant-funded librarians on LFA. Exec wants this to go out as a mail ballot.

IV. S. Williams distributed a memo from Del Brinkman to Deans and Directors concerning membership on review committees for deans. He requested a written description of procedures used in each department for electing committee membership from that department. Exec questioned whether this needed to be dealt with in the Code and decided that we need more information on how this has been done in the past. S. Williams will mention this subject at the April 4 meeting but it will be on the agenda of the April 30 meeting. She will write to Brinkman, requesting an extension and indicating that we will get written procedures to him as soon as possible after that April 30 meeting.

V. S. Williams received a memo from the Classified Conference Executive Board regarding the formation of a joint committee to develop guidelines for forming joint committees. This was discussed briefly in Exec. It will be placed on the agenda for the
April 30 meeting. S. Williams will request that Rex Hargis, chair, or a representative be present because it is anticipated that LFA members will have questions about this.

VI. S. Williams gave some background information on evaluation procedures. Even though we did not codify recommendations of the CREEP committee, we have been following those guidelines for two years. After some discussion, it was decided to put this issue on the agenda to discuss with Dean Crowe at the next Exec meeting on April 8.

The next meeting of Exec will be Monday, April 8, 1991, at 10 AM. The following meeting will be Tuesday, April 16, 1991, at 10 AM. Both will be held in Conference Room A.

Submitted by Kathy Graves
# DEPARTMENT OF HUMAN RESOURCES
## Professional Development Calendar
### April, May, June 1991

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<tr>
<th>MONDAY</th>
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### April
- **8**: Writing Position Descriptions (Series 1, Day 1) 9am - 12noon
- **15**: Performance Evaluation 9am - 12noon
- **22**: Promotions and Staff Development 10am - 12noon
- **29**: Introduction to Supervision (Day 1) 8am - 12noon

### May
- **13**: Conflict Management (Day 1) 8am - 12noon
- **20**: Conflict Management (Day 2) 8am - 12noon
- **27**: Policies and Procedures 9am - 3pm

### June
- **10**: Introduction to Supervision (Day 1) 8am - 12noon
- **17**: Introduction to Supervision (Day 2) 8am - 12noon
- **24**: Conducting Effective Meetings 9am - 12noon

*Programs offered by the Department of Human Resources are open to all employees of the University. Please get your supervisor’s permission to participate in these programs. All programs are in Room 102 Carruth-O’Leary unless otherwise noted. For reservations call 864-4946.*
PROFESSIONAL DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT PROGRAMS

NEW EMPLOYEE ORIENTATION - (2 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.

PROMOTIONS AND STAFF DEVELOPMENT - (2 hours) provides information of particular interest to permanent employees regarding promotional procedures and professional development opportunities at the University.

POLICIES AND PROCEDURES - (2 hours) provides information focused on the need of permanent employees to understand and properly interpret policies and procedures affecting their employment.

PERFORMANCE EVALUATION - (3 hours) for all staff who will conduct performance appraisals, this program presents the myths and realities of evaluation and reviews both formal and informal means of performance evaluation.

WRITING POSITION DESCRIPTIONS - (3 hours) how to complete the position description form for classified civil service positions and procedures for submitting requests to establish or to reclassify positions.

*INTERVIEWING - (6 hours) provides information and skill-building activities to help assure the most reliable selection interviewing procedures; covers EEO considerations and the logistics of the University hiring process.

SUPERVISORY AND MANAGEMENT PROGRAMS

INTRODUCTION TO SUPERVISION - (8 hours) A basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.

SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP) - (42.5 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.

New this quarter:

COACHING AND COUNSELING - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

PROFESSIONAL SKILLS PROGRAMS

*COMMUNICATION - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.

CONFLICT MANAGEMENT - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.

*PERSONAL SURVIVAL SKILLS - a network of five programs designed to enhance individual well being and professional capabilities: Stress Management, Time Management, Working Smarter Not Harder, Assertiveness.

New this quarter:

CONDUCTING EFFECTIVE MEETINGS - (3 hours) provides techniques and skills needed to plan, schedule, and facilitate meetings designed to get things done.

* Not available this quarter

HUMAN RESOURCES

The University of Kansas
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, April 12, 1991.

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<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>R-22</td>
<td>Correctional Industries Manager II (Furniture Assembly)</td>
<td>Aneta Nichols (913) 472-5501 Ellsworth Correctional Facility</td>
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<tr>
<td>R-17</td>
<td>Food Service Supervisor I</td>
<td>Aneta Nichols (913) 472-5501 Ellsworth Correctional Facility</td>
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<tr>
<td>R-21</td>
<td>*Librarian I (Closes April 19, 1991)</td>
<td>Aneta Nichols (913) 472-5501 Ellsworth Correctional Facility</td>
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<td>R-23</td>
<td>*Laboratory Improvement Specialist (Medical Technologist Certification Required)</td>
<td>Jo Ann Moran (913) 296-1290 Department of Health and Environment</td>
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<tr>
<td>R-11</td>
<td>*Keyboard Operator I (Intermittent)</td>
<td>Ginny McCord (913) 296-4171 Board of Agriculture</td>
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EQUAL OPPORTUNITY EMPLOYER
(Continued on Back)
TOPEKA (Cont.)

R-25 Central Accountant II

Bill Ervin (913) 296-3436
Department of Administration
Division of Accounts and Reports

R-19 *Microbiologist I
(Forbes Field)

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

R-22 *Microbiologist II
(Forbes Field)

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

R-13 Office Assistant III
(Typing)

Diana Cobb (913) 296-4495
State Surplus Property

R-15 Office Assistant IV
(Heavy Data Entry. NCR Computer
Terminal, WordPerfect and/or
Lotus 1-2-3 Experience Preferred.)

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

R-27 Programmer IV
(PC-Focus, IBM Midrange
Experience Preferred)

Graig Brummer (913) 296-6800
Kansas Highway Patrol

R-27 *Public Health Nurse V
(Special Project Unclassified)

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

R-28 Registered Nurse IV

Mary Hillin (913) 296-3981
Department of Social and Rehabilitation
Services - Medical Services

WINFIELD

R-15 *Licensed Practical Nurse
(3:00 p.m. to 11:00 p.m.)

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

R-28 *Psychologist IV

R-24 *Registered Nurse III
(3:00 p.m. to 11:00 p.m.)
University of Kansas Libraries
Number 1117
April 17, 1991

***DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY***

PERSONNEL

Carol Miner has been promoted to a Library Assistant I in the Engineering Library effective May 1, 1991. She is presently an Office Assistant III in the Cataloging Department. Carol replaces Pam Bower who resigned last December.

Sandy Gilliland

STAFF ORIENTATION TOURS CHANGED

Due to a scheduling conflict the April 23rd Staff Orientation Tours of the Art and Architecture Library, SPLAT, Slavic, and East Asian Library (announced in last week’s FYI) have been rescheduled as follows:

Wednesday, April 24th

1:00 pm    Art and Architecture Library
2:15 pm    SPLAT
3:00 pm    Slavic
3:45 pm    East Asian Library

As a reminder, these tours are open to ALL library staff. If you are interested in attending all or a portion of these tours, please contact Rhonda Boose, 4-3601, to register.

Sandy Gilliland

EMPLOYEE RECOGNITION CEREMONY/LIBRARY RECEPTION

Please note one additional addition to the names of library staff who will receive service pins during the University’s Employee Recognition Ceremony on April 23rd, 1:30 p.m.:

20 years: Elizabeth Stephens, Acquisitions Department.

As a reminder, all staff are invited to attend a reception at 3:30 p.m. on April 23rd in Watson Conference Rooms A & B. Library staff who received their service pins during the University’s program will be recognized during the reception, and a special recognition will be given to library volunteers. Refreshments will be served.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
LIBRARY ASSOCIATION APPLICATIONS

Applications for a variety of library associations may be obtained from the reception area in the Library Administrative Office. Staff interested in applying for membership in the Kansas Library Association, the College and University Libraries Section of the KLA, the American Library Association, and/or the Special Libraries Association, may pick up appropriate application forms in the Administrative Office. If you don't want to make the trip to Watson, just call 4-3601 and the application(s) will be mailed to you. Sandy Gilliland

STATE DIVISION OF PERSONNEL ANNOUNCES TRAINING SESSIONS

The State Division of Personnel has announced several personnel-related training sessions offered during the month of May, 1991:

<table>
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<tr>
<th>Seminar</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Pre-Employment Interviewing</td>
<td>May 8, 1991</td>
<td>9am-12noon</td>
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<tr>
<td>Writing Position Descriptions</td>
<td>May 8, 1991</td>
<td>1:30-4:30</td>
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<tr>
<td>Establishing Performance Expectations</td>
<td>May 9, 1991</td>
<td>9am-12noon</td>
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<tr>
<td>Providing Performance Feedback and Evaluation</td>
<td>May 9, 1991</td>
<td>1:30-4:30</td>
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<tr>
<td>An Introduction to Labor Relations</td>
<td>May 10, 1991</td>
<td>9am-12noon</td>
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<tr>
<td>Providing Positive Discipline</td>
<td>May 10, 1991</td>
<td>1:30-4:30</td>
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</tbody>
</table>

All seminars will be held in room 106 of the Landon State Office Building, 900 SW Jackson Street, Topeka. An $11.00 registration fee is required. Registration forms are available from Sandy Gilliland, 502 Watson, and must be returned to the State Division of Personnel Services, no later than five working days prior to the course start date. Additional information is available from Sandy Gilliland, 4-3601. Sandy Gilliland

REMEMBER OF UPCOMING LFA MEETING

There will be an LFA meeting on Tuesday, April 23, at 10:00 a.m. in Conference Rooms A & B. Please bring the handouts distributed prior to the last LFA meeting with you.

Sherry Williams

STOP DAY PICNIC

The Annual KULSA Stop Day Picnic and Dog Roast is coming! On Stop Day, Monday, May 6, from 11:30 to 1:30 at Potter’s Pavilion, KULSA will supply: 1) hot dogs, 2) catsup, mustard, relish, 3) hot dog buns, 4) lemonade and tea, 5) cups and plates and stuff like that, 6) a gourmet chef (that’s moi). Ah, you may ask, what should I bring? 1) Yourself. 2) Your collection of Morey Amsterdam jokes. 3) A covered dish (optional). 4) Zsa Zsa Gabor (in case the cops show up). 5) $20,000,000 in small unmarked bills. I should warn you that most of us are so sweet this event will be cancelled if it rains. Rex Hargis

(continued)
LFA MEETING
APRIL 23, 1991

AGENDA

I. Announcements

II. Minutes

III. Old Business
    A. Update on Unclassified Professional Staff Issues - Bill Crowe
    B. Other

IV. New Business
    A. Procedures to select members for Dean's review committee
    B. Election procedures - Nominating and Ballot
    C. Length of terms on B&P, and LCPT
    D. Possible Code change concerning inclusion of grant-funded librarians in membership of LFA

NOTE: Please bring with you handouts distributed before the last LFA meeting.
STUDENT ISSUES COMMITTEE

The Dean is looking for volunteers to serve on a committee that will address various student employee issues. This committee will begin its work sometime during the early summer, and will most likely run into the fall. He thinks it will probably be somewhat time consuming at first. If you are interested in serving on this committee, please let him know in writing by April 26 (if you have previously volunteered and are still interested, please re-volunteer).

Rex Hargis

LUNCH BREAK

For anyone interested, Cliff Haka will be in Lawrence on Thursday, April 18th. Lunch is at noon at the Yello Sub/Crossing. He doesn't know it yet, but he's buying.

Kendall Simmons

DEATH OF ALEC ROSS

Thanks to John Nugent's good memory and keen eye in reading the current issue of Kansas Alumni, I have learned of the death in August 1990 of Alec Ross, who was first head of the Acquisition Department, appointed by Robert Vosper in 1953. He left KU in 1956, with Mr. Vosper commenting in his memo to the Library staff: "We'll all miss him exceedingly. I can say honestly that he has done a brilliant job here. [The success of the acquisitions department] is the result of first-rate staff and Alec's uncommon skill in a difficult job." Mr. Ross's brother is among his survivors, according to the listing in Kansas Alumni.

William J. Crowe

CAMPUS MAIL ENVELOPES

As always we need small campus mail envelopes. If you have a large number that you don't know what to do with (or if you have any you can spare), please send them to the Libraries Administrative Office in Watson. We have almost a continuous need--so any time you see them starting to pile up, feel free to send them our way. Thanks.

Rhonda Boose

ATTACHMENTS

LFA Executive Committee Minutes--April 8, 1991
LFA Agenda for Meeting--April 23, 1991
Library-Oriented BITNET Lists
KU Libraries--VM/Bitnet/OFFICE List
LFA EXECUTIVE COMMITTEE: MINUTES
APRIL 8, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson; Dean Crowe (guest)

Minutes of the March 14 and March 26 meetings of the Nominating and Ballot Committee and the February 18 meeting of the Staff Orientation Committee were reviewed and accepted. Minutes of the April 1 LFA Exec meeting and the April 4 LFA meeting were accepted with revisions.

I. Exec discussed the April 4 meeting, the fact that we did not complete discussion of items on the agenda, and the need for an additional meeting. It was decided that this meeting will be on April 23 from 10 AM to noon in Conference Room A. In addition to the remaining agenda items, Exec wishes to discuss Del Brinkman's request for written procedures for electing members to deans' review committees. Dean Crowe expressed concern about the need to select Classified Conference representation on the Dean's review committee because this is not specifically addressed in Brinkman's memo. He had previously discussed this with S. Williams who shared his concern on behalf of Exec. He has written to Brinkman requesting his advice.

II. S. Williams presented the results from the ballot concerning academic qualifications for librarians. With 47 members casting votes, there were 18 "Yes" votes (in favor of discussing options for tenure-track opportunities for those holding equivalent degrees) and 29 "No" votes (in favor of tenure-track positions only for those holding MLS degrees). Dean Crowe interpreted this vote as an indication that the faculty wants him to look elsewhere for a solution. He will talk to Del Brinkman as soon as possible about what the options are now for remedying apparent inequities. It is possible that the Academic Staff category is the only option. What implications would Academic Affairs see from the use of this category? Would LFA be willing to incorporate this as yet another category of staff? As announced prior to the vote, whatever the outcome, there will need to be further discussion.

In a related issue, Dean Crowe plans to discuss at the April 23 meeting how he plans to proceed with the Unclassified Professionals report.

III. S. Williams had talked to Dean Crowe last week about taking another vote concerning the annual evaluation process vis a vis the failure to codify CREEP's recommendations two years ago and the fact that their recommendations have since been followed on an ad hoc basis for those two years. Discussion followed, with M. Wilson presenting background information as a member of CREEP. Exec will make a motion at the April 30 meeting, the proposal being that LFA codify the Committee to Evaluate Service and Research as it has stood for the past two years and asking if there should be a mail ballot to this effect. If LFA does not want another vote or if
codification fails by vote, an ad hoc committee may be used again. K. Miller will compile some handouts to be distributed to the membership as background information before the April 30 meeting.

The next Exec meeting will be **TUESDAY**, April 16 from 10-12 in Conference Room A.

Submitted by Kathy Graves
The following are the VM/Bitnet/OFFICE identities for KU library staff and some related staff. Please send corrections or questions to LIBAID, or call Marianne Reed or John Miller (4-5530). To find IDs of non-library staff at KU and of staff at other Regents Institutions, use the PF3 "Directory" option within OFFICE.

Those listings marked with an * are NOT part of KULIB-L. A message sent to KULIB-L will be sent to all the others. For other lists, see the bottom of this document.

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Hyde, Ann  AHYDE  Slater, Alex  JASII
Jaeger, Nancy  NJAEGER  Slater, Geri  GSLATER
Jeffries, Carol  CJEFFRIE  Smith, Jim  JSMITH
Jones, Barbara  BJONES  Snell, Kathy  KSNELL
Kingsbury, Patrick  SP78*  Snow, Ann  ASNOW
Kipp, Donna  DKIPP  Starr, Inge  ISTARR
Kirby, Chanette  CKIRBY  Stephens, Elizabeth  ESTEPHEN
Knox, Lorraine  LKNOX  Susott, Gary  SP46*
Koepp, Donna  DOCSMAP  Swartz, Denise  DSWARTZ
Kottman, Miloche  MKOTTMAN  Symons, Eleanor  ESYMONS
Lathrom, Kathy  KLATHROM  Taylor, Toni  TTTAYLOR
Leon, Lars  LLEON  Traxler, Joanna  JTRAXLER
Lodwick, Malcolm  MLOD Wick  Waters, Julie  JWATERS
Lohrentz, Ken  KLOHERENT  Weller, LeAnn  LWELLER
Lynch, John  JLYNCH  Williams, Annie  AWILLIAM
Marvin, Bob  BMARVIN  Williams, Sherry  SWILLIAM
Mason, Alexandra  AMASON  Wilson, Margaret  MWILSON
Mauler, Al  AMAULER  Wilson, Mike  MIWILSON
Melton, Rob  RMELTON  Michaels, Barbara  SP72*
Miller, John  SP05  Miller, Kent  KMILLER
Miller, Mary  MAMILLER  Miller, Rachel  RMILLER
Miller, Shelley  SMILLER  Mitchell, Bill  BMITCHEL
Moen, Lorraine  LMOORE  Moore, Lorraine  JDMURRELL
Murrell, Dawn  AMOORE  Neeley, Jim  JNINEELY
Neeley, Kathleen  KNEELEY  Orth-Alfie, Carmen  CORTHALF
Powell, Connie  CPOWELL  Proctor, JoNell  JPROCTOR
Rake, Nancy  NRAKE  Reed, Marianne  MREED
Revenew, Janet  JREVENEW  Rhodos, Saralinda  SRHODES
Ring, Richard  RICHING  Roach, Mary  MROACH
Roberts, Wendy  WROBERTS  Rosenbloom, Mary  MROSENBL
Saile, Cherrie  CSAIL  Schaffner, Brad  BSCHAFFN
Schulte, Becky  BSCHULTE  Science Reference Desk  SCIREF*
Siegmund, Marianne  MSIEGMUN  Other local library discussion lists:

KUBIB-L -- Bibliographers
editor: Rachel Miller (RMILLER)
closed membership (contact editor)

KULA-L -- Administrative Conference
editor: Rhonda Boose (RBOOSE)
closed membership (contact editor)

KULALA-L -- ALA Conference Discussion
editor: John Miller (SP05)
open membership (use "sub" command)

PUBHEADS -- Public Service Dept. Heads
editor: Sherry Williams (SWILLIAM)
closed membership (contact editor)

National lists based at KU Libraries:

TIGER-L -- TIGER test libraries
editor: Donna Koepp (DOCSMAP)
closed membership
Library-Oriented BITNET Lists

A. Standard BITNET lists (see general instructions below for subscribing)

-- In general, lists for users of specific vendor systems do not appear. Exceptions are those of special interest to KU: NOTIS-related lists because of common hardware issues, INNOPAC because of our use of Innovacq, and BRS-L because of resident database issues.

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<td>CD-ROM (mostly technical issues)</td>
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<td>NOTIS and other rare book catalogers</td>
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To subscribe to any of the general lists above, do the following:

1) Enter the command MAIL LISTSERV AT NODE where NODE is the one shown above beside the list you are interested in:

   For example, if you want to subscribe to the PACS-L, enter the command

   MAIL LISTSERV AT UHUPVM1

2) When prompted for a name and subject, just hit the ENTER key.

3) In the body of the mail screen, enter the mail message

   SUBSCRIBE List-Name Your-Name
where "List-Name" is the one listed above and "Your-Name" is the way you wish your name to appear when mail is sent to you. You do not need to include your system id. For example, if John Doe wishes to subscribe to PACS-L, he should enter the message

SUBSCRIBE PACS-L John Doe

4) Press the PF5 key to send the message.

5) If you tire of the list or if you are going to be gone and do not wish to continue to receive messages, repeat the steps above except that the mail message would be "UNSUBSCRIBE PACS-L". You may subscribe and unsubscribe to a list as often as you like.

See the document BITNET USERHELP for more information and other commands.

B. Discussion lists with special subscription procedures.

To send a message to a person or a listserver at an Internet node (one ending here in ".EDU") via BITNET, you should first set up a names record for the ID and node. Put the entire address (e.g., "ZODIAC.RUTGERS.EDU") into the node area of the names record and supply the ID and a nickname. You then can send a normal mail message using the MAIL command and the nickname. (See pages 13-15 of the MAIL writeup in your VM notebook for more information on names records.)

CIRCPLUS @ LISTSERV.ACS.UNC.EDU (Circulation and Access Services).

-- Create a "names" record with "CIRCPLUS" as the Nickname, "LISTSERV" as the Userid, and "LISTSERV.ACS.UNC.EDU" as the node. Then enter "mail circplus" to get a normal mail form and send a SUBSCRIBE message as described above.

Conservation DistList Preservation of Library Materials

-- Send a subscription request to Walter Henry (WHENRY @ LINDY.STANDFORD.EDU).

EXLIBRIS @ ZODIAC.RUTGERS.EDU Rare Book, Manuscript, and Special Collections

-- Send a subscription request to EXLIBRIS-REQUEST @ ZODIAC.RUTGERS.EDU. Include your name and email address in the body of the message. Contact Peter Graham for questions (GRAHAM @ ZODIAC.RUTGERS.EDU).

LAW-LIB @ UCDAVIS.EDU Law Librarians

-- Send a subscription request to LAW-REQUEST @ UCDAVIS.EDU. Contact Elizabeth St. Goar for technical questions (ESTGOAR @ UCDAVIS.EDU).

SIGLAN @ BRYNMAWR ASIS Library Automation and Networking SIG

-- Send the message SUBSCRIBE SIGLAN to MAILSERV@BRYNMAWR

-- John S. Miller, April 15, 1991

(Most of this information was compiled and distributed via PACS-L by Charles W. Bailey, Jr.)
CLC NOW SEARCHABLE BY SUBJECT, BY EVERYONE, FOR FREE!  
(Limited Time Only)

This spring the University of Kansas Libraries have been a test site for OCLC's end-user version of EPIC, originally called MAX (for Maximum Catalog) but recently renamed FirstSearch. FirstSearch is a simplified system for searching the OCLC database by keyword, subject, and most other fields in the catalog record. Boolean operators AND and NOT can also be used, but not OR and not truncation.

In the initial stages of the field test FirstSearch was locally available only in Watson Reference and at Anschutz. In the current stage FirstSearch is accessible through any OCLC terminal at the University of Kansas, regardless of location. Furthermore, FirstSearch is now available via the Internet. This means that any terminal or micro with direct, switched or dial access to the campus network may now use FirstSearch.

As a test site there is no charge to the Library. There is also no limit to the number of users at any given time. OCLC wants to see how much load the system can support. Anyone in or outside of the library whether faculty, staff or student may search. The field test is scheduled to run until June "at least."

Instructions for accessing and searching FirstSearch are being mailed to all departments. As FirstSearch is intended for the end-user, formal training of library staff is not anticipated. Following receipt of the instructions, remaining questions regarding accessing FirstSearch through an OCLC terminal should be directed to Mary Roach and via the Internet to John Miller. Questions about searching FirstSearch may be directed to Sue Hewitt or Jim Neeley. Comments you would like to have relayed to OCLC may also be sent to Jim Neeley.

I urge you to take advantage of this opportunity to search OCLC in the many new ways FirstSearch makes possible and to alert your library users as well.  

Jim Neeley

ARL SPEC KIT RECEIVED

ARL Spec Kit 162 "Audiovisual Policies in ARL Libraries", March 1990 has been received. This is the last of the Spec Kits which were distributed late due to a publications backlog at ARL. We have also received a subject index to those Spec kits currently in print which were distributed from 1977 through 1989. These items will be available at the Periodicals Desk for your use.

Kent Miller

(continued)
CALL FOR SELF-NOMINATION

The Nominating and Ballot Committee is now soliciting self-nominations for elective positions on the LFA Executive Committee (officers and reps) and LCPT (LI, II and III).

If you are interested in self-nominating, please contact either Jennie Dienes (4660), Nicolas Eshelman (3038) or Shelley Miller (3351) as soon as possible.

PLEASE REMEMBER, IN ORDER TO HAVE A LEGAL BALLOT THERE MUST BE AT LEAST TWO CANDIDATES FOR EACH POSITION!!!!!!

Nicolas Eshelman

NEW RECORDS APPEARING IN THE LIBRARIES ONLINE CATALOG

New categories of brief monographic hold records are now being added to the Online Catalog. These brief hold records are being created by the East Asian Library and the Slavic Department through the Cataloging Department's Record Management System. The numbering sequences for these records are:

30-00001- East Asian records located in the Art Library
           (Online Catalog record will say Art Library)

33-00001- East Asian Chinese records located in the East Asian Library stacks
           (Online Catalog record will say East Asian Library)

35-00001- East Asian Japanese records located in the East Asian Library stacks
           (Online Catalog record will say East Asian Library)

40-00001- Slavic records located in Spencer Research Library (Online Catalog record
           will say "Request by brief number from the circulation desk."

As with other brief monographic hold records, the above records will be indexed in the Online Catalog by author main entry and/or title, series (in selected cases) and by brief record number (in the call number index).

Mary Roach

REMEMBRANCE

We were saddened to learn of the death of Rick Clement's father Monday night, April 22nd. Complete details of Mr. Clement's funeral are as yet unknown, although it is scheduled for Saturday, out-of-state. Rick, Assistant Special Collections Librarian, plans to return to work by Tuesday, next week.

Sandy Gilliland

(continued)
Snyder Book Collecting Contest

The 35th Annual Snyder Book Collecting Contest was held on April 12 in the Kansas Collection. Four students received cash and gift certificates amounting to $150 for 1st place winners and $75 for 2nd place winners in undergraduate and graduate divisions. Honors in the undergraduate division were awarded to: Thomas R. Walker, "A Collection of Hyper-Modern Literature," 1st place, and Deborah Heikes, "The Art and Artists Associated with Germany Between the World Wars," 2nd place. Graduate division winners were: Ralph L. Crowder, "The Crowder Collection, African-American History and Literature: Books by and about Blacks, 1875-1981," 1st place, and the 2nd place winner, Marc Becker, "José Carlos Mariátegui."

The four winners were chosen from a field of eight finalists. The remaining finalists also deserve recognition. They are: undergraduates, Gregor R. Brune, "Indian Religion and Philosophy," and Lori Springs, "A Terrible Beauty . . . A Collection of books on Ireland"; graduates included Wilma B. Wilcox, "Women on the Middle East," and J.A. Danoff-Burg, "The Value of Second-Hand Knowledge."

Thank you's are extended to the judges, Marcus A. McCorison, President and Librarian of the American Antiquarian Society, Worcester, Mass.; Dean James Muyskens, College of Liberal Arts and Sciences; Christopher Norment, first place winner in last year's contest; Susan Marchant, Director of the Kansas Center for the Book; and Susan Case of the Clendening Library at the KU Medical Center, as well as the Oread Book Store and, of course, Mrs. Elizabeth Snyder whose continued interest and generous support has made this unique event possible every year.

I would also like to take the opportunity to thank Mary Rosenbloom and Richard Clement for agreeing to serve with me on the Snyder Collecting Contest coordinating committee.

Rebecca Schulte

LFA Meeting

There will be an LFA Meeting, Tuesday, April 30, 10:00 a.m. in conference Rooms A & B. The agenda will be as follows:

I. Announcements
II. Minutes
III. Proposal for inclusion of grant-funded librarians in membership of LFA
IV. Annual evaluation process

Sherry Williams

(continued)
DISPOSAL OF EXCESS AND UNWANTED LIBRARY MATERIAL

Questions about how the Libraries should dispose of excess and unwanted library material have come to me from a number of sources. As a first step in determining what our policy should be, I am holding an open meeting on May 2 from 1:30 to 3:00 in Watson Conference Room A to examine this subject in some detail. Bibliographers, acquisitions and serials staff in all departments, and interested staff in general are encouraged to attend. I have asked Kent Miller and Rachel Miller to assist me with the discussion. The agenda for the meeting has been distributed over KULIB-L. Anyone who has not received a copy should contact Rhonda Boose.

CONGRATULATIONS TO SANDRA AND RICK

I am very pleased to confirm that the Board of Regents has approved the following actions, as recommended by LCPT, me, the University Committee on Promotions and Tenure, the Executive Vice Chancellor, and the Chancellor:

- **Sandra Fortune Brandt**, Interlibrary Services, promoted to Librarian III
- **Richard Clement**, Department of Special Collections, promoted to Librarian II, with tenure.

As many of you know, we had planned to hold a reception at the Adams Center, on Thursday, 25 April, for Library staff and other of Sandra's and Rick's friends and colleagues to greet them and extend congratulations on this very happy occasion. However, because of the death of Rick's father (see below), we have decided to postpone this gathering until early Fall Semester.

ANNUAL UNIVERSITY RETIREMENT DINNER SCHEDULED

Retiring University faculty and staff will be honored at a dinner on Tuesday, May 7th, 6:00 p.m. in the Kansas Union Ballroom. Library staff included among those honored are:

- **Rosemary McDonough**, former Reference Librarian
- **Jim Ranz**, former Dean of Libraries.

Tickets for the dinner are $12, and reservations must be made by 5:00 p.m. Friday, May 3rd. Reservations may be placed with Marian McCorkill, assistant to the president of the Endowment Association.

(continued)
CAMPUS MAIL ENVELOPES

Thanks to all who have responded generously with their spare campus mail envelopes. But, as always we still need small campus mail envelopes. If you have a large number that you don't know what to do with (or if you have any you can spare), please send them to the Libraries Administrative Office in Watson. As you all know, we have almost a continuous need--so any time you see them starting to pile up, feel free to send them our way. Thanks.

Rhonda Boose

ATTACHMENTS

STOP DAY PICNIC ANNOUNCEMENT
LFA Executive Committee Minutes--April 16, 1991
Library Committee on Promotion and Tenure Minutes--March 8, 1991
Nominating and Ballot Committee Minutes--April 2, 1991, April 8, 1991
Salaries and Benefits Committee Minutes--February 1, 1991
Staff Development Committee Minutes--March 15, 1991, March 28, 1991
Staff Orientation Committee Minutes--March 26, 1991
DPS Promotion and Transfer List--April 22, 1991
Hi! I'm Joe Hot Dog. I'm going to be at the Annual KULSA Stop Day Picnic and Dog Roast. How about you?

WHAT: Annual KULSA Stop Day Picnic and Dog Roast

WHEN: Stop Day, Monday, May 6, 11:30-1:30

WHERE: Potter's Pavilion

RAIN PLAN: Sorry but this monumental event will be cancelled if it rains

Yes, it's true! KULSA this year has spared no expense and gotten the nationally renowned Joe Hot Dog to be the guest of honor at this year's picnic! KULSA will supply the hot dogs and buns, relish, ketchup, mustard, lemonade and tea, cups and plates and things like that, and a gourmet hot dog chef. Some neat things for you to bring: other foodstuffs, your Slim Whitman album collection, Kelly LeBrock and Arnold Schwarzenegger in bikinis, a flock of sheep, balloons, and expensive presents for the gourmet chef (my favorite color is red). Remember, there's no such a thing as a free lunch, but this is real close!
BUDGET AND PLANNING COMMITTEE MINUTES FOR APRIL 3, 1991

Present: Susan Craig, Penny Donaldson, Sue Hewitt, Nancy Jaeger, Lorraine Moore, Saralinda Rhodes, Julie Waters

Guest: Bill Crowe

The meeting again focused on how to solicit meaningful budget information from Department Heads in order to prepare the Library's Budget. The Administrative Conference meeting on March 25 seemed to indicate that Department Heads want an opportunity to prepare such budget requests and have wide distribution and discussion of them within the library. The suggestion to conduct an Administrative Review or a review by mix of Administrators/Budget & Planning Committee seemed to be less accepted than having an open forum where all departmental budgets are reviewed by all Department Heads.

Nancy Jaeger had prepared a sample budget for one Department indicating the costs of running the department. Included were names of staff and their salaries, open positions and the attached salaries, student help salaries, known supply and equipment costs such as telephones, photocopying, office supplies, etc. We agreed that although such information would be useful if supplied to the Department Heads on an annual basis, wide distribution of such information as individual's salaries might not be useful in the budget process.

The committee discussed income sources for the library such as photocopying, fines, and lost books. Could these be increased? Are there other possible costs which could be passed along to users such as CD ROM copying, charging for Interlibrary Services, or charging for Kansas Borrower Cards. The Dean indicated these could be considered but only after careful consideration of the impact on staff time to collect such fees and the possible negative impact on the library's public relations.

Lorraine Moore emphasized that having a lean budget year could actually provide staff development opportunities within the library. If positions are critical but cannot be filled due to budget restrictions, the possibility for staff from other departments to temporarily transfer into a position should be considered.

The Dean indicated that in Departmental Budget requests it may be necessary for departments to indicate areas of service or processing that they could eliminate or cut back. This could be predicated on the loss of a percentage of a position or the loss of a percentage of the entire budget. Susan Craig noted that rather than eliminate some services, perhaps committee work could be reduced or committee's made more efficient in their activities. The Dean suggested that perhaps a Blue Ribbon Committee on Committees should be formed to suggest reductions.
Current indications from the legislature indicate that KU and the Library may be operating with less money next year and thus reductions will have to be made. It still is not clear how such reductions can be made; how to solicit useful participation from the Department Heads; and how cutbacks will ultimately be decided. Dean Crowe offered to prepare a draft request for budget information for our consideration next week.

The next meeting of the Budget & Planning Committee will be Wednesday April 10 at 8:15.

Submitted by Susan Craig

BUDGET AND PLANNING COMMITTEE MINUTES FOR MARCH 19, 1991

Present: Susan Craig, Penny Donaldson, Nancy Jaeger, Lorraine Moore, Julie Waters

Absent: Sue Hewitt, Saralinda Rhodes

The questionnaire regarding budget preparation was sent to 17 Library Department Heads. 10 returns were received by the deadline and Lorraine tallied the responses. Unfortunately there seems to be little agreement on how to proceed with the budget process based on the survey responses. After extensive discussion, the committee agreed that it would be necessary to meet with the Dean, preferably before the Administrative Conference meeting on March 25.

Julie Waters and Susan Craig volunteered to examine the materials on Measuring Academic Library Performance and try to plan a pretest of the project to be conducted in April.

Lorraine Moore distributed the analysis of the Planning Notebook which she had prepared.

Submitted by Susan Craig
Minutes of the April 8 LFA Exec meeting were accepted with revisions.

I. At the last Exec meeting, Dean Crowe mentioned having a reception for newly tenured and promoted librarians as an annual function. He has since talked to S. Williams about this and a cash bar reception has tentatively been scheduled for April 25, 5 - 6:30, in the Alumni Center. S. Williams contacted M. Roach, chair, LCPT, about this and she concurred that this was a good idea. Rick Clement received tenure with promotion to LII and Sandra Brandt was promoted to LIII.

II. Exec discussed procedures for selecting members for a Dean's review committee, as requested by Del Brinkman. S. Williams would like this issue placed on the April 23 LFA meeting agenda so that we could perhaps send such procedures to Brinkman by the May 1 deadline. S. Williams provided Exec with background on how selection of committee members on the last committee had been handled. It was suggested that LFA select members for this review committee in much the same way as members of the recent Dean's search committee were selected. LFA members would be given time to remove their names from the slate of candidates, the remainder would be the candidates voted on in a mail ballot, and the results (names of the top vote-getters) would be communicated to Academic Affairs. K. Miller expressed concern that we need to document this procedure for future consistency and suggested that we offer a motion to LFA, proposing an addition to the bylaws. Before the April 23 LFA meeting, K. Miller will draft a document summarizing Brinkman's letter and suggesting that procedures for selecting members for a Dean's review committee become Article 5.1.1 in the Bylaws to the LFA Code.

III. Exec reviewed a draft document on the annual evaluation process, prepared by K. Miller and M. Wilson. K. Miller suggested that they add the text of a Code change to this document. Many documents relating to the CREEP committee and past evaluation processes will be attached for the membership to study before this meeting. The emphasis will be on codifying the Service and Research Committee, with the proposal that it will become Article 2.2.9 in the LFA Code.

IV. While discussing agenda items for the April 30 LFA meeting, the request by Classified Conference to form a joint committee on joint committees was raised. Exec still is unsure of what Classified Conference has in mind and S. Williams will ask Rex Hargis, chair, Classified Conference, to attend Exec's April 22 meeting. She will also talk to Lorraine Moore, chair, Budget &
Planning, for clarification on a proposed committee on committees. Perhaps the joint committee on joint committees issue could be attached to B&P's committee on committees study.

V. After the last LFA meeting, K. Lohrentz had suggested the possibility of setting up an ad hoc committee to study LFA nominations procedures. There was concern because there were such diverse ideas and strong feelings presented surrounding this issue. Exec discussed this and decided to table his suggestion pending the outcome of the Nominating & Ballot discussion on election procedures at the April 23 meeting.

The next Exec meeting will be Monday, April 22 from 10-12 in Conference Room A.

Submitted by Kathy Graves
NOMINATING AND BALLOT COMMITTEE MINUTES
April 8, 1991
Present: Dienes, Eshelman

N&B counted the votes for the ballot on academic qualifications. The results:

Yes: 18
No: 29

The question was:

Should the "equivalent professional certification" category in the appointment criteria for tenure-track faculty positions be interpreted to include, in addition to non-U.S. library degree or certificate holders (recognized by ALA), the appointment to the faculty of individuals who hold other, "equivalent" degrees?

Submitted by Nicholas Eshelman

NOMINATING AND BALLOT COMMITTEE MINUTES
April 2, 1991

Present: J. Dienes, N. Eshelman, S. Miller

N&B discussed the proposal to change the wording of section 3.1.2 of the LFA bylaws in preparation for the LFA General meeting of 4-4-91 at which the issue will be discussed. On Sandy Gilliland's recommendation N&B will assume the responsibility of updating its list of librarians and professional staff by monitoring FYI for newly hired employees. Shelley Miller noted that there is presently a grievance committee in place and that its term ends in July.

Submitted by Nicholas Eshelman
Committee on Staff Orientation
Meeting of 3-26-91

Present: Paulette DiFilippo, Bayliss Harsh, Susan Hitchens, Lorrie Knox, Carmen Orth-Alfie
Absent: Sandy Gilliland

The minutes of 2-18-91 and 3-1-91 were read and approved.

P. DiFilippo reported that the tours in Spencer Museum went well. S. Hitchens will mail evaluation forms to participants. P. DiFilippo suggested that we ask the tour leaders how they felt about the tours, including the minimum number of people they prefer to have for a tour.

S. Hitchens has tentatively scheduled the next set of tours, Group A for April 17 and Group C for later in April.

The committee discussed how many tour programs should be offered in a year. It was felt that once a year may be sufficient. A staff member mentioned to S. Hitchens that the tours are another good idea for which staff members have trouble finding the time. Several committee members have heard similar comments. The committee discussed the idea of sending a short survey to staff members which would assess needs and identify the reason why people do or do not participate in the tour program.

The committee's next meeting will be Tuesday, April 9 at 11 a.m. in Anschutz Science Library.

Minutes submitted by Bayliss Harsh.
Library Committee on Promotion and Tenure

Minutes, March 8, 1991

Present: Mary Roach, Chair, Susan Hitchens, Sally Haines, Jim Neeley, Mary Rosenbloom, Marilyn Clark. [Barbara Jones, absent]

Sheryl William, Chair of LFA, has enquired whether the LCPT plans to recommend code changes. LCPT will review the code section as it was voted upon last year concerning presence of the Dean of Libraries on LCPT.

The Subcommittee (Roach, Rosenbloom, and Clark) which is planning a spring informational meeting for untenured librarians discussed the agenda for this meeting, which follows:

A. Purpose of meeting
B. Introduction of participants
C. Brief background on LCPT
D. Qualifications for promotion and tenure
E. Basic structure of the UCPT form
F. Record of documentation for UCPT form
G. Assembly of file
H. Schedule of the process
I. What LCPT does with the file
J. Questions and answers
K. Discussion of possible mid-term review

This spring meeting is tentatively scheduled for May 7, 10:30. The next meeting of LCPT will be Friday, March 29th, 9:30 a.m.

Minutes submitted by Marilyn Clark
25 March 1991

Minutes: SALARIES AND BENEFITS COMMITTEE

Date: February 1, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner.

We met to discuss the format of the report Dean Crowe asked the committee to prepare in response to the Senate Library Committee's request for salary ranking comparisons between KU librarians and teaching faculty and the peer institutions. Kathleen agreed to attend the upcoming Senate Faculty Library Committee meeting Wednesday, February 6, in order to present the findings of the report.

Brad Schaffner, secretary
The 17th meeting of the Staff Development Committee met March 28, 1991. Rick Clement, Linda Evans, Lorrie Knox, Rich Ring and Janet Anderson-Story were present.

A report was made on Kathleen Weibel’s very successful visit. 27 people attended the morning workshop and 22 attended the afternoon talk.

John Miller is scheduled to give a talk in late April. The topic will be, "Automation at KU, Past, Present, and Future."

Mary Burchill has agreed to give a talk on the statewide preservation project. The date has not yet been set.

The Guidelines for speakers, travel, workshops and continuing education recognition were reviewed following Dean Crowe’s and administrative staff’s perusal and comments. The Dean would like to meet with the committee concerning future issues for the SDC.

Connie will meet with Nancy Jaeger next week to balance the workshop funds. Workshops through April 12 were approved. Remaining travel funds were reviewed.

The next meeting was set for 1:00 p.m., April 4, Anschutz Conference Room.

Janet Anderson-Story
for Connie Powell,
Secretary

The 16th meeting of the Staff Development Committee was called to order at 1:30 pm March 15th with Rick Clement, Connie Powell, Janet Anderson-Story, and Lorrie Knox present.

The first order of business was the reading and approval of the minutes. Lorrie Knox reported as Orientation Committee Liaison that the Orientation Committee is continuing to present tours. All interested library staff members are encouraged to participate in these tours. So far the tours are attended by about five members in each group which is ideal for showing library facilities and answering questions.

There was continued discussion of workshop funding and the allocation of funds for workshops. Connie Powell and others will encourage people to sign up for the BCR workshops. Connie Powell will also give a report at the next meeting on the amount of funds spent or allocated for workshops for the rest of this fiscal year.

The remainder of the meeting was spent on planning for speakers.

We plan to meet at a new time. This will be at 10:40 am starting on Thursday, March 28th. The meeting adjourned at 2:00 pm.

Connie Powell
Secretary
PROMOTION AND TRANSFER LIST

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

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, April 26, 1991.

SALARY RANGE VACANT POSITIONS CONTACT PERSON

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

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

R-28 *Civil Engineer III Sherri Jacobs (913) 296-3721 Department of Transportation

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

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

R-26 Civil Engineer II

R-21 *Laundry Manager

LAWRENCE

R-18 Equipment Operator III

MANHATTAN

R-24 Geologist I

MCPherson

R-18 Equipment Operator III

Norton

R-23 *Clinical Chaplain II

(Closes April 29, 1991)

OLATHE

R-18 *Consultant for the Handicapped

(Requires Sign Language)

READING (Lyon County)

R-18 *Equipment Operator III

TOPEKA

R-26 Administrative Officer III

(See Page 4)

*Attorney B

(Unclassified)

(Prosecutorial Experience Required)

R-17 *Custodial Supervisor II

(Evening Shift - 5:00 p.m. to 10:30 p.m.)

EQUAL OPPORTUNITY EMPLOYER

(Continued on Back)
Applicants for this position must have six months experience in word processing or spreadsheet software. WordPerfect and/or Lotus preferred.

Position Located in Business Office - Data Entry and Bookkeeping Preferred. Applicant must pass Kansas Bureau of Investigation intensive background investigation.

Preferred: Experience in microcomputer practices, work processing and spreadsheet programs (WordPerfect, Lotus, Quatro Pro) and ability to proof and edit for grammar, spelling syntax and style.

Fiscal management knowledge and experience including state budgeting, monitoring of expenditures, developing fiscal management tracking systems, and setting standards for fiscal accountability.

Computer knowledge and experience including WordPerfect, Lotus, and D-Base software packages and experience working with and developing a computer system.

Experience with the development of bids specifications and contracts.

Federal regulation experience and the translation of federal regulations into state policies and procedures particularly for local units of government.

The State of Kansas, Division of Facilities Management is seeking female applicants for an Electrician II, Trainee position in Topeka. 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 where they are being underutilized.

QUALIFICATIONS REQUIRED: To qualify for the trainee position, a person must have at least two years but no more than three and one half years of experience in electrical work. Experience in electrical work includes the installation, maintenance and repair of electrical systems, wiring, machinery, equipment, or other electrical devices in or about a building. Training in electricity may be substituted for all or a portion of the two years of experience according to the following substitution rates:

- 1/2 high school unit (subject taken for 1/2 school year), 90 clock hours,
- or 2 semester hours of post high school or vocational/technical training - one month of experience.

Starting Salary: Range 17 ($18,912 annually with scheduled increases.) Upon successful completion of the trainee program, salary will increase to Range 19.

Application Procedure: Send a completed State of Kansas application and copy of training certificates to: Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, 900 S.W. Jackson, Topeka, Kansas 66612. Application forms may be obtained in Room 105, or at your local Department of Human Resources Job Service Center.
CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Budig has announced that MARY K. ROACH, Librarian III and Assistant Head of the Cataloging Department, is the 1991 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Kent Miller, Chair and Head, Serials Department; Alexandra Mason, 1990 Distinguished Librarian Award recipient and Spencer Librarian; Shelley Miller, Head, Department for Spain, Portugal and Latin America; Susan Hitchens, Head, Music Library; Paul Friedman, Associate Professor, Communication Studies; Sandra Gautt, Assistant Vice Chancellor, Academic Affairs, and Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]). The committee's recommendation that Mary be the 1991 recipient was accepted by me and Vice Chancellor Brinkman before being referred to Chancellor Budig.

The University community will recognize Mary (with the winners of the Chancellor's Teaching Awards in Education, Social Welfare, and Nursing) formally on August 18th, at the Opening Convocation of the 1991/1992 academic year. This is an occasion which, in Chancellor Budig's words to Mary, "allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff."

The Library will honor Mary at a reception to be scheduled early in the Fall Semester, although I know that she will be receiving warm congratulations from her many colleagues and friends throughout the Library system (and beyond).

This marvelous award confirms what so many of us long have known about Mary's exemplary skills, abilities, and knowledge--all of which she exercises with great sensitivity to others. She is without doubt a librarian of the first rank. All who are associated with The University of Kansas and its Libraries are fortunate indeed that Mary is among us.

William J. Crowe
UNCLASSIFIED VACANCY

Cataloging Assistant, a half-time position with the Department of Special Collections, Title II-C grant project, available June 18, 1991 through December 31, 1991 with continuation for an additional year likely, dependent upon federal funding. **Required Qualifications:** bachelor's degree and one year of library experience in a technical services department. **Preferred Qualifications:** experience with OCLC, AACR2, MARC formats for bibliographic description; computer skills (word processing, spreadsheet, and data entry); and academic background in Irish or English history or literature. **Monthly Salary:** $825. **Application Deadline:** Applications postmarked by 15 May 1991 will be given first consideration. Applications will be reviewed monthly thereafter until the position is filled. **Application Instructions:** Submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson Library. A copy of the complete vacancy announcement is available from Sandy. For additional information about the position, contact Rick Clement, 4-4334.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

HEALTH AND SAFETY FAIR

All staff are invited to participate in the May 6th Health and Safety Fair, sponsored by the Department of Health, Physical Education and Recreation, the Student Health Service, the Department of Human Resources and the Classified Employee Safety Committee. The Fair will be held in Robinson Center. In addition to tours of Robinson and booths with information about smoking cessation and weight management, a training session will be offered several times during the day on Employee Treatment of Minor Injuries. Tours and the training sessions are scheduled as follows:

**Tours:** 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:30 p.m., 2:30 p.m., and 3:30 p.m. (Staff should report to the lobby area inside the north entrance in the east wing of Robinson Center. Each tour should last approximately 30 minutes.)

**Employee Treatment of Minor Injuries:** 8:30 a.m., 9:30 a.m., 10:30 a.m., 1:00 p.m., 2:00 p.m., and 3:00 p.m. (Staff should pre-register by calling Human Resources, 4-4946. The sessions will be held in 252 Robinson and will last approximately 30 minutes. Enrollment is limited to 60 participants per session.)

Sandy Gilliland

(continued)
STAFF DEVELOPMENT TRAVEL FUNDS

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 1991, you must submit a request by the deadline, May 15th.

Linda Evans

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 9:00, Wednesday, May 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 EMPLOYEES CLAIMING "EXEMPT"

Due to an error in the computer of the University Payroll Office, students who claim "exempt" from taxation had Federal tax taken out this month. The Payroll Office has told me that they will have supplemental checks for the amount taken out within 2 weeks. I will be letting you know when you can pick these supplemental checks up.

Rex Hargis

UPDATE ON PERSONNEL COMMITTEE SURVEY

The Personnel Committee has received and tallied 56 surveys from Library Classified Staff (60% of employees). We are now in the process of writing a report of our interpretation of the findings to be submitted to Dean Crowe as well as some additional responses to specific inquiries. We apologize for the length of time this is taking. We will make the results and the report available to all staff as soon as we can. Thank you for your understanding and your patience.

Personnel Committee Members

STOP DAY PICNIC

I have some bad news regarding the KULSA Stop Day Picnic. Joe Hot Dog, originally scheduled to be the guest of honor, will not be able to show up. He was doing a public appearance last week in Ames City, Iowa, backed into a hot dog grill and burned his buns! Does this mean we will cancel the picnic? NO! The Stop Day Picnic will go on as scheduled (unless it rains) on Monday, May 6, 11:30-1:30 at Potter's Pavilion. KULSA will supply a gourmet hot dog chef, hot dogs, buns, relish, mustard, ketchup, lemonade, tea, cups, plates, and stuff like that. Feel free to bring other edibles and munchables, fun stuff, a Porsche for the chef, a gorilla suit, and Roseanne Barr (we need a soloist for the choir). Anyone doing an Ed Sullivan impression may pay $5.00 for the privilege.

Rex Hargis

(continued)
ADDITION TO LIBAID MEMO

In the memo published earlier this month describing the "LIBAID" account and who to call with equipment problems, please add Gaele Gillespie's name to that of Kent Miller's for service calls on Telex terminals. Her phone number is the same as Kent's (4-3535) and her email account is GGILLESP. Gaele and Kent prefer that you telephone rather than send email whenever possible.

John Miller

CAMPUS MAIL ENVELOPES

Thanks to all who have responded generously with their spare campus mail envelopes. But, as always we still need small campus mail envelopes. If you have a large number that you don't know what to do with (or if you have any you can spare), please send them to the Libraries Administrative Office in Watson. As you all know, we have almost a continuous need--so any time you see them starting to pile up, feel free to send them our way. Thanks.

Rhonda Boose

ATTACHMENTS

Classified Conference Executive Board Minutes--March 26, 1991
Library Automation Committee Minutes--April 17, 1991
Library Emergency and Disaster Planning Committee Minutes--March 18, 1991
LFA Executive Committee Minutes--April 22, 1991
LFA Meeting Minutes--April 23, 1991
Library Committee on Promotion and Tenure Minutes--March 29, 1991
Personnel Committee Minutes--March 25, 1991
DPS Promotion and Transfer List--April 29, 1991
MINUTES, Classified Conference Executive Board
March 26, 1991


The minutes from the February 26 meeting were approved as amended.

Committee Reports:
Administrative Conference--Rex reported on the last Administrative Conference meeting.
Personnel--Minutes of the February 25 meeting were approved as corrected. The Personnel committee has written a survey asking the preference of classified staff and students on various student employment award options. The results will be passed on to the Committee on Student Employment Issues. The Personnel committee requests input into this committee or to have at least one representative. The results of the job satisfaction survey are being compiled by the committee.
Staff Development--Ann Okerson will be speaking April 2 in three sessions about effects of the budget situation on serials expenditures.
Budget and Planning--A survey has been sent out to department heads requesting input on budget hearings. The committee is tabulating the results.
Staff Orientation--There are 2 sets of tours remaining. The committee is considering having only 1 set of tours in the fall.

Joint Committees on Joint Committees--They are presenting a written proposal to the LFA Executive Committee expressing the need for such a group.

Group Representatives--As a result of the change in the Constitution, there was some confusion about which group representatives "belonged" to which constituents. It was agreed that things would remain "as is" until the new term begins July 1st.

Meetings with Crowe--It was suggested that regular meetings be held with Dean Crowe, approximately 2 weeks before each Executive Board meeting, as his schedule would allow. These meetings were scheduled for April 16, May 13, and June 11.

Tri-Conference at KLA--Janet Anderson-Story reported that 13 people at that meeting expressed an interest in forming a state-wide interest group for support staff. A group was formed for this purpose: Library Operations Specialists/Technicians (LOST). Library staff who are LOST were encouraged to join KLA.

Verna Froese
Co-Secretary
Classified Conference
Library Automation Committee
Minutes
April 17, 1991

Members: John Miller (chair), Sandra Brandt (absent), Bill Crowe, George Gibbs, Mary Hawkins, Annamarie Hill, Kent Miller, Jim Neeley, Mary Roach

1. It was decided to change the regular meeting time to 1:30-3:00pm on Wednesdays (excluding the 1st Wednesday of every month due to a conflict with Public Services Heads' monthly meeting.) Our next meeting will be April 24, in Watson A.

2. Update on the full text/bibliographic citation software bid: The low bid response to the RFQ came from Infodata for INQUIRE/Text. Infodata have been very patient and cooperative, including agreeing to a reduced annual maintenance fee beyond any maintenance that we prepay.

   Computer Center staff are concerned about the demand that might arise once the new software is installed and its capabilities become apparent. Even though this is principally a library product, it will actually be a general campus resource owned by the computer center and therefore be available for use by other departments. Bill and John have scheduled a meeting with Dick Mann to develop discuss 1) a gradual, research and development approach to the installation of INQUIRE/Text and (2) assurances that the KU administration will continue to support this project in future years when we need money to continue to pay maintenance charges.

   We (the Library) also will have to decide to what extent we will become a mediator for other databases. Should we get involved in facilitating the creation of non-library databases of general interest that can be added to a library "database menu"? This will need to be resolved relatively soon.

3. The discussion regarding restructuring of this committee was again put off so that Bill could write something about the parent committee to go his work on a Public Services group and George’s work on the Technical Services group and the new WUCI-equivalent.

4. Progress on Government Documents project: Patrick is currently working on the conversion on monographic records to monographic holdings records. Barbara will work on the call number indexing. So far, we’re on track to finish Novemberish (including the enhancements we added at the end.)

   Mary Roach mentioned discussions with the programmers about the possibility of an online shelf list, including the capability of online temporary shelf list records. A proposal will be forthcoming.

5. Project tracking plan: All members agreed that the proposed tracking plan was a worthwhile project. Members expressed and discussed many different ideas, including 1) how to manage the list(s) and 2) who and/or how to approve requested projects and set priorities. This discussion will be continued.

6. Mary Roach announced that the East Asian and Slavic records are now brief listed on the online catalog. She will make an announcement in next week’s FYI.
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 18 MARCH 1991

Present: Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell
Absent: Gordon Anderson, Becky Schulte

Decided that E-mail would be used to announce a tentative agenda, giving members an opportunity to suggest changes/additions; the final agenda, however, will be hard copy, campus-mailed.

Discussion of minutes of the first meeting. Two versions had been presented, longer & shorter; agreed that the shorter would be sufficient both now and in future. Recorder’s notes will not appear in the minutes’ final form. Short version approved so long as they are accompanied by the committee’s charge, since minute references to the charge would be unclear without it.

The ALA video "Library and Archival Disaster: Preparedness and Recovery" was viewed. Agreed that we would view it again, from time to time, its message being both alarming and dense. Its accompanying workbook (as well as the tape itself) is in the box containing the committee’s reading material.

K. Miller reported on the 28feb91 memo which was sent to all departments requesting copies of emergency plans, memos, etc., current or non-. As material is received it will accumulate in "the box" and a follow-up memo will be sent in an attempt to elicit more responses.

The institutional responses to both the recent tornado warning (announced on several radio stations as a "warning" although the sirens were not sounded) and to the subsequent county-wide tornado drill were discussed. Apparently, they were varied, some units or individuals seeking shelter, others ignoring or being unaware of the situations. Agreed that it would be premature for the committee to make pronouncements at this time but that our final report should include recommendations regarding appropriate responses to such situations.

Having decided to break up the types of emergencies/disasters into two groups in order to more easily handle them, the groups were defined: the first group (first only in that it will be dealt with first) includes the "natural" disasters: fire, flood, bomb, earthquake, steam/gas leak, power failure, tornado/extreme weather; the second group includes computer system emergency, bomb threat, theft/mutilation, problem patron, medical emergency. The second group is no less important.
In order for us to break into smaller working groups Craig identified several component projects: directory of sources of supplies/equipment/services; establishment of salvage priorities manual, perhaps in two parts, the second dealing with post-emergency recovery; identification of needed supplies/equipment; training recommendations, both for staff in general and for committee members in their role as "core disaster team"; survey of local library facilities to identify potential problem areas; survey of local resource people with whom to work.

At the next meeting (1 April) division of labor will begin & Gibbs will report on a conference of physical plant managers he recently attended.

cc: G. Gibbs
LFA EXECUTIVE COMMITTEE: MINUTES
APRIL 22, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson; Hargis, Dibben (guests)

Minutes of the following committee meetings were reviewed and accepted: March 15 and March 28 Staff Development, March 19 and April 3 Budget and Planning, April 2 and April 8 Nominating and Ballot, March 26 Staff Orientation, March 8 LCPT, February 1 Salaries and Benefits. Minutes of the April 16 LFA Exec meeting were accepted with revisions.

I. Rex Hargis, chair, Classified Conference, and Carole Dibben, member of the Classified Conference ad hoc committee on joint committees, joined Exec to discuss the issue of joint committees. This idea had been suggested by Gene Carvalho at a meeting of the executive committees of Classified Conference and LFA in November 1990. Classified Conference feels that presenting a specific proposal is not appropriate at this time. However, they would like an arena for sharing problem-solving when such situations arise. Hargis suggested looking at the range of past and present committees and restated the interest of Classified Conference in having a joint committee on joint committees. He stated that the Classified Conference has grown to the point where it wants to be more involved in problem-solving and future planning.

M. Wilson suggested that next year's LFA and Classified Conference committees be asked to consider joint membership, looking at ways their committees could be more responsive to the each other. Dibben expressed concern that the concept might get lost if it is dealt with indirectly.

S. Williams expressed concern for this issue as an important one. She stated that it will be necessary to carry this issue into next fiscal year because of other issues being dealt with presently and time constraints. Hargis noted that he wished to delay the issue into the next fiscal year also.

II. Exec reviewed the document on annual evaluation procedures written by K. Miller and M. Wilson, with all attached documents. Kent has suggested distributing these at the LFA meeting of April 23 for discussion at the LFA meeting on April 30.

III. Exec discussed the agenda for the April 30 meeting but decided it could not be finalized until after the April 23 meeting, in case of some remaining issues from that meeting's agenda.

IV. Invitations are being sent for a reception for newly tenured and promoted librarians. The reception will be held Thursday, April 25 from 5:30 - 7 PM at the Adams Alumni Center. Honored will be Sandra Brandt and Rick Clement.

V. S. Williams had asked Dean Crowe if he had had response from
Del Brinkman on his memo concerning Classified Conference representation on a Dean's Review Committee and also on the results of the recent ballot on academic qualifications for tenure-track librarians. Dean Crowe has not yet had response on either issue.

VI. Exec discussed requesting annual reports from LFA committees and whether we should ask for them to be submitted at an earlier date than previously.

The next meeting of Exec will be Monday, April 29 at 10 AM in Conference Room A.

Submitted by Kathy Graves
LFA MEETING: MINUTES
APRIL 23, 1991


I. Announcements: Dean Crowe announced that the planned reception for Rick Clement (tenured and promoted to LII) and Sandra Brandt (promoted to LIII) has been cancelled due to an emergency in Rick's family. The reception will be rescheduled for early in the fall.

Sandy Gilliland announced that there would be a reception in Conference Room A this afternoon after the employees recognition ceremony, to honor library staff who received service pins.

Sherry Williams announced that there will be another LFA meeting next Tuesday, April 30 from 10AM to noon. She asked members to pick up the handouts at today's meeting to review for that meeting. She called for other announcements. There were none.

II. Minutes: The minutes of the April 4 LFA meeting were approved.

III. Old Business: Dean Crowe presented an update on unclassified professional staff issues. He briefly reviewed the history behind the Unclassified Professionals Report and stated that he, in consultation and agreement with LFA Exec, had decided that options needed to be discussed with LFA and that the recent ballot on academic qualifications for tenure-track librarians was the first result of that process. The results of the vote indicated that library faculty want the MLS to be a requirement for tenure-track status. Dean Crowe has approached Vice Chancellor Brinkman to talk about the applicability of a status other than tenure-track in the University that might be applied to some Unclassified Professionals in the library. Dean Crowe also mentioned that other issues in the report need to be discussed by Exec and himself and he restated his intent that individuals currently holding Unclassified Professional status will not be forced to change. Empty positions would be re-examined vis a vis the duties involved. He is hoping to have a general response to the entire report by summer.

The question arose as to whether an incumbent would have to go through a national search if the position was changed to a tenure-track one. There was some discussion and Dean Crowe said that, although he cannot foresee that set of circumstances arising within the current group of individuals, at some point, the issue of national searches may need to be addressed.
IV. New Business:

A. Procedures to select members for Dean's review committee - S. Williams introduced this issue by explaining that Del Brinkman had sent a memo to Dean Crowe who had forwarded it to her, stating that each unit will determine its own procedures for selecting members for a Dean's review committee. Vice Chancellor Brinkman would like those written procedures submitted to him by May 1. It was noted that there was no mention of Classified Conference representation on the review committee in Brinkman's memo, but that Dean Crowe has since contacted Brinkman about this and Academic Affairs has no problem with Classified Conference's drafting their preferred procedures, which Dean Crowe will submit with LFA's. Sherry reviewed the procedures for selecting members for the last dean's review committee in 1984. She stated that Exec would like to not only determine procedures for selection but also determine a way in which to document those procedures. She pointed to a draft of a proposed Code change which had been distributed which would add Article V to the Bylaws. K. Miller moved the adoption of the proposed change and asked that it be placed on a mail ballot. Discussion followed. The question arose as to whether this belongs in the code of governance when it is a Vice Chancellor's committee, not an LFA committee. It was also questioned whether the procedure should cover all requests from higher authorities for committee members, not only for the Dean's review committee. It was asked whether we would forward a list of names from which Academic Affairs would select members or if we would send the exact number of names requested. A friendly amendment was offered for the retitling of the proposed Article V: Selection of Representatives to External Committees, with Section 1 dealing with the Committee for Review of the Dean. If other committees required documented procedures later, they could be easily added to Article V. A motion was made to submit this to a mail ballot as amended. The motion was seconded and carried.

B. Election Procedures - Nominating and Ballot: Nicholas Eshelman introduced the issue concerning what happens when there are "too many" candidates running for any one office. N&B feels that "too many" is not possible and that everyone should have the opportunity to self-nominate, particularly LI's who are working to build their tenure files. It was asked why they called everyone last year when previously they had placed an announcement in FYI asking people to notify N&B if they were interested in running. It was felt that some people may have agreed to run when called although they were not particularly interested in doing so.

One problem that was seen with numerous candidates running for one office is that the person who gets the most votes may not actually be the candidate preferred by a majority of those voting. N&B felt that, to limit candidates, there would need to be time for a primary, an election, and a runoff and that there is not that time if committees are to be in place in June. S. Miller stated that, if primaries were required, N&B needs guidance in developing a primary and knowledge of how many candidates the field should be narrowed to. J. Dienes, chair, N&B, mentioned that a survey in the fall had indicated that 95% of LFA members did not want to limit
the number of candidates.

There was a proposal for a straw vote - Should election procedures result in elected committee members having received a majority of the votes cast? The results: 28 in favor, 8 opposed, 4 abstentions. It was suggested that we not worry about a primary but only about a runoff, if someone does not win by a simple majority of votes cast. Given this entire discussion, Exec will be discussing this further with N&B, based on the results of the straw vote.

C. Length of terms on Budget & Planning and LCPT:

S. Williams reported that Dean Crowe had mentioned the possibility of longer terms as being advantageous for planning purposes and committee member expertise. M. Roach, chair, LCPT, said that that entire committee felt that, on balance, it was not advantageous to extend terms of office for LCPT. She stated that it is difficult to get LIII's to run in the first place and that LI's coming in with prior service might have to withdraw if they were going up for promotion and tenure within that three year term. One suggestion the committee made was that someone could serve consecutive terms without the present required one year intervening. It was suggested that different ranks might have different length terms, i.e. LIII's - 3 years; LII's - 2 years; LI's - 1 year. M. Rosenbloom, present LI representative, stated that the first year is a learning process and that a larger contribution can be made the second year.

L. Moore, chair, Budget & Planning, reported that the committee members did not agree on whether the terms on that committee should be extended to three years. Some felt that there should be more opportunity for people to serve on committees, thus the shorter two-year term should be maintained. Some felt that longer terms would be beneficial because of increased expertise of committee members. It was suggested that perhaps more members should be added to this committee to allow more people to serve.

The meeting adjourned at noon. The next LFA meeting will be April 30, 1991, at 10AM in Conference Rooms A&B.

Submitted by Kathy Graves
Library Committee on Promotion and Tenure

Minutes, March 29, 1991

Present: Mary Roach, chair, Sally Haines, Susan Hitchens, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark, Bill Crowe, Dean of Libraries.

Concerning potential code changes: Mary Roach will check with Sheryl Williams concerning the code change concerning the dean's presence on LCPT during promotion/tenure deliberations. A change which excludes the Dean from ex-officio membership was voted in last year and subsequently vetoed by the then Dean. The question is whether that vote can stand as it is acceptable to the present dean.

A slightly revised agenda for the spring meeting for untenured librarians was presented and discussed. Bill Crowe suggested that LCPT solicit comments from those attending that meeting in order to aid in planning future information meetings of this type. The meeting time was revised to Tuesday, May 7th, 10:30.

The committee has been charged to review the current professional performance criteria as they have been agreed upon by LFA. During discussion of these criteria, it was agreed that some of the difficulties might be solved by periodic workshops for supervisors to review the criteria and process with the aim of promoting more consistency of the approach to evaluation. This recommendation will be forwarded to the LFA Executive Committee.

The merit rating levels will be discussed at the next meeting, which is scheduled for April 18th at 10:30.

Minutes submitted by Marilyn Clark
6 April 1991
Personnel Committee Meeting
Minutes
March 25, 1991

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton (absent), Brenda Owens, Jo Nell Proctor (absent)

1. Minutes from the February 25th meeting were approved.

2. Based on a draft, we finalized a request for information form to be distributed to classified employees concerning student awards. This will be presented at the Exec Bd meeting and there, it should be decided how this should be distributed -- to all classified staff; through group reps to their group members; other?

3. 11 of the questionnaires have now been tabulated but the comments have not all been incorporated into the report. Hopefully the reports will be delivered to Personnel Committee members in advance of our next meeting.

4. Greg was asked to confirm the procedure that staff who have applied for other jobs are asked not to discuss their job application status until all applicants have been notified. Greg will contact Human Resources to ask if the library administration has the authority to ask us to do this.

4. Our next meeting was scheduled for Thursday, April 25th, from 3:00-5:00pm in Watson Conference Room B.
RACHEL MILLER ELECTED TO UNIVERSITY GOVERNANCE

Rachel Miller, Acquisitions Librarian, has been elected to serve a three-year term on the University Council. Rachel joins Eleanor Symons, Reference Librarian, and Susan Craig, Art and Architecture Librarian, who are serving on the University Council for their third and second years, respectively. Lorraine Moore has just completed her third year on the University Council. Both Lorraine and Eleanor have also just completed a term on the Senate Executive Committee (SenEx).

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

Library student assistants who are interested in permanent employment in a State civil service position must first take one or more civil service examinations before becoming eligible for employment consideration. Civil service classifications utilized most frequently by the Libraries include: Office Assistant III, Library Assistant I and Library Assistant II. This month, the Office Assistant III examination is being offered on campus on May 22nd. An application for examination must be completed a few days prior to the date of the examination; applications are available from the Department of Human Resources, Carruth-O'Leary Hall, 4-4946. A copy of the examination calendar is attached. Please contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information.

Sandy Gilliland

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 4
Independence Day holiday: Thursday, July 4
Last day of summer classes: Friday, July 26
First day of fall enrollment: Monday, August 19
First day of fall classes: Monday, August 26

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

Mary Hawkins

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
REVISED GUIDE FOR READERS 2A NOW AVAILABLE

A revised edition of Guide for Readers 2a, "The Online Catalog in Brief," (April 1991), is now available for distribution to library departments. Copies may be obtained from Watson's supply room.

Mary Hawkins

ARL PUBLICATIONS RECEIVED

ARL Spec Kit no. 168 "Student employment programs in ARL Libraries" has been received and should be available in Periodicals by the end of the week. We have also received (this week) two other ARL publications, "The automation inventory of research libraries, 1989" and the ARL Office of Management Services, "Annual report, 1989". These two publications have been processed for Watson stacks.

Kent Miller

DEAN'S TALKS AND TRAVELS

To keep Library staff better informed about some of my activities outside the Library, I plan to provide updates each month on some of the meetings and like events in which I will participate in the 3-4 weeks ahead:

* He will be attending the Association of Research Libraries (ARL) meeting in Montreal, Canada--May 14 to May 20, 1991.

* He will be speaking at the Northeast Kansas Library Systems meeting, Thursday, May 23, 1991 in Lawrence.

* He will be attending a meeting of the CODDL Friday, May 24, 1991 in Wichita.


Rhonda Boose

STAFF DEVELOPMENT TRAVEL FUNDS

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 1991, you must submit a request by the deadline, May 15th.

Linda Evans

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 9:00, Wednesday, May 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

(continued)
BALLOTING RESULTS

The results of the ballot on including in the LFA code a section on selection of representatives to external committees (specifically the Committee for Review of the Dean) are as follows:

Yes: 59
No: 0

Nicholas Eshelman

LFA MEETING CANCELLED

The LFA meeting scheduled for Monday, May 13th has been cancelled. Keep watching the FYI for the day and time of the rescheduled meeting.

Sherry Williams

VISITS TO TOPEKA LIBRARIES

Now is your chance to learn more about 3 Topeka libraries! The Staff Development Committee is sponsoring site visits at the State Library, the State Historical Society Library and the Topeka Public Library, on Thursday, May 23. These visits will include not only "the collection," but also daily operations of technical and public service areas. You will have the opportunity to:

* learn the difference between the functions of the State Library and the State Historical Society Library,
* compare current KU operations/services with those of other libraries
* compare current KU operations/services with those of other libraries & possibly implement improvements based on ideas seen in practice elsewhere, and
* establish personal contacts with other library staff.

Vans will depart from Watson Library at 8 a.m., returning around 4 p.m. Lunch will be at your own expense & reservations are being made at Giorgio's. Are you still reading this? Interested in attending? Have you received your supervisor's approval to attend? If so, contact Lorrie Knox to reserve your seat on the van (4-4931, or leave a message at 4-4928).

Lorrie Knox

ATTACHMENTS

Administrative Conference Minutes--March 25, 1991
Budget & Planning Committee Minutes--April 10, 1991
Classified Conference Executive Board Minutes--February 26, 1991
Library Emergency and Disaster Planning Committee Minutes--April 1, 1991
LFA Executive Committee Minutes--April 29, 1991
LFA Meeting Minutes--April 30, 1991
Staff Development Committee Minutes--April 4, 1991
Schedule of Summer Library Hours--May 5, 1991
DPS Promotion and Transfer List--May 6, 1991
University of Kansas Testing Calendar--May 1991

(continued)
BUDGET AND PLANNING COMMITTEE MEETING ON APRIL 10, 1991

Present: Susan Craig, Penny Donaldson, Sue Hewitt, Lorraine Moore, Julie Waters
Absent: Nancy Jaeger, Saralinda Rhodes
Guest: Bill Crowe

Minutes from the March 19 and April 3 meeting were approved.

A second draft request for background budget information from members of the Administrative Conference prepared by Bill Crowe was distributed before the meeting for discussion. The committee reviewed the document to assure that procedures were clearly stated and that the budget situation was explained as precisely as is currently possible. Some revisions were suggested and Lorraine agreed to redraft portions of the document. It is expected that the requests for background budget information will be distributed by the end of the week and that three open budget meetings before the Administrative Conference will be held. These meetings will be Monday May 6 3-5pm, Tuesday May 7 1-3pm, and Wednesday May 8 1-3pm. We anticipate 18 presentations to be made of approximately 10 minutes each. Ten minutes of comments and questions will be provided for after each presentation. At the conclusion of the meetings it is hoped that some agreement can be reached regarding areas for service or processing cuts. Without layoffs or furloughs, the only way to reduce staffing costs is to either reduce the student assistant payroll or to not fill vacant positions. If positions are vacant, it may be necessary to temporarily transfer staff from one unit to another to assure that essential library operations continue. Through the budget hearings it is hoped that we can identify the essential operations as well as less essential operations which might provide the staff flexibility to permit the temporary transfers.

Susan Craig and Julie Waters reported on the progress made in planning a pilot project to test the General Satisfaction Survey from the ALA assessment manual. With the help of Kendall Simmons, the test will be conducted the week of April 15 in three library locations: Watson, Art & Architecture, and Anchutz Science. Since the purpose of this project is to test the methodology and the survey instruments, the test will be of limited duration and various approaches to soliciting user cooperation will be used. Susan will prepare a notice for FYI announcing the test and will also assure that the University Advisory Committee on Human Experimentation approves the survey. Julie and Susan will be responsible for analyzing the results and preparing a recommendation for further implementation of assessment measures.

The committee needs to complete its report on the Notebook of Planning committees. Lorraine agreed to prepare a draft for review at the next meeting.

The next Budget and Planning meeting will be April 24 at 8:15am.

Submitted by Susan Craig

Announcements:

1) Crowe announced that this would be Gene Carvalho's last Administrative Conference meeting because of his impending departure for a two-year sabbatical in Japan.

2) Crowe announced a TGIF gathering at his home for AC members (and some others) April 26th from 5-7 pm. [Since changed to May 10.]

3) Crowe reminded those attending of the Okerson colloquium on April 2nd.

4) Crowe asked Gibbs to make an announcement regarding a brownbag luncheon to discuss the NAB vendor review.

5) Crowe announced that the minutes for the February 25th Administrative Conference meeting were not available due to Sandy Gilliland's illness.

6) Rosenbloom announced the April 15th, 4:00 pm "Bits & Bytes" presentation by Marcus McCorison.

7) Shelley Miller announced her upcoming trip to Washington DC, and made an offer to run bibliographic errands while there for anyone needing that kind of assistance.

Crowe opened discussion about the methods of distributing AC-related information within the Library, i.e., minutes, meeting announcements, agenda, etc., especially in the context of the growing size of the FYI. Crowe suggested that a draft of the Administrative Conference minutes could be circulated electronically for comment, and approval of the minutes could be executed by e-mail. The consensus of the group was that circulating the minutes for comment and approval electronically was an idea certainly worth trying, with final publication in the FYI still possible.

The second topic Crowe raised for the group's consideration and discussion was the proposed student employment workgroup draft. K. Neeley raised the issue of wage considerations--where would the money come from in the already-strained budget to rectify any inequities? Brandt, Burich, Craig, K. Miller, Mason and Moore all made statements noting that wage inequities may exist, but that formalization of the policies and procedures on wage differentiation might...
lead to a reduction in hours of student assistance available in some library departments.

The group held extensive discussion regarding the current structure of use of student employees, with particular regard to other-than-minimum wage considerations, including the effect of wages on student-employee retention and efficiency of operation. The general consensus of the group was that although everyone agreed in principle that inequities should be eliminated, there are some realistic fundamental problems with putting the study into practice. Crowe made the point that even if the study was done, it did not mean that the results of the study had to be implemented at once. The group was asked to respond by the end of the week to this issue electronically.

Crowe moved to the next topic–next year's budget. He told the group that the amount of the appropriation for next year was still unknown, and would probably not be known until well after the end of the Legislative session. Crowe then asked L. Moore to provide additional information for the group regarding the discussions of the Budget and Planning Committee. Moore said the results of their information gathering efforts showed a need for more information-sharing across the Library about budgetary needs. The B & P committee recommended area heads provide either written, oral, or a combination of written and oral presentations in order to make other areas aware of their budgetary concerns. Crowe also offered an opportunity for "administrative" visitations as an option.

The group discussed preferences for the method of presentation. It was the consensus of the group that a series of open budget hearings should be held where all department heads would be asked to prepare short presentations regarding their department's situation, and then be able to answer questions after each presentation. Several members of the group raised questions about the context of presentations, the implications of sharing budgetary information between units, and the need for more communication on such issues.

The next meeting of the Administrative Conference was scheduled for April 15th at 10:30 am.

The meeting adjourned at 12:10 p.m.

Submitted by,

Rhonda L. Boose
Classified
Conference Executive Board

Feb. 26, 1991

MINUTES


Rex said that he planned to start using E-Mail to communicate with Board members. However, E-Mail will not be relied on until all board members have an E-Mail account and have learned to use it. Brad, Gaile, and Rex agreed to be resources if someone on Exec Board needs help getting started with E-Mail.

Minutes from the last meeting were approved.

Channette (Senate Libraries Committee) reported on the last meeting.

Janet A.S. (Staff Development Committee) announced a workshop and talk to be given March 19th by Kathleen Weible, "I Work in a Library, but I'm not a Librarian". More details will be in the FYI. Janet also passed out guidelines for events sponsored by her committee. Group reps have copies of these guidelines.

Bayliss (Staff Orientation) was busy giving orientation tours during meeting time; but she sent a written report. After this round of tours, her committee will evaluate their program and make recommendations to next year's committee as to how best to proceed.

In February the Staff Orientation Committee presented the two preservation slide shows owned by the library. The committee feels that these are outdated, and they will be looking into other versions that could be borrowed or purchased for future use.

Gaile (Personnel Committee) read the minutes from their Jan. 15th and Feb. 19th meetings. They were approved. She reported that they have received 52 completed questionnaires. This is 52 percent, certainly not as many as had been hoped for. Group reps were encouraged to speak to their constituents, telling them that questionnaires were still being excepted and indeed would be much appreciated.

Gaile also reported on her committee's discussion with Dean Crowe regarding the student award program. This provoked additional discussion in the group. It was decided that the committee would write several options as to how a student awards program would be managed. This write-up would then be used to question classified supervisors about their feelings regarding the various options.
Penny and Sue (Budget and Planning) reported on the Dean's priorities regarding the budget. There was discussion on how to get everyone's input on how to divide up the OOE, Other Operating Expenses, budget without spending an inordinate amount of time.

The ballots for the constitutional changes were brought up under old business. Verna, Rex, and Jane will count these March 4th.

Under new business, the Dean has started the Administrative Conference Meetings, a meeting with both classified and unclassified members after many years of not meeting. The president of the Classified Conference was not able to attend the first meeting because of a death in the family. He will attend the next meeting or let Kerry know so that she can attend.

Rex explained the rally at the State Capital Building March 5th. There are possibilities before the state legislature including taking away the longevity bonus, raiding the retirement account for additional funds, and cutting the COLA for classified employees. He urged as many as possible to attend.

It was decided to have a special meeting with Dean Crowe March 13th at 2:00 P.M. for the Exec Board to discuss the many issues at hand with him. Exec Board members are to send their agenda items to Rex by March 7th.

It was decided that Gaile, Sue, and Carole, the classified members of the Ad Hoc Committee on the Joint Committee on Joint Committees, (Isn't that a mouthful!) will draft a proposal for LFA to read.

Jane Hoyt
Co-Secretary
LFA EXECUTIVE COMMITTEE: MINUTES
APRIL 29, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S.
Williams, Wilson; Dienes, Eshelman, S. Miller (guests)

Minutes of the March 29 meeting of LCPT were reviewed and accepted.
Minutes of the April 22 LFA Exec meeting and the April 23 LFA
meeting were approved with revisions.

I. Members of the Nominating and Ballot Committee were present to
discuss issues raised during the past two LFA meetings. These
issues concerned having two people to run for every office whenever
possible and the fact that candidates should be elected by a simple
majority of those voting (this becomes an issue when a large number
of candidates run for one position).

The committee has this year's ballot set except for LFA vice
chair/chair-elect, for which there is thus far only one candidate.
There may be a need for more candidates for LIII representatives on
LCPT if rumored resignations occur. The question was raised as to
whether the simple majority rule would be in effect in this
upcoming election or whether the straw vote taken at the April 23
LFA meeting was an indication that this should be pursued in the
future. It was felt that LFA members had strongly supported
election by simple majority and that Exec should authorize N&B to
conduct the upcoming election so that it would lead to those
results. S. Miller suggested that the ballot be conducted in two
stages: those not elected on the first ballot could
form a slate of candidates if a separate ballot is necessary to fill the positions
of LFA vice chair/chair-elect and LIII's on LCPT. Also, several
offices will probably require runoffs as there are 5 people running
for each. This two step process will be explained to LFA at the
April 30 meeting.

N. Eshelman expressed the concerns that he has heard while
talking to LFA members about running for office, regarding the
proliferation of committees and the time commitments involved in
serving. S. Williams recommended that N&B document this in their
annual report.

II. S. Williams mentioned the LFA meeting tomorrow. The
evaluation process and inclusion of grant-funded librarians in LFA
will be two issues to be discussed.

III. Dean Crowe will attend the LFA Exec meeting on May 6. The
Unclassified Professionals Report will be discussed. Dean Crowe is
particularly interested in the report's recommendation to establish
a personnel review committee and wants to discuss this with Exec.

IV. There was discussion as to whether a May 13 LFA meeting will
be necessary and/or whether the date of the final meeting of the
year should be moved from May 13 to later in the month. This is
traditionally the meeting during which LFA committees verbally
present their reports.
The next meeting of Exec will be Monday, May 6 at 10 AM in Conference Room A.

Submitted by Kathy Graves
I. Announcements: Dean Crowe announced that Mary Roach has been selected as Distinguished Librarian of the Year and will be recognized at the opening convocation on August 18, 1991. The Library will hold a reception in her honor early in the next academic year.

II. Minutes: S. Williams announced that the minutes from the April 23 LFA meeting have been prepared and will be published in the May 2 FYI. They will be approved at the next LFA meeting after everyone has had a chance to read them.

III. Old Business: S. Williams announced that Exec had met yesterday with the Nominating & Ballot Committee to discuss their current work creating a slate of candidates to run for LFA Exec and LCPT offices. There are enough candidates for each position except that of vice chair/chair-elect of LFA Exec, where there is only one candidate. She announced that Exec will instruct N&B to hold a runoff election if candidates are not elected by a simple majority. If there are not two candidates for vice chair/chair-elect for the first ballot, a second ballot will then be necessary. After the results of the first ballot are known, someone who was not elected may be interested in running for vice chair/chair-elect.

S. Williams stated that she is not surprised that N&B is having trouble finding candidates for vice chair/chair-elect because it is a two year commitment. She indicated that, although it has been a time commitment, she felt that it had been a good experience in which she has grown professionally and that she will be happy to discuss the issues involved with anyone interested in running for the position.

IV. New Business: The next agenda item concerned the proposed LFA Code change reflecting the status of grant funded, non-tenure track librarians. The issue arose last fall when Exec needed to respond to N&B about who should vote after it was noted that there is no provision in the Code for grant funded librarians. Past practice has been to include grant funded librarians and Exec wants to codify this practice. The proposed changes would effect Article I, Section 1.1.1.1b and 1.1.1.2. There was a motion to adopt the Code change and that this be distributed for mail ballot. This opened discussion. It was decided that 1.1.1.1 b should read, "All librarians with non-tenure track appointments," rather than "All librarians with non-tenure track full-time and part-time appointments," as written on Exec's proposal. 1.1.1.2 ii would
remain as worded on the proposal and 1.1.1.3, which concerns who may vote on which ballots, would be revised accordingly to be consistent with 1.1.1.1 and 1.1.1.2. It was moved that we adopt the Code change as amended. The motion carried and will go out in a mail ballot.

The next agenda item concerned annual evaluation procedures. Exec had distributed a memo with nine attached documents to provide background on this issue to LFA members. S. Williams explained that, for the past two years, Exec has set up an ad hoc committee for evaluating service and research. Exec questions whether this is the method that should be used, given that LFA members have not codified this process. Exec feels that another vote should be taken. It was proposed that the Code change on codifying the Committee on Evaluation of Service and Research (CESR) be sent to a mail ballot. This opened discussion, beginning with questions as to why the vote failed the last time. One member was bothered that CESR members would be appointed rather than elected, would serve three-year terms, and would only see the service and research sections of the file without seeing a job description. Other views expressed indicated support for appointed positions, the problem of supervisors not seeing the entire FASAR, and the difficulty of applying the job performance ratings definitions. Others expressed concern that showing the CESR members the job performance section borders on peer review of the whole package, which has been considered by some to be unacceptable past practice.

Many in the group felt that having insufficient service and research guidelines is the problem. The past two ad hoc CESR committees have prepared guidelines on how they evaluated service and research and determined ratings, which were distributed with the ratings. It was suggested that Exec deal with this situation as it stands for another year while requesting a response from Dean Crowe on guidelines before proceeding with codification. Dean Crowe responded that it is an appropriate time to consider guidelines for service and research while academic qualifications for appointments are also under consideration. It was requested that such guidelines leave room for broad interpretation.

Recent CESR members were asked if they would like to see the committee codified or ad hoc. One would not want to see it codified in order to keep it general. Another would like to see it codified with changes (that members be elected rather than appointed and serve a one-year term rather than three-year). They thought a brief statement of job responsibilities would be helpful.

A formal amendment was put to a vote to amend the motion as it stands. The amendment passed. The motion was then restated as amended and put to a vote. It was moved that the proposed Code change establish a CESR as amended in 2.2.9.3, which would read, "The Committee on Evaluation of Service and Research shall be composed of three librarians, one from each rank, elected annually. Members shall select their own presiding officer," and that this would be voted on in a mail ballot. The motion carried. There was another motion that this ballot not be sent to Unclassified Professionals. The motion was seconded and carried.

V. S. Williams announced that the last LFA meeting of this year
has been scheduled for May 13, 1991. She questioned whether this meeting should be postponed to enable committees to prepare wrap-ups of their work to present at the final meeting. No decision was made as to whether to change the date of this meeting.

Submitted by Kathy Graves
Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte, George Gibbs (Ex-off.)

Minutes of meeting of 18mar91 approved, with corrections.

Gibbs reported on his attendance at a meeting sponsored by the Association of Physical Plant Administrators of Universities and Colleges, "Preservation of Library and Archival Materials," held in Washington, 28-29feb91. About 90 persons attended, a mix of librarians, archivists & physical plant people, with many of the attendees and presenters being from the Smithsonian, including people from their book preservation, security, custodial, and facilities staffs. Nuggets: meet with F.O., reciprocate info; disaster plans should involve custodial staff; proper environmental conditions require a vapor barrier envelope, hard to establish when remodelling; fire is the most dangerous threat to libraries (water next) so put first $ in fire protection; because of the CFC ban, Halon fire suppression systems are no longer allowed; wet sprinkler systems recommended; John Morris, author of Managing the Library Fire Risk, spoke effectively on the danger of fire; the head of the Smithsonian custodial staff distributed an excellent "Everything you ever wanted to know about janitry" (or some such) and urged giving custodians a report mechanism and encouraging them to use it since they see everything in a building; Smithsonian will sponsor a conference on fire safety & occupational hazards in Sept. 1991.

It being Gibbs' stated intention to contact F.O. (putting into practice some of what was learned at the meeting), Craig asked that he coordinate his contacts with those of the committee.

Craig asked what damage the Libraries suffered in last week's storms: Circ. had some repeat leaks and one new one; Art Library had many water damaged books returned after circulation. Art Library also had a telephoned bomb threat.

Tasks identified earlier were massaged, linked and assigned to subcommittees:

1) Emergency manual (Craig, Hewitt, M. Miller)  
Important component of disaster plan; it will be Watson-specific (the most complex and difficult unit of the Libraries), but will be designed in such a way that it can serve as a model for all other units; committee will also provide a liaison with all units to help (and encourage) those units to follow through. It may not strictly adhere to the earlier-stated division into "natural" and "other" emergencies

2) Facilities/local resource people survey (Anderson-S, K. Miller, Anderson)  
First steps will be to tour facilities (guided by F.O.), looking for potential problems, identifying others from building plans, and identifying--then contacting--appropriate resource people: physical plant, fire dept., Fire Marshal, building managers, health & safety, police, etc.

3) Directory of services/supplies (Schulte, Mitchell)
Working from the directories provided by previous committee & KCAA as a base, expand and update; also pre-establish proper means & channels for payment.
Assignment of these tasks leaves 3 previously identified components "back-burnered": establishment of salvage priorities, identification of needed supplies/equipment, and training recommendations. Some of these may naturally piggy-back on others (e.g., supplies with directory of supplies, training with resource people).

Craig expects this phase to occupy Spring/Summer. Subcommittees should meet before the next meeting (22apr91), establish a plan and report on progress.
MINUTES FOR THE MEETING
STAFF DEVELOPMENT COMMITTEE
APRIL 4, 1991

The 18th meeting of the Staff Development Committee was called to order at 1:00 pm April 4th with Rick Clement, Connie Powell, Linda Evans and Lorrie Knox present.

The first order of business was the reading and approval of the minutes. We then allocated money for workshops and planned for proposed workshops for the rest of the fiscal year.

The balance of the meeting was spent working on plans for a site visit to Topeka later this spring. Lorrie Knox will be in charge of this event. The meeting adjourned at 1:30 pm.

Connie Powell
Secretary
<table>
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<tr>
<th>Library</th>
<th>Contact</th>
<th>Hours During Normal Hours</th>
<th>Hours During Class Holidays:</th>
<th>Hours During Class Holidays:</th>
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<tr>
<td>ANSCHUTZ SCIENCE LIBRARY</td>
<td>(864-4928)</td>
<td>Mon-Thu 8am - 9pm, Fri 8am - 5pm, Sat noon - 5pm, Sun 1pm - 5pm</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>ENGINEERING LIBRARY</td>
<td>(864-3866) Spahr Hall</td>
<td>Mon-Thu 8am - 8pm, Fri 8am - 5pm, Sat noon - 5pm, Sun 1pm - 5pm</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>HOWEY READING ROOM (BUSINESS &amp; ECONOMICS)</td>
<td>864-3404, 103 Summerfield</td>
<td>Mon-Thu 8am - 8pm, Fri 8am - 9pm, Sat noon - 5pm, Sun noon - 5pm</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>INTERLIBRARY SERVICES</td>
<td>(864-3960) 3rd Level Watson</td>
<td>Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 9am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 9am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>FINE OFFICE</td>
<td>(864-4715) 309C Watson</td>
<td>Mon-Fri 8:30am - 4:30pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>GOVERNMENT DOCUMENTS &amp; MAPS</td>
<td>(864-4662) (864-4420) 6th Floor, Malott Hall</td>
<td>Mon-Thu 8am - 8pm, Fri 8am - 5pm, Sat 9am - 5pm, Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>LAW LIBRARY</td>
<td>(864-3025) 200 Green Hall</td>
<td>Mon-Fri 7:30am - 10pm, Sat 9am - 5pm, Sun 10am - 10pm</td>
<td>July 4 Closed, July 27 - Aug. 18: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<tr>
<td>UNIVERSITY ARCHIVES</td>
<td>(864-4188) 422 Spencer Library</td>
<td>Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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<td>July 4 Closed, July 27 - Aug. 25: Mon-Fri 8am - 5pm, Sat &amp; Sun Closed</td>
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**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

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.)

* 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 10, 1991.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>KANSAS CITY</td>
<td></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>
<td>(Typing)</td>
<td>Department of Transportation</td>
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<td>LEAVENWORTH</td>
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<tr>
<td>R-11</td>
<td>Office Assistant II (Typing - 75% Position)</td>
<td>Jim Hubbel (913) 682-6063</td>
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<td>Commission on Veterans Affairs</td>
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<tr>
<td>SHAWNEE (Kansas City Area)</td>
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<tr>
<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721</td>
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<td>Department of Transportation</td>
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<td>TOPEKA</td>
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<tr>
<td>R-17</td>
<td>*Electrician II, Trainee (Governor's Trainee Program) (See Page 3)</td>
<td>Vicki Harding (913) 296-3140</td>
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<td></td>
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<td>Department of Administration</td>
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<td>Division of Facilities Management</td>
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<tr>
<td>R-13</td>
<td>Keyboard Operator II</td>
<td>Jo Ann Moran (913) 296-1290</td>
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<td>Department of Health and Environment</td>
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<td>R-11</td>
<td>Office Assistant II</td>
<td>Pat Comfort (913) 296-5357</td>
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<td></td>
<td>Kansas Neurological Institute</td>
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<td>R-11</td>
<td>Office Assistant II (Typing - 75% Position)</td>
<td>Jim Huckstep (913) 272-4422</td>
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<td>Commission on Veterans Affairs</td>
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ELECTRICIAN II, TRAINEE

The State of Kansas, Division of Facilities Management is seeking female applicants for an Electrician II, Trainee position in Topeka. 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 where they are being underutilized.

QUALIFICATIONS REQUIRED: To qualify for the trainee position, a person must have at least two years but no more than three and one half years of experience in electrical work. Experience in electrical work includes the installation, maintenance and repair of electrical systems, wiring, machinery, equipment, or other electrical devices in or about a building.

Training in electricity may be substituted for all or a portion of the two years of experience according to the following substitution rates:

- 1/2 high school unit (subject taken for 1/2 school year), 90 clock hours, or 2 semester hours of post high school or vocational-technical training - one month of experience.

Starting Salary: Range 17 ($18,912 annually with scheduled increases.) Upon successful completion of the trainee program, salary will increase to Range 19.

Application Procedure: Send a completed State of Kansas application and copy of training certificates to: Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, 900 S.W. Jackson, Topeka, Kansas 66612. Application forms may be obtained in Room 105, or at your local Department of Human Resources Job Service Center.

Application Deadline: May 10, 1991
### UNIVERSITY OF KANSAS

#### TESTING CALENDAR
Department of Human Resources
For information call 864-4946

### MAY 1991

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<tr>
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**WRITTEN EXAMINATIONS OFFERED:** Accountant I, Cook, Food Service Supervisor I&II.

**UNASSEMBLED EXAMINATIONS OFFERED:** Dietitian I&II, Medical Technologist I, Office Assistant IV, Painter, Plumber I, Radiologic Technologist I&II (Diagnostic X-Ray).
CLASSIFIED VACANCY

The Department for Spain, Portugal, and Latin America (SPLAT) has announced the availability of a full-time Library Assistant I vacancy with the following responsibilities: 1) Supervision of student assistants; 2) Bibliographic searching; 3) Exchanges and gifts, and 4) Assists in overall functioning of the department. 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. Required Qualifications: Strong reading and writing knowledge of Spanish, evidenced by at least 30 hours of college level Spanish or near native proficiency in Spanish through residence in Spain or Latin America. Strongly Preferred: Experience in bibliographic searching; college coursework in Latin American studies or equivalent in travel or residence abroad; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work successfully, and to work independently; demonstrated ability to work successfully with a wide variety of people. Preferred: Accurate typing skills; reading and writing knowledge of Portuguese.

The Library Assistant I classification is funded at salary range 14 on the State pay scale, at a beginning annual rate of $16,356. Library staff interested in applying for this vacancy should complete a "Request for Promotion or Transfer Form" available from Rex Hargis or Sandy Gilliland, 502 Watson Library. Applications are due by 5:00 p.m. Wednesday, May 22, 1991. A copy of the position description is on file in the Administrative Office for review.

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

SUMMER ACTIVITIES & SERVICES FOR CHILDREN

The Department of Human Resources, Dependent Care Referral Service, and the Douglas County Child Development Association, have developed a list of activities and services for children during the Summer and throughout the year. A copy of the list is attached to this issue of FYI.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
MEETING ON LC SUBJECT HEADING SUBDIVISION PRACTICE

I participated in a meeting held May 9-12 at Airlie House outside Washington, DC. The Library of Congress requested advice on how it might simplify its subject heading scheme (LCSH) in order to improve assignment by its own staff and staff in other libraries, increase machine validation of subject heading strings, and improve retrieval of material by library users. Approximately 45 attendees (paid for by the Council on Library Resources) responded to 4 proposals, which had been prepared in advance of the meeting and to which were added three papers--a pro argument, a con argument, and an assessment of the computer implications of the proposal. While I don't yet have a clean copy of the final recommendations to LC, they run along the following lines:

1) For topical subjects there should be a standardized order of subdivision--topical, geographic, chronological, and form. (Establishing a standard order is new, although in practice the order is usually the one listed.) Geographical, chronological, and form subdivisions may be applied to subject headings as warranted by the content of a work, based on individual cataloger judgement. (Currently catalogers are given explicit instructions for the appropriateness of these subdivisions.) The only exception would be in those cases in which the main heading already includes a geographic or chronological element, e.g., Short stories, American or Philosophy, Medieval. There was not time to address other than topical subjects.

2) The national subject authority file should contain records for subject headings plus topical subdivision combinations. (Currently only main headings appear in the file.) Those records built from pattern and free-floating subdivision lists need not be full authority records unless cross-references are needed and might be entered from a number of non-LC sources. These "pre-approved" headings would not need to go through the extensive LCSH editorial process.

3) Chronological subdivisions under topical headings should relate to the coverage of the publication and not to its date of publication (no more --Early works to 1800). LC should investigate the possibility of representing all dates in numerical form (no more --18th cent.) and the feasibility of free-form dates rather than period subdivisions, which is a radical concept which needs a good deal more discussion).

4) LC should investigate adding coding which would facilitate online displays for end users. It was recommended that a separate subfield code be identified for form subdivisions.

5) Indirect geographic subdivision should be continued. LC should investigate including the indirect form of geographic headings in authority records for geographic names.

6) Conference members strongly urged that LC review subdivision terminology, pattern (continued)
MEETING ON LC SUBJECT HEADING SUBDIVISION PRACTICE (continued)

lists, and syntax with an eye to simplifying the whole scheme, eliminating overly fine
distinctions between subdivisions (e.g., --Description and --Description and travel), and
reducing the number of lists.

I have a thick notebook which contains the position papers and follow-up papers plus
comments on the proposals from interested persons both within LC and in the larger library
community for anyone who may be interested in more detail.

George Gibbs

REPORT FROM VENDOR REVIEW COMMITTEE

The NAB Vendor Review Committee has made the following recommendations to the Dean:
1) that, as of July 1, 1991, the Libraries should consolidate its U.S. trade books plan with
Yankee Book Peddler and 2) that our British plan with Stevens & Brown be continued for the
immediate future, pending the outcome of discussions by Bibliographers about what shape a
British plan should take. At that point the Committee would make a recommendation for this
area. The complete report is appended to this issue of FYI. The Dean has accepted our
recommendations and negotiations have begun with Yankee Book Peddler. Rachel Miller and
Roger Anderson will coordinate the transition process on our end. They will be in touch with
Bibliographers almost immediately with an outline of what steps need to be carried out and the
timeframe to accomplish them.

Thanks again to all staff who participated in this process. I would like to extend my
appreciation to the other committee members, Roger Anderson, Lorrie Knox, Ken Lohrentz,
Rachel Miller, and Rich Ring, for their diligence and involved participation. I believe that we
all found the review process worthwhile and learned a considerable amount from it.

George Gibbs

TO ALL CLASSIFIED STAFF

In light of the anticipated budget crisis, you may have many concerns and questions about how
this situation might effect you personally. The Personnel Committee has been researching
classified employment rules and regulations and we are available to speak with you
confidentially. Feel free to contact any one of us. You may also speak with Rex Hargis or
Sandy Gilliland (4-3601), as they would also be glad to discuss these issues with you.

Gregg Buckner (4-4209), Gaile Burchill (4-5530), Verna Froese (4-3476), Susan Hamilton (4-
3476), Brenda Owens (4-4715) Personnel Committee Members
MORE ON LCPT BALLOT

Nominating and Ballots (in consultation with, and at the instruction of LFA Exec) is re-running the LIII representative portion of the Library Committee on Promotion and Tenure ballot. One LIII member's term expires this spring, so voters will vote for up to one candidate on this ballot, not more. As anticipated LIII resignations on LCPT become effective (July 1, 1991), LFA Exec will approach ("co-opt", see Code) runners-up from the current election about their willingness to serve on LCPT. 

Nominating & Ballot Committee

ALA IN ATLANTA

The "Final Schedule--Sorted by Unit, with Room Assignments" for the 1991 Annual Conference of the American Library Association is available for consultation from Rhonda Boose, Administrative Office, 502 Watson.

Also, please note that our e-mail discussion list on ALA is available to share information among KU library staff who plan to attend the conference (KULALA-L).

I ask that all staff who might wish to attend a pre-ALA brown bag lunch to exchange information about the conference, etc. contact me (via e-mail at WCROWE or by paper note). If there is enough interest, I will ask Rhonda Boose to schedule such a session early in June. I also would like anyone who might be interested in a KU caucus during ALA (lunch, breakfast, or late afternoon break) to contact me.

W. J. Crowe

COLLECTION DEVELOPMENT COUNCIL

The Collection Development Council will meet on Thursday, May 23 at 10:30 a.m. in the seminar room in the Art Library. The principle items on the agenda will be: 1) a policy on under-spent funds; 2) FY92 materials budget; 3) FY92 serials cancellations; 4) NAB approval plans.

The CDC Executive Committee will meet on Monday, May 20 at 1:30 p.m. in Conference Room A. The principle topics on the agenda will be: 1) allocation/re-allocation of one-time funds; 2) FY92 budget requests; 4) CDC Exec elections; 5) funding major microform sets.

Rich Ring

HOWEY READING ROOM HOURS

Howey will close to the public for the break period (May 18-June 2) and reopen on Monday, June 3 from 8am-5pm. Any mail or messages on J-talk during this time will be answered as soon as possible after we reopen.

Hours during the Summer Session (June 4-July 26): 9am-8pm M-R; 9am-5pm F; 1pm-5pm Sat.; Closed Sunday. Please note that this is a revision in hours.

Cherrie Saile

(continued)
CROWE TO SERVE ON BCR BOARD

I have been elected to a two-year term on the Board of Trustess of the Bibliographical Center for Research. My term, as an at-large member, will begin on 1 July 1991.

I look forward to serving BCR member libraries, working to strengthen what I have observed to be very good working relationships among the libraries in the region. Although my membership on the Board is not intended specifically to represent KU or the larger academic and research libraries in BCR, my knowledge and experience in such libraries, especially of our ties to OCLC systems and services, should prove especially helpful when the interests of libraries of our type are at issue.

W. J. Crowe

VISITS TO TOPEKA LIBRARIES

Now is your chance to learn more about 3 Topeka libraries! The Staff Development Committee is sponsoring site visits at the State Library, the State Historical Society Library and the Topeka Public Library, on Thursday, May 23. These visits will include not only "the collection," but also daily operations of technical and public service areas. You will have the opportunity to:

* learn the difference between the functions of the State Library and the State Historical Society Library,
* compare current KU operations/services with those of other libraries & possibly implement improvements based on ideas seen in practice elsewhere, and
* establish personal contacts with other library staff.

Vans will depart from Watson Library at 8 a.m., returning around 4 p.m. Lunch will be at your own expense & reservations are being made at Giorgio's. Are you still reading this? Interested in attending? Have you received your supervisor's approval to attend? If so, contact Lorrie Knox to reserve your seat on the van (4-4931, or leave a message at 4-4928).

Lorrie Knox

ATTACHMENTS

LFA Executive Committee Minutes--May 6, 1991
Staff Development Committee Minutes--April 25, 1991
LFA Election Results
NAB Recommendations
DPS Promotion and Transfer List--May 13, 1991
MINUTES FOR THE MEETING
STAFF DEVELOPMENT COMMITTEE
APRIL 25, 1991

The 19th meeting of the Staff Development Committee was called to
order at 10:40 am on April 25th with Connie Powell, Janet Anderson-
Story, Lorrie Knox and Rich Ring present. In the absence of Rick
Clement, Connie Powell presided.

The first order of business was the reading and approval of the
minutes. The rest of the meeting consisted of a report by Lorrie
Knox of the upcoming site visit to libraries in Topeka. This was
followed by a general discussion. The meeting adjourned at 11:10
am.

Connie Powell
Secretary
Present: Nicholas Eshelman

N&B tallied the votes cast in the ballot concerning the distribution of merit pay.

The results:

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Other

Total ballots cast: Unclass. professional: 9
Librarian: 40

Total ballots mailed: 80

Librarian and unclassified professional ballots were counted separately as Dean Crowe has yet to decide how merit pay will be awarded to the unclassified professional staff. Two ballots were returned without labels and were not counted as they were deemed invalid.
ELECTION RESULTS!!!!!

LFA EXEC:
Librarian I Rep: Geoff Husic
Brad Shaffner
(a runoff will be held)
Librarian II Rep: Shelley Miller
Librarian III Rep: Mary Roach
Unclassified Professional: Sandra Gilliland
Vice Chair (Chair Elect): Rick Clement
Secretary: Becky Shulte

LCPT
Librarian I Rep: John Richardson
Brad Shaffner
(a runoff will be held)

Geoff Husic was the second highest vote-getter but withdrew as he will be up for tenure during this term.

Librarian II Rep: Gaele Gillespie
Librarian III Rep: This ballot will be re-run to fill only 1 vacancy in order to comply with the LFA code which specifies that the others (the result of resignations) must be filled through co-option.

GRIEVANCE COMMITTEE

Mike Biggins
Sandra Brandt
Kathy Graves
Sally Haines
Mary Rosenbloom
Margaret Wilson

(a runoff will be held between Haines, Rosenbloom and Wilson due to a three-way tie)

Please note that runoffs will be held for Librarian I representative to LFA Exec, Librarian I representative to LCPT and for two spots on the Grievance Committee (due to a three-way tie). Also, the ballot for LCPT Librarian III representative will be RE-RUN. The new ballot will NOT be a runoff but a primary as the first ballot for LIIIs to LCPT was invalid.
NOMINATING AND BALLOT COMMITTEE MINUTES
4-24-91

Present: Nicholas Eshelman, Shelley Miller

N&B met and mailed ballots concerning the addition to the LFA code of an article regarding the selection of representatives for external committees.

Submitted by Nicholas Eshelman

NOMINATING AND BALLOT COMMITTEE MINUTES
May 1, 1991

Present: Jennie Dienes, Nicholas Eshelman, Shelley Miller

N&B assembled and mailed ballots for LCPT, LFA Exec and the Library Grievance Committee.

Submitted by Nicholas Eshelman

NOMINATING AND BALLOT COMMITTEE MINUTES
4-22-91

Present: Nicholas Eshelman, Jennie Dienes, Shelley Miller

N&B discussed the question of how a slate of nominees should be provided for LFA elections. No specific method is specified in the code for elected offices. This committee feels that every eligible member of LFA should be given the chance to self-nominate. This way, N&B is not in the position of choosing who will be allowed the opportunity to appear on a ballot.

N&B also began preparations for the upcoming LFA Exec and LCPT elections.

NOMINATING AND BALLOT COMMITTEE MINUTES
4-12-91

Present: J. Dienes, N. Eshelman

N&B assembled and mailed ballots concerning the distribution of merit pay.

Submitted by Nicholas Eshelman
NOMINATING AND BALLOT COMMITTEE MINUTES
April 29, 1991

Present: Dienes, Eshelman, Miller, LFA Exec

N&B met with Exec to discuss issues relating to the upcoming LFA elections (EXEC, LCPT). Because of difficulties in getting enough LIIIs to run for LCPT, N&B and Exec decided that if necessary, two ballots would be used. The first would include all positions on Exec and LCPT for which enough candidates could be found. The second would be issued when enough candidates for the remaining positions were found. It was also agreed that runoff elections would be held if no one candidate receives a majority of votes cast.

N. Eshelman stated that during the search for nominees he had encountered wide-spread frustration over budget difficulties, inadequate staffing and a general feeling on the part of many that their time was highly over-committed, leaving them unable to serve on committees such as LCPT and Exec. Others stated that they were unwilling to undergo the added psychological strain associated with service on these committees, as they were already under considerable pressure. Another common sentiment was that the time commitment for the Exec chair position is so great that assuming the chair position would only be considered if extra compensation were to be provided (some suggestions were $4,000 and a private office and $10,000). These views were expressed not only by those unwilling to self-nominate, but also by those who were eager to serve on either committee. Exec stated that the above described pressures and the resulting reluctance of many librarians to serve on certain committees is not an unprecedented situation at KU. NE stated that though he realized that the situation is not new, he felt that it would be appropriate and useful for librarians to make known to the administration their concerns and complaints about the pressures and lack of resources that prevent or discourage them from serving on LFA committees this year.

Submitted by Nicholas Eshelman
LFA EXECUTIVE COMMITTEE: MINUTES
MAY 6, 1991

Present: Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson; Crowe (guest)
Absent: Dandridge

Minutes of the April 4 Staff Development Committee, the April 10 Budget and Planning Committee, and the April 29 LFA Exec Committee were reviewed and accepted. Minutes of the April 30 LFA Meeting were approved with revisions.

I. Dean Crowe addressed the recommendation from the Unclassified Professionals Report that a review committee be established. He sees no need for such a committee if we have clearly established guidelines for appointments. Exec informed him that, while we agreed with the report's general thrust, we had not discussed it point by point and recommended that he might need to contact that committee to ask what they had in mind. S. Williams pointed out that we already have in place an appointment criteria review committee. She thought that perhaps the Unclassified Professionals Committee was recommending a review committee to prevent indiscriminate use of this category in the future. Dean Crowe stated that, if the category was well-defined and used sparingly, it should remove this concern.

II. S. Williams asked Dean Crowe about his reaction to the discussion at last week's LFA meeting on the length of terms on LCPT and Budget & Planning. He stated that the faculty, taking into account LCPT's needs, should clearly decide on the length of terms for committee members, based on the committee's experience and faculty preferences. The length of terms on B&P depends on how LFA and Classified Conference see B&P functioning, as opposed to how the Dean may see it functioning. He feels that the B&P terms should be three or even four years. He views it as the first line of contact regarding budget and planning issues. He wants a group within which to try ideas in confidence and get a reading of potential responses. As an alternative to using B&P as a sounding board, he suggested using LFA Exec and Classified Conference. K. Miller and S. Williams agreed that they do not want to see the executive committees getting into the budget and planning process and that the Dean's desired use of B&P is appropriate.

In light of this, there will be a meeting in early June for the Dean, LFA Exec, and B&P to address the issue of length of terms of office.

III. Dean Crowe had had a very preliminary discussion with Sandra Gautt, Assistant Vice Chancellor for Academic Affairs, concerning use of the academic staff category. Gautt had questions about the distinctions between staff in such a category and tenure-track faculty and what they do. Dean Crowe requested advice vis a vis current university practice about how such distinctions are made in
other departments. He stressed that librarians reflect the University as a whole in diversity of duties and requirements. Dean Crowe does not feel that Vice Chancellor Brinkman will be able (due to budget issues) to discuss this issue until June. [At this point in the meeting, there being no further questions for the Dean, he left.]

IV. S. Williams mentioned the scheduled May 13 LFA meeting and this was discussed. It was decided that it should be postponed until the end of May or mid-June. It was felt that the Dean might wish to use the final meeting of the year to present budget information to the LFA membership. Also, committee wrap-ups would be presented.

V. Nominating & Ballot Committee will distribute a ballot concerning Code changes regarding the Dean's membership on LCPT, membership of grant-funded librarians in LFA, and the Committee for the Evaluation of Service and Research. K. Miller, R. Schulte, and K. Graves will meet May 9 to draft the ballot.

VI. S. Williams had received a memo from Sandra Brandt with suggestions that might encourage LFA members to run for vice chair/chair-elect of LFA Exec. Among these were release time and/or paid attendance to a conference. This will be put on the agenda for Exec's next meeting with Dean Crowe.

VII. LFA Exec had received letters of resignation from two LIII representatives on LCPT (Marilyn Clark and Barbara Jones), effective July 1, 1991. Discussion centered on the appropriateness of electing three people to LCPT at this time when there are two one-year terms to fill and one two-year term. After examining the Code, it was decided that the best approach would be to fill the one two-year term through election and the two one-year terms through co-option. This procedure will be discussed with Nominating and Ballot. Exec also discussed taking this as an opportunity to change the rotation schedule but decided not to do that at this time. (Presently, three LIII's leave LCPT one year and one the next).

The next meeting of Exec will be Monday, May 13 at 10AM in Conference Room A.

Submitted by Kathy Graves
TO: William J. Crowe
Dean of Libraries

FROM: NAB Vendor Review Committee
Roger Anderson
George Gibbs, Chair
Lorrie Knox
Ken Lohrentz
Rachel Yiller
Rich Ring

RE: Recommendations

The NAB Vendor Review Committee has been meeting regularly since late September, 1990. In that time we have reviewed our current North American and British approval vendor arrangements, have surveyed the Libraries' Bibliographers on their perceptions of the current system and their opinions of how approval plans should operate, have surveyed vendors for specifics on their approval plan programs, and hosted six vendors who made presentations to interested staff and to the Committee on their services. We have compared vendors in a number of categories: profiling, identification and selection of published materials of interest to the KU Libraries, timeliness of service, automation services, vendor's internal management and procedures, the interaction with internal procedures in Acquisitions, and management and statistical reports.

As a result of our review, we make the following comments and recommendations:

1) Looking at our present arrangements, there is general agreement that the university press plan with Yankee Book Peddler is working smoothly and material is being supplied satisfactorily. The British plan with Stevens & Brown, which has been reduced over the past few years by moving 18 English publishers to our U.S. trade vendor, is still working satisfactorily, although there has been a noticeable deterioration in coverage and service beyond what can be explained by that switch. The U.S. trade books plan with Coutts Library Services has become problematic and the Committee feels that the time has come to change vendors for this plan.

2) The Committee unanimously recommends that, starting July 1, 1991, the Libraries move its U.S. trade book plan from Coutts to Yankee Book Peddler, thus consolidating the majority of our approval business in one vendor. While consolidation has the disadvantage of putting all of our eggs in one basket, we feel that the proven track record of Yankee will offset this possible liability. Consolidation will increase efficiency by eliminating the need to administer two separate vendor systems. Also, in this way we will increase the discount on materials supplied
which will give us increased buying power for our acquisitions dollars. The Committee believes that Yankee Book Peddler has profiling and selection procedures, automated services, and an organization and staff that best correspond to the Libraries' needs and desires.

3) For the immediate future we should continue our British plan with Stevens & Brown. In the course of our review, however, it became apparent that with the British plan the first question to settle was whether or not to have a plan at all. Many British titles in which we are interested are available through U.S. vendors (with a discount and greater likelihood of an LC MARC record for cataloging purposes). Both the Humanities and Social Science Bibliographers have independently raised the possibility of discontinuing or restructuring the British approval plan. We believe that a representative committee of Collection Development and Acquisitions staff should settle this question before our Committee makes a recommendation on which vendor to use to supply British books.

We are making these recommendations even though we know it will be necessary to spend some unknown amount of time of Bibliographers and Acquisitions staff working out the details of the switch from one vendor to another. We believe that the Libraries and our patrons will benefit from the trouble and time involved. We are also aware that there is not a perfect library vendor or vendor approval plan available for us to use. However, we feel that Yankee can provide us with better service overall than our current vendor. The Committee would be pleased to meet with you at your convenience to consider the recommendations and our reasons in more detail.
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.)

* 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 17, 1991.

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Applications will be accepted through Friday, May 17, 1991.
BUDGET ANALYST I

The Division of the Budget for the State of Kansas will be accepting applications for the position of BUDGET ANALYST I Range 23 ($2,112 - $2,971) until 5:00 p.m., Friday, May 24, 1991.

Applicants must have knowledge of the principles and practices of organizational theory, personnel management, public finance, and intergovernmental relationships in connection with the review and analysis of the annual budget requests of state agencies to assist in developing the Governor's budget recommendations to the Kansas legislature. A Master's degree is required in public administration, business administration, economics, or a related field.

Interested persons should send a current resume 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 296-3140, Room 951, Landon State Office Building, Topeka, Kansas 66612.

WORKERS' COMPENSATION CLAIMS ADVISOR I

The Division of Personnel Services, Self-Insurance Fund Office will be accepting applications for the position of Workers' Compensation Claims Advisor I, Range 17 ($1,574 - $2,218 monthly), until May 17, 1991.

Duties of the position will include: 1) Investigating and documenting each reported accident to determine all facts relative to compensability under the Workers’ Compensation Act; 2) making recommendations for payment approval or denial to the Director, and establishing appropriate files; 3) communicating with doctors, claimants, agency personnel and others to ascertain facts regarding injuries, and to provide technical assistance as necessary in explaining areas of workers’ compensation.

Minimum Qualifications Required: One year of technical and specialized public contact work in investigating, determining claims, interviewing, or other public contact work involving explaining or applying laws, regulations or legal interpretations, and/or advising disabled or injured persons regarding benefits or other rights. Course work in social or behavioral sciences, or insurance from an accredited college or university may be substituted at the rate of one semester hour for one month of the above experience, up to a maximum substitution for six months of experience.

Knowledge of the Worker's Compensation Act; knowledge of medical technology/terminology, and medical claims processing is preferred.

For consideration, submit a completed State of Kansas Application for Examination, and letter of interest to: Vicki Harding, Department of Administration Personnel Office, Room 951, Landon State Office Building, Topeka, Kansas 66612.
HUMAN RESOURCES - KU SUMMER® ACTIVITIES & SERVICES FOR CHILDREN 1991

This R indicates year-round activities/services.

ASSOCIATION FOR RETARDED CITIZEN SUMMER DAY CAMP FOR CHILDREN
Open to school-age children with special needs.
Contact: Gary Scott, 843-7122

BALDWIN - MIDLAND RAILWAY
Excursion Train Ride. Departures 27-October 20 at 11:30 a.m. Fee: $2.80 + $1.00 per child, 6 and under free. Contact: Celia Daniels, 864-4245

BALDWIN SCHOOLS/REMEDIAL & ENRICHMENT CLASSES
Contact: Gus Wegner, 594-3159

BEACH CENTER ON FAMILIES & DISABILITY
Research and training center. Referrals to local and national resources.
Contact: 864-7600

BOWLING
Kansas Union Jaybowl, 864-3545
Royal Bowling, 842-4626
Royal Crest Lanes, 842-1234

BOYS' SCOUTS OF AMERICA/HEART OF AMERICA COUNCIL
Contact: Dale Blake, 749-4785

BOYS' & GIRLS' CLUB OF LAWRENCE
Fooseball, Bumper Pool, Ping Pong, Games, Etc. Weekdays 9-5, Monday - Friday. $5 membership fee.
Contact: Club, 841-5672 or John Alesch, 841-6854

DANCE GALLERY
Ages 3-Adult. Classes include Ballet, Jazz, Tap, Tumbling, Acrobatics, Cheerleading, and Aerobics. Enrollment required. Fees.
Contact: 841-0215

DOUGLAS COUNTY CHILD DEVELOPMENT ASSOC.
A licensed referral and resource agency for childcare clients and providers. Provides opening updates & other resource information. Sponsor of Child Care Food Program. No fee.
Contact: Jan Brummei, 842-9679

DOUGLAS COUNTY COOPERATIVE EXTENSION SERVICE
Contact: Barbara Lillyborn, 843-7058

EUDORA PARKS & RECREATION
Contact: Janet Bennett, 542-2095

EUDORA PUBLIC SCHOOLS - ENRICHMENT CLASSES
Contact: Bonnie Brunk, 542-2115 or 542-3387

FANTASYLAND ROLLER RINK
Fridays: 1:00 - 3:00 p.m., $2. 7:00 - 10:00 p.m., $3.50.
Saturdays: Beginners Hour, Noon - 1:00 p.m., $1.25.
1:00 - 3:00 p.m., $2. 7:30 - 10:00 p.m., $3.50.
Contact: 841-6848

GIRL SCOUTS, KAW VALLEY COUNCIL
Contact: Donna Hodges, 842-5427

HEADQUARTERS - PHONE A FRIEND
A free, confidential service for children, available 24 hours a day, every day.
Contact: 841-2345.
For administrative questions, contact Jan Bruns

KU DEPENDENT CARE REFERRAL SERVICE
A licensed referral and resource agency for childcare care clients and providers. Provides opening updates & other resource information. No fee. Open to the public.
Contact: Betty Peterson or Angela Weiss, 864-6448.

KU MIDWESTERN COMPUTER CAMP, COMPUTER CENTER
Contact: Herb Harris, Jerree Catlin, or Kaia Skaggs, 864-0100

KU MUSEUM OF ANTHROPOLOGY - SUMMER WORKSHOPS FOR CHILDREN
Four week-long workshops for ages 4-13 from June 3-June 28. Enrollment required. Fees: $35 - $50 based on specific class chosen and Museum membership.
Contact: Celia Daniels, 864-4245

KU MUSEUM OF NATURAL HISTORY - SUMMER WORKSHOPS FOR YOUNG PEOPLE
Fifty week-long workshops for ages 4-12 from June 3-August 2. Enrollment required. Fee: $40 - $50 based on age group and Museum membership.
Contact: 864-4173

KU SPENCER ART MUSEUM
Free gallery visits or tours for all ages. Brochure available.
Contact: Betsy Weaver, 864-4710

LAWRENCE ARTS CENTER - SUMMER CLASSES
Over 80 classes & workshops during June & July for ages 1 - adult. Enrollment needed. Fee: $25. Brochure available in late April or early May.
Contact: Stephen Mills/Dan Hermreich, 843-ARTS

GILLILAND SANDY 2800 (c)
LIBRARIES
ASST. TO THE DEAN FOR PERS.
562 WATSON
1. Lawrence Community Theatre Children's Theatre Workshops
   Contact: Mary Doveton, 843-7469

2. Lawrence Public Schools/Continuing Education Classes
   Contact: Robert Eales, 842-6222, ext. 281

3. Lawrence Community Theatre Summer Workshops
   Contact: Mary Doveton, 843-7469

4. Lawrence Parks and Recreation
   Classes for all ages. Enrollment required in most cases. Brochure available in LAWRENCE JOURNAL WORLD, Sunday, May 12 edition, or at various locations, including South Park Recreation Center, 1131 Mass. Brochure includes these topics: Rec. & Instruction, Adult Sports, Youth Sports, Playgrounds, Outdoor Education, Special Events, Special Populations, Rec. Facilities, Douglas County Sr. Services, and Discounts to Silver Dollar City & Worlds of Fun.
   Contact: Cathy Fode, 843-7177

5. Lawrence Public School/Continuing Education Classes
   Contact: Robert Eales, 842-6222, ext. 281

6. Lawrence School of Ballet
   Ages beginner-professional. Classes include Ballet, Modern, Jazz, Aerobics, Youth Company. Fees.
   Contact: 842-4295

7. Lawrence Tae Kwon Do
   Contact: Master Park, 843-2121

8. Library Programs
   Summer Reading Programs are available in Lawrence, Baldwin, Topeka. "Dial-a-story" at Lawrence begins mid-June on Fridays from 10:30-11:00 a.m. for children age 3 and up. The Lawrence Public Library has "Dial-a-story" at 841-1100.

9. Miniature Golf
   Putt-Putt Golf Course
   Contact: 843-1511

10. River City Golf
    Fee: $1.95, 9-hole; $2.95, 18-holes. Call for group rates.
    Contact: 841-3322

11. Movie Theater Summer Pass
    Dickinson Theater
    Advanced ticket price: $5; includes ten tickets for weekly movies. Concession discount. Available at Sarah's Fabrics.
    Contact: Wakarusa FTO, Kathy Chaney, 843-1813

12. Hillcrest and Cinema Twin
    Advanced ticket price: $5; includes ten tickets for weekly movies at Hillcrest and Cinema Twin. Available through your local Elementary School Parent Teacher Association or Organization.

13. Olsen Piano & Organ
    Contact: Deborah Pine or Phyllis Olsen, 842-0755

14. Riverfront Players
    Children's Theater at the Riverfront Plaza. Shows change monthly. Saturdays: 12 & 2 p.m. Sundays: 2 p.m. Fee: $2.
    Contact: Ric Averill, 842-6622

15. Salvation Army Biddy Basketball Camp
    Contact: Mike Andreass, 843-4188

16. Salvation Army Summer Day Care
    Contact: Mike Andreass, 843-4188

17. Sitter Solutions, Inc.
    Childcare for your unpredictable life.
    Elder Care also provided. Summer care available.
    Contact: Sondra Geiss, 843-7286

18. Summer Youth Theater/Lawrence Arts Center
    Contact: Dan Hermreich, 843-9444

19. Swimming
    *Carl Knox Auditorium, 832-3017
    Lawrence Municipal Pool, 841-2806
    *Robinson Center Natatorium, 864-3385
    KU Recreational Services - Swimming Lessons, 864-3546
    Enrollment for KU Faculty, Student Staff begins May 1. Enrollment open to the public May 20. Children's Classes for ages 6 mos and up.

20. Lawrence Aquahawks
    Contact: Coach Dorothy Kempf, 841-5952. P.O. Box 1183, Lawrence, KS 66044.

21. Treble Clef Music
    Contact: 843-2644

22. Women's Transitional Care Services Child Advocacy Program
    One-to-one advocacy program for children currently residing at shelter facility. No cost or enrollment needed.
    Contact: Joyce Grover, 841-6887

This flyer is cooperatively brought to you by

HUMAN RESOURCES AT THE UNIVERSITY OF KS
DEPENDENT CARE REFERRAL SERVICE, 864-4648
and THE DOUGLAS COUNTY CHILD DEVELOPMENT ASSOCIATION, 843-9672.

(DCCDA is a United Way Agency).
If you wish to be included on this list for 1993, please call 864-4648.
LASER PRINTER IN SCIENCE LIBRARY TEMPORARILY UNAVAILABLE

The NEC Silentwriter printer in Anschutz Science Library will be unavailable for up to six weeks while it is being repaired. We are attempting to lease a replacement, but do not yet know if that will be possible. In the interim, Postscript laser printing will be available on the HP LaserjetIII in the administrative office in Watson. If you are not already using that printer and anticipate wanting to use it, please email LIBAID or call Marianne Reed to request instructions and ask that the proper WordPerfect printer driver be installed on your microcomputer. Documents already configured in WordPerfect to print on the Silentwriter can be changed easily to print in an identical fashion on the LaserjetIII.

John Miller

"SLITHY TOVES"

The new exhibition put together by Sally Haines in the Main Gallery in Spencer Library is devoted to books about reptiles and amphibians. The title, "Slithy toves", is taken from Alice through the Looking-Glass, where Lewis Carroll tells us that "slithy" means "lithe and slimy", while "toves" are "something like badgers ... something like lizards--and ... something like corkscrews."

On display are illustrated herpetological books from the Spencer collections dating from 1588 to 1878 showing frogs, salamanders, snakes, turtles, crocodiles, alligators, lizards and other groups known collectively as "herps."

Kansas has some 91 native species of reptiles and amphibians, including the Mud puppy, the Ornate Box Turtle, and the Northern Crawfish Frog, and to this the Spencer Library adds a view of the greater part of the rest of the world over nearly three centuries--with many exotic animals, some extinct, some imaginary, and not forgetting such distinguished characters as Albert the Alligator, Mr. Toad of Toad Hall, and the Celebrated Jumping Frog of Calaveras County.

L. James Helyar

LAW LIBRARY CARDS

Effective immediately the Law Library will be sending main entry only OCLC cards to be filed in the Watson card catalog. Law Library holdings previous to May 1991 are represented in the Watson card catalog by full card sets, including authors, titles, and subjects.

Lorraine Moore

WATCH FOR ANNOUNCEMENT IN NEXT WEEK'S FYI FROM THE DEAN REQUESTING SUGGESTIONS FOR ECONOMIES!

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
ARLIS/CENTRAL PLAINS CHAPTER MEETING IN LAWRENCE, JUNE 6-8, 1991

The Central Plains chapter of the Art Libraries Society of North America includes art and architecture librarians and slide curators from the states of Kansas, Arkansas, Missouri, Nebraska, and Oklahoma. They meet twice a year in the region and the next chapter meeting will be in Lawrence.

The meeting will begin Thursday evening at Susan Craig's house with a taco party. On Friday the morning meetings will be in the Spencer Museum of Art Reception Room. From 8:30-9:00 am Donuts & Coffee, 9:00-10:30 am a report on the recent annual conference in Kansas City, 10:45-11:30 am ARLIS/CP Business meeting, 11:30-12:30 pm an opportunity to tour the Spencer Museum collection including a walk-through of the Modern Chinese painting show which opens June 9, 12:30 pm lunch in the Student Union, 2:00 pm Mary Rosenbloom and Julie Waters will present a program on CD Roms in the library using both Watson and Anschutz Libraries. We will organize a group dinner for Friday evening at a downtown restaurant. Saturday morning Barry Newton from the KU Architecture faculty will lead a walking tour of the downtown and Old West Lawrence neighborhood from 10:00 am-Noon.

I encourage anyone interested in the program or in meeting the ARLIS/CP members to join us. There is a $5 meeting charge for non-members of ARLIS/CP and you need to contact Susan Craig for registration information and a complete schedule.

Susan Craig

NOMINATIONS FOR CLASSIFIED CONFERENCE EXEC BOARD

Nominations are now being accepted for the Classified Conference Executive Board. You may nominate yourself or someone else for any position. Officers, committee members, and group representatives are up for re-election. The chairperson, vice chairperson, and secretary will all serve one-year terms from July 1, 1991-June 30, 1992. Committee members are needed for the Personnel Committee, the Committee on Staff Development, the Committee on Budget and Planning, the Committee on Staff Orientation (one from Watson, one from a branch library), the Grievance Committee, and the University Senate Committee on Libraries. These committee members serve two-year terms except for one member of the Committee on Staff Orientation and those serving on the Grievance Committee (these serve one year). Last but not least, group representatives are needed for a one-year term from all parts of the campus. Please contact Jane Hoyt or myself immediately and help us continue to be a voice for the classified employees in the library!

Verna Froese

OUT-OF-STATE TRAVEL DEADLINE EXTENDED

The deadline for applications for out-of-state travel funds has been extended to May 29 for those intending to travel during the months of July, August, and September.

Rick Clement

(continued)
LOST PERIODICALS

Periodicals Reading Room staff will soon begin binding issues from the Z's. Unfortunately, there are many issues missing from the shelves which cannot be accounted for by check-out records. Please check your desks to see if you have any of these periodicals, and if so, return them to Periodicals as soon as possible. Your cooperation will be appreciated. Thank you.

Sarah Couch

REPORT ON ARL MEETING, MAY 1991

The 118th Membership meeting of ARL took place in Montreal, on the theme "Is the Library a Place?" What follows are some of my notes and a slightly revised version of ARL's own description of the sessions:

* * * * * * * * * * *

On Wednesday, before the full ARL meeting began, ARL committees convened, this being my first session as a member of the committee on statistics. There was a lively discussion about government documents and methods of "counting." However, the greater part of this discussion was given to a close review (and some revising) of questions to be asked in a "supplementary statistics" survey to be mailed in late summer 1991. Almost all of these questions are aimed at beginning to obtain some meaningful data on "access to library and information resources and services" in order to better reflect the balance between that concept and "ownership."

* * * * * * * * * * *

On Wednesday evening, directors and guests toured the McGill University Libraries. Groups visited different libraries, leaving from the McLennan (Main) Library. After the tours, directors and guests were welcomed at a reception in the Exhibition Room of the MacDonald Harrington Building housing the school of architecture on the McGill campus. (Record heat in an un-airconditioned room!)

* * * * * * * * * * *

On the main theme, opening on Thursday morning:

In a changing institutional and technological environment, how will library buildings be planned, and will traditional library facilities be needed at all? The implementation of campus local networks and the linking of libraries via the Internet to users beyond even state and national boundaries changes the definition of the physical setting needed to provide library services. As electronic information formats proliferate, on-site users need access to workstations supporting a variety of products and functions, and libraries may establish centers

(continued)
for interactive computer-based learning and media services. Some kinds of collections and services are increasingly decentralized; libraries are using more and more remote storage; and librarians are developing into independent information consultants providing customized services to a wide range of users at their own and external institutions. As staff roles and tools evolve, very different space allocations among traditional library departments may be needed. At the same time, libraries must continue to house large and growing collections of printed material, with varying usage levels and security or preservation requirements. Many users will still need standard library reference and instructional services, and while the centrality of libraries as sites for study and personal interchange may lessen, it probably will not disappear. These issues and questions make the planning of multi-million dollar building projects a process filled with technical choices, policy questions, and speculation about the future.

This session was comprised of two panel presentations. The first featured architects who have designed library buildings and who offered their personal perspectives about a variety of problems and prospects. Cathy Simon of Simon Martin-Vegue Winkelstein Moris in San Francisco, who worked on the library at the University of California-Davis library, shared her observations (and slides) about recent major library buildings in Europe as a prelude to designing a new Main Library for the city of San Francisco. Thomas Payne, a principal in Kuwabara Payne McKenna Blumberg in Toronto, spoke about design considerations for new academic library buildings, and the ways in which such considerations reflect a vision of the future of academic libraries. Payne recently won the competition for the new library for Queen’s University (Ontario).

On the second panel were Nancy McAdams, a librarian/building consultant, and Jay Lucker, a library director, providing an overview of the trends in academic library buildings, and highlighting aspects of planning and building from the librarian’s point of view. McAdams, of McAdams Planning Consultants Inc. in Austin, Texas, examined the ways in which the principles, guidelines and standards for planning library buildings are being invalidated by regulatory, technological and library programatic changes. McAdams, who has professional training as a librarian and as an architect, assessed how well libraries did in the past in anticipating future services and needs, and how well we are doing now. Lucker, Director of Libraries as the Massachusetts Institute of Technology and one who has gone through many building projects as a director and consultant, reflected on the politics of building a library, exploring the delicate balance required when a new building or renovation brings together all of the stakeholders who wish to influence the planning and design.

In the afternoon, small groups explored specific topics related to buildings and facilities. Concurrent break-out sessions, with moderators, presented information and opened discussions. Cathy Simon, Nancy McAdams, and Thomas Payne led sessions to expand on points made in
REPORT ON ARL MEETING (continued)

their morning presentations. Don Kelsey, head of preservation at the University of Minnesota, led a session on the relationship between building design and preservation planning; Richard Reese of Iron Mountain, Inc. presented a session on off-site storage.

* * * * * * * * * * *

At noon on Thursday, directors and guests were briefed on the latest information on legislative and information policy issues that ARL is addressing. Particular attention was given at this update to current tax, copyright and national policy matters facing Canadian libraries.

* * * * * * * * * * *

The agenda for the ARL Business Meeting on Thursday afternoon, included reports from the President, Executive Director, the Office of Management Services, and standing committees of the Association.

The traditional ARL reception and dinner was held on Thursday evening as a buffet at the Shaughnessy House at the Canadian Center for Architecture. Tours were conducted of the CCA Library, a new facility with noteworthy public areas and preservation services.

* * * * * * * * * * *

On Friday morning, directors and guests considered three topics in plenary session.

National Library Organizations in Canada: Speakers presented the role and programs of the National Library of Canada, the Canadian Association of Research Libraries, the Canadian Library Association, and the Association pour l'avancement des sciences et des techniques de la documentation (ASTED).

Cultural Diversity Initiatives in Research Libraries: Reports were made on the ARL Task Force on Minority Recruitment, on the OMS/H.W. Wilson Cultural Diversity Project, and on other efforts underway in research libraries and library schools. Ideas about directions for ARL were solicited.

Budget Crisis in ARL Libraries: Strategies for Managing Finances and Services: Directors discussed the financial pressures facing their institutions and shared approaches to meeting fiscal constraints. Results of a survey on this topic were presented, reflecting opinion on the dimensions of and responses to the problem. The news is grim in many institutions, with strategies to prepare for even more cuts being made in many libraries.

W. J. Crowe

(continued)
ATTACHMENTS

Committee on Staff Orientation Minutes--April 9, 1991
Library Automation Committee Minutes--April 24, 1991
LFA Executive Committee Minutes--May 13, 1991
Nominating and Ballott Committee Minutes--May 14, 1991
Salaries and Benefits Committee Minutes--April 1, 1991
DPS Promotion and Transfer List--May 13, 1991
COMMITTEE ON STAFF ORIENTATION
Meeting of 4/9/91

Present: Susan Hitchens (Chair), Paulette DiFilippo, Lorrie Knox, Sandy Gilliland, Bayliss Harsh, Carmen Orth-Alfie

MINUTES from 3/26/91 were discussed and approved with changes.

TOUR PROGRAM - Final preparations were made for the April 17th tours of the Engineering, Music and Science Libraries and the April 23rd tours of the Art Library, SPLAT, Slavic, and East Asian. Sandy will place announcements in FYI.

Susan will draft a survey to try to identify reasons why people do or do not participate in the tour program.

Carmen passed around a newly-revised tour evaluation form. She will try to have the final version ready for the April 17th tours. A decision was made to have Tour Guides hand out the evaluations at the time of the tour, instead of mailing them to participants afterwards.

STAFF DEVELOPMENT COMMITTEE - Lorrie reported the SDC has followed up on the suggestion of a brown bag lunch & talk by John Miller. John has agreed to give a talk on "Automation at KU: Past, Present, and Future Directions". In addition, Mary Burchill has agreed to give a talk concerning the activities of the state preservation committee. The dates for these talks have not been set.

FUTURE AGENDA ITEMS:
- Annual Report for LFA
- Calendar of future Staff Orientation activities/events

NEXT MEETING - was set for April 24, 1991 at 11:00am in Watson.

Submitted by Lorrie Knox.
Library Automation Committee
Minutes
April 24, 1991

Members: John Miller (chair), Sandra Brandt, Bill Crowe (absent), George Gibbs, Mary Hawkins, Annamarie Hill, Kent Miller, Jim Neeley, Mary Roach

1. Due to budget hearings the week of May 6th and several absences on May 15, those meetings need to be rescheduled. After some discussion, the May 15 meeting was moved to Thursday, May 16 from 1:30-3:00 (place to be announced) and everyone was requested to email to John a record of their open times the week of the 6th.

2. The committee discussed a draft of a notice written by Annamarie and John describing a new procedure for routing requests for special mainframe reports or program fixes and enhancements to the programming staff. Several clarifications and changes were made. John is to distribute a revised draft to LAC members via email and then send the result to the members of Administrative Conference.

3. The rest of the meeting concerned a discussion of Mary Roach’s memo to the programming staff concerning (1) the specifications for the call number index module of the current Documents bibliographic record load project and (2) the description of a possible system to create a completely online shelf listing capability. Most of the discussion centered on how an online shelf list (combined with reports also described in Mary’s memo) would be used both by cataloging staff and by staff in circulation and the branches. It was reasonably clear from discussion with the programmers, that the programming time to do this is roughly equivalent to the programming time needed to redo the current shelf listing programs as part of the Docs project. It therefore is more a policy decision than one of allocating extra programming time. A decision would have to be made within a couple of months to fit into the current programming schedule.

George and Mary Roach were commissioned to talk with relevant staff during the next month about current uses of the manual shelf list. The intent is to functionally analyze and describe those uses in order to better understand the positive and negative aspects of creating an online shelf list and to better determine what supplementary print reports would be needed.

Also coming out of the discussion, in response to a question about the relationship between this project and a future circulation project, was a reiteration of the "copy" problem that has often reared its ugly head whenever system integration planning has occurred at KU. This was discussed most recently by the Circulation System Task Force. Kent and Mary Roach are to put their heads together and perhaps come up with a group and a method to finally put the issue to rest. [Good luck and best wishes to all involved.]
LFA EXECUTIVE COMMITTEE: MINUTES
MAY 13, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson

Minutes of the Nominating and Ballot Committee meetings of April 12, 22, 24, 29, May 1, and of the Staff Development Committee meeting of April 25 were reviewed and accepted. Minutes of the May 6 meeting of LFA Exec were accepted with revisions.

I. A subcommittee of Exec (Graves, K. Miller, Schulte) had drafted a ballot concerning Code changes regarding the Dean’s membership on LCPT, membership of grant-funded librarians in LFA, and the Committee for the Evaluation of Service and Research. This was presented to Exec for review. Various sections of the Code concerning membership in LFA seem ambiguous or even contradictory (sections 1.1.1.1, 1.1.1.2, and 1.1.1.3). There were varying interpretations among Exec members and it was decided that a substitute motion needs to be presented to LFA requesting input as to their intent in passing the previous motion before it is distributed on a ballot. The subcommittee will work further on this. The draft for the proposed revision of section 2.2.3 concerning the Dean’s membership on LCPT was accepted, as was the draft for the proposed addition to the Code concerning the Committee on the Evaluation of Service and Research. These two sections will be given to N&B and the ballot will concern these two Code changes.

II. It was decided that the next meeting of LFA will be on Wednesday, June 12, from 10AM to noon in Conference Rooms A&B.

III. S. Williams had mentioned to Dean Crowe that Exec would like to discuss with him Sandra Brandt’s suggestions for amenities that might encourage LFA members to run for vice chair/chair-elect of LFA Exec. He said that he is willing to fund $500 for travel to a professional meeting for the LFA Chair. Another option might be to provide more student or secretarial help to the Chair, if needed. Exec was pleased by these offers but Sherry will tell Dean Crowe that we would still like to discuss this with him.

IV. Shelley Miller, for the Nominating and Ballot Committee, had written to LFA Exec concerning LIII representatives and LCPT elections. N&B had questions for which they were requesting clarification. Discussion addressed the issues raised by these questions. The first was: "Is it actually wrong to elect the replacements for known resignees in advance of the effective dates of their resignation?" Exec determined that it is wrong vis a vis a strict interpretation of the Code, which requires co-option. The second was: "Should we indeed anticipate a run-off possibility as currently mandated, to prove that the second and third place candidates are not selected by a majority?" Exec does feel that there should be a run-off if needed. The third was: "Would you
suggest we call the five candidates with the option of removing themselves from the current ballot?" N&B will have to distribute a revised ballot for the election of LIII representative on LCPT. Members will vote for one candidate. Candidates should be called and the situation of co-option explained to them but they will be encouraged to remain candidates. The final question was: "If LPA Exec foresees co-opting next-highest vote receivers (specifically the second and third place candidates in a pool of five) from this election when two LCPT resignations become effective in July, should we really have held a run-off (now) both to narrow the pool and show the non-winners not to have a majority of votes?" Exec determined that there really should be a run-off even if those co-opted do not have a majority. By co-opting, committee members are selected by precisely the opposite method from having to win by majority. The issue of co-option will be passed to next year's Exec for discussion.

The next meeting of Exec will be held on Monday, May 20 at 10 AM in Conference Room A.

Submitted by Kathy Graves
NOMINATING AND BALLOT COMMITTEE MINUTES
May 14, 1991
Present: Diens, Eshelman, Miller

N&B tallied the votes cast in the elections for members of LFA Exec, LCPT and the Grievance Committee. The results:

LFA EXEC:

Librarian I Rep: Geoff Husic
Brad Shaffner
(a runoff will be held)

Librarian II Rep: Shelley Miller

Librarian III Rep: Mary Roach

Unclassified Professional: Sandra Gilliland

Vice Chair (Chair Elect): Rick Clement

Secretary: Becky Shulte

LCPT

Librarian I Rep: Brad Shaffner
John Richardson
(a runoff will be held)

Librarian II Rep: Gaele Gillespie

Librarian III Rep: This ballot will be re-run to fill only 1 vacancy in order to comply with the LFA code which specifies that the others (the result of resignations) must be filled through co-option.

GRIEVANCE COMMITTEE

Mike Biggins
Kathy Graves
Sandra Brandt
Sally Haines
Mary Rosenbloom
Margaret Wilson
(a runoff will be held between Haines, Rosenbloom and Wilson due to a three-way tie)

Submitted by Nicholas Eshelman
NOMINATING AND BALLOT COMMITTEE MINUTES

5-7-91

Present: J. Dienes, N. Eshelman, S. Miller

N&B tallied the votes cast in the ballot on adding a section to the LFA code on selecting representatives for external committees, specifically the Committee for Review of the Dean.

The results: Yes: 59  No: 0

S. Miller stated that Exec had informed her that there will be two LIII resignations from LCPT and that they will be effective July 1. N&B made plans to hold runoff elections (if needed) and to re-run the LCPT III election in order to elect just one candidate.

Submitted by Nicholas Eshelman
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: April 1, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner. Guest: Dean Crowe.

We were informed that the issue of librarian vs faculty salaries is dead due to the fact that librarians are at 88.2%, and faculty are at 88.8% of our peer institutions.

We discussed and approved the FY92 ballot for merit salary distribution that was prepared by Kathleen and Nancy Jaeger. Sandy agreed to explain the ballot at the next LFA meeting.

Dean Crowe requested, and the committee concurred, that we should commission a position by position analysis of librarian salaries to our peer group. The study will be completed by ARL and would help to identify positions in the library that are underpaid.

Finally, we were reminded that we still need to complete the work on the benefits file.

The next meeting will be held after the salary ballot has been tallied.

Brad Schaffner
secretary
PROMOTION AND TRANSFER LIST

May 20, 1991

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.)

* 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 24, 1991.

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<th>SALARY RANGE</th>
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<th>CONTACT PERSON</th>
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<td>DIGHTON</td>
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<td>R-18</td>
<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>FORT SCOTT</td>
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<td>R-16</td>
<td>Equipment Operator II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>R-25</td>
<td>Highway Maintenance Superintendent</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>HUTCHINSON</td>
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<td>R-31</td>
<td>Correctional Manager III</td>
<td>Shirley Lawson (316) 662-5304 (Ext. 280) Hutchinson Correctional Facility</td>
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<tr>
<td>R-18</td>
<td>Equipment Operator III</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>R-22</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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EQUAL OPPORTUNITY EMPLOYER

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

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

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

TOPEKA
R-14  Law Enforcement Telecommunications Operator I  Vicky Harris (913) 232-6000  Kansas Bureau of Investigation (Midnight Shift - Must be able to pass extensive KBI background investigation)

*Nurse Coordinator  (Special Project Unclassified - $2,556 - $3,612 per month)  Jo Ann Moran (913) 296-1290  Department of Health and Environment

R-13  Office Assistant III  (Evening Shift)  Sandy Mills (913) 296-6646  Topeka Correctional Facility  (1:00 P.M. to 10:00 P.M.)

R-13  Office Assistant III  (Half Time Position)  Mike Ramirez (913) 296-3721  Department of Transportation  (Typing Required)

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

R-25  Programmer III  Dorothy Rappard (913) 296-2638  Department of Social and Rehabilitation Services  (2 Positions)

R-29  *Health and Environment Analyst  (Registered Nurse Preferred)  Jo Ann Moran (913) 296-1290  Department of Health and Environment  (Special Project Unclassified)

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

R-25  *Registered Nurse III  Jo Ann Moran (913) 296-1290  Department of Health and Environment

WINFIELD
R-15  *Licensed Practical Nurse  Farrell Qard (316) 221-1200  Winfield State Hospital and Training Center  (3:00 p.m. to 11:00 p.m.)  (11:00 p.m. to 7:00 a.m.)

R-28  *Psychologist IV
R-22/25  *Registered Nurse II/III  (7:00 a.m. to 3:00 p.m.)
R-25  *Registered Nurse III  (3:00 p.m. to 11:00 p.m.)
CLASSIFIED VACANCY

The Art and Architecture has announced a full-time, permanent Library Assistant I vacancy (dependent upon availability of funds). (This position was converted to the LAI level from its previous status as an unclassified professional staff position with the title of Program Assistant.) Responsibilities of this position include: 1) Provides serials records-keeping and maintenance; 2) Provides patron assistance; 3) Maintains the department’s catalog records; 4) Oversees the maintenance of the copying machines and change fund; 5) Processes new books; 6) Maintains basic supplies; and 7) Completes special projects. Minimum Qualifications: Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of two years. Strongly Preferred: Reading knowledge of at least one foreign language. Library work experience; ability to maintain detailed and accurate records; ability to work effectively with library patrons and staff. Preferred: Experience with serial records; experience with catalog records; library public service experience; academic library experience; Japanese or Chinese language ability; coursework in art, art history, design, or architecture.

The Library Assistant I is funded at salary range 14 on the State Civil Service pay scale at a beginning annual rate of $16,356. Library staff interested in applying for this vacancy should request a "Request for Promotion or Transfer" form from Rex Hargis or Sandy Gilliland, 4-3601. Applications are due by 5:00 p.m. June 5, 1991. A copy of the position description is on file in the Administrative Office for review.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, ANCESTRY, AND AS SPECIFIED BY LAW, AGE AND VETERAN STATUS

CHANNETTE KIRBY CONTINUES INTERNSHIP WITH REFERENCE

Channette Kirby, Library Assistant II in the Science Library, presently serving as an intern for 20 hours per week in Watson Reference until June 17th, will continue her internship in Reference from June 18th through August 17th, at 10 hours per week. She will also serve as an intern in the Interlibrary Services Department for 30 hours per week as a temporary replacement for Judy Brow who has been granted a two-month leave of absence. Staff who have questions that would normally be handled by Channette in her Science Library position should contact Judith Emde. Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
BUDGET MEETINGS

There will be two meetings with identical agendas open to all members of the staff and devoted to the Libraries' budget for the coming year. Dean Crowe will describe the budget resources available to the Libraries for the coming year and the proposals that have been developed for allocating them. Staff comment will be welcome, and Dean Crowe has said that final decisions will not be made until after these meetings. Two meetings have been scheduled so that interested staff will have the opportunity to attend one or the other of them. They will be held in the Watson Administrative Conference rooms. One will be Thursday, June 13 from 3:00 to 5:00 p.m. and the other Friday, June 14, from 10:00 a.m. to 12:00 n.

Lorraine Moore, Budget and Planning Committee, chair

ELECTION RESULTS

LCPT LI: Brad Schaffner

LCPT LIII: Sherry Williams

LFA EXEC LI: Geoff Husic

GRIVANCE COMMITTEE: Sally Haines, Mary Rosenbloom

CODE CHANGE TO REMOVE DEAN AS EXOFFICIO MEMBER OF LCPT: Yes (i.e. code will be amended to remove dean as an exofficio member)

CODE CHANGE TO CODIFY COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH: Yes (i.e. committee will be codified)

Nicholas Eshelman

LINDA HALL LIBRARY CATALOG TO BE MOVED

The Linda Hall Library card catalog, which occupies three cabinets immediately east of Watson Library's main entrance, will be transferred to the Anschutz Science Library on Friday, June 22. This move has been prompted by competing space needs in Watson Library and the relevance of this catalog to Anschutz Science Library users. Please contact me if you have questions regarding this change.

Mary Hawkins

TGIF

This Friday is payday and, since the Union is closing early, let's try out the new beer garden at the Free State Brewery, 636 Mass. They don't take reservations, but we'll get there about 4:30. Their menu has a variety of good things to eat and drink, so live dangerously. We'll watch for you and you look for us.

Annie Williams

(continued)
SUGGESTIONS????

Several members of the staff who attended the recent budget/resource review meetings have suggested that Library staff be solicited on an ongoing basis for ideas that might promote economies and/or efficiencies—whether in individual units, in Library departments, or Library operations generally. So, here goes . . . .

If you have any such suggestions, please describe each, including the savings or operational/service improvement that you believe would result—as succinctly as possible—and send them to me, 502 Watson. If you identify yourself, you will receive an answer from the person in the Library best in a position to respond. If some suggestions (with their answers) appear to warrant wider dissemination, perhaps without the identity of the staff member attached, we will do so in FYI.

If a suggestion prompts a change, we will work with staff governance to find an appropriate means of recognizing and rewarding the person(s) who made the suggestion. We will also be looking for an opportunity to link the suggestions provided by Library staff with the state-wide employee suggestion program.

W. J. Crowe

COUNCIL ON LIBRARY RESOURCES ACADEMIC LIBRARY MANAGEMENT INTERN PROGRAM

The Council on Library Resources has announced that it will sponsor up to three "Academic Library Management Interns" during the 1992/93 academic year. This program, in which I participated as an intern at the University of Michigan in 1976/77, is offered for librarians who have an interest in the administration of large libraries and who wish to improve their management abilities. The CLR brochure calls for applications "from individuals who have high professional aspirations and who have successfully demonstrated pertinent skills."

Each intern will spend nine months (September-May) working with the director and senior administrative staff of a large and well-managed library. CLR will provide a stipend equal to basic salary and benefits (up to $35,000 for nine months) and some assistance with moving and other program-related expenses.

The application deadline is 31 October 1991. A copy of the brochure may be obtained from Rhonda Boose, Library Administrative Offices, 4-3601. I would be very pleased to discuss this program with any librarian who has an interest in applying.

W. J. Crowe

LFA MEETINGS SCHEDULED

There will be an LFA meeting Wednesday, June 12, 10:00 a.m. in Conference Rooms A & B.

Sheryl Williams

(continued)
CATALOG (online and otherwise) SEARCHING TIPS

A number of the comments on the online catalog that we receive indicate common problems in searching. There have been a number of times that the comments report a particular item is not listed, when in fact it is, but was missed because of these recurring searching problems. Some suggestions are:

1. The catalog is a multiple entry catalog. If you do not find your book under your first search, try another way, e.g. if you haven't found it under author, try title. Even if you are absolutely sure you know the author or title there could be a typographical or coding error that keeps it from being found one way or the other.

2. The title searches apply to the title proper only, not the title and the subtitle combined. There is often no way to predict where the cataloger decided the title ends and the subtitle begins. (For example, "fs analysis", leads to the title "Analysis : integral representations and asymptotic methods". The cataloger broke this into title and subtitle; consequently if you had typed "fs analysis integral representations", the catalog would have put you in another part of the alphabet -- between the titles beginning analysis h... and those beginning analysis j... -- and you would not have found this title without browsing backward quite a bit to the beginning of the titles beginning analysis. If it had been cataloged by another cataloger, it might have been interpreted as one long title, and you could not have found it by typing simply "fs analysis". If there is any chance that what you have is a title and subtitle combination (represented in international standard bibliographic description punctuation by a semicolon with a space on each side), try both the long and the short form (or browse back and forth in the index). This is a very common problem in searching.

3. Browsing back and ahead in the indexes will often turn up a clue, such as a cross reference, that will lead to the item you are looking for.

Please remember that we would very much like to have staff who submit comments and oops messages give us their names and units; there are many times when it would help to be able to ask the commenter a question to help us solve the problem.

Lorraine Moore

ATTACHMENTS

LFA Executive Committee Minutes--May 20, 1991
Library Emergency and Disaster Plan Committee Minutes--April 22, 1991
DPS Promotion and Transfer List--May 28, 1991
LFA EXECUTIVE COMMITTEE: MINUTES
MAY 20, 1991

Present: Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson
Absent: Dandridge

Minutes of the Nominating and Ballot Committee meetings of April 24, May 7 and 14 were reviewed and accepted. Minutes of the Salaries and Benefits Committee meeting of April 1 and the Committee on Staff Orientation meeting of April 9 were also reviewed and accepted. Minutes of the May 13 LFA Exec meeting were accepted with revisions.

I. The principal topic of discussion was the subcommittee's revision of the LFA Code, Article I. The intent of the revision would be to specifically include grant-funded librarians in LFA membership. Further revision was needed and Exec worked point by point through Article I until a satisfactory draft was written.

II. S. Williams announced that Exec will meet with Dean Crowe and Budget & Planning on Monday, June 10 at 10AM to discuss such issues as the length of terms on and the role of B&P. Sherry has an information notebook that B&P has submitted to Exec as fulfillment of one of their charges. She will route it to Exec members.

III. S. Williams will send letters to committee chairs soliciting annual reports. She will ask that they be submitted by the end of June.

IV. K. Lohrentz will have a handout to distribute to Exec for discussion at the next meeting, on parliamentary procedures in relation to handling of motions at LFA meetings.

The next meeting of Exec will be on Tuesday, May 28 from 11 - 12:30 in Conference Room A.

Submitted by Kathy Graves
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 22 April 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte

Absent: Sue Hewitt, George Gibbs (Ex. off.)

Minutes of 1 April 1991 approved.

Schulte announced that a workshop titled Natural Disaster Mitigation would be held at the AIC annual meeting; she had also sent a copy of the notice to Gibbs.

Craig asked for subcommittee reports:

Emergency Manual (M. Miller) Having scanned all local department manuals, the subcommittee decided to adopt the Art Library's as a model and produce a similar one for the Science Library and one for Watson. Watson will be difficult, being larger and less homogenous but it begins to look "doable." Several earlier documents have been reviewed and found to be, in some cases, contradictory so part of the need is to revise and reconcile earlier instructions. Craig said that the manual format would include easily visible tabs marked FIRE, TORNADO, etc., with a section of general information at the beginning. Draft models should be ready by May.

Facilities Survey (Anderson-S) A draft form for conducting the survey was handed out and comments solicited. Discussion centered on identifying "responsible parties" in each library, different ways of handling free standing libraries and tenant libraries, clarifying some points in the survey and adding others, method of approach for getting the forms completed, whether the committee or subcommittee would conduct an on-site survey.

Directory of Services (Schulte) Asked for guidance regarding what was to be included in the directory, that is, whether it was to include such things as the "upkeep checklist," inventory of emergency supplies on hand or be limited to identifying external sources of supplies. Craig indicated that the KCAA list was the model to follow and that the Facilities Survey should be enlarged to record regularly stocked emergency supplies, such as flashlights, plastic sheeting, etc.

Craig asked for time frames and all indicated that drafts, tests, trial balloons, etc. should be run up the several flag poles before the next meeting (22 May).

Craig gave Mitchell the chance to have discussed his notion that it is inappropriate to have student assistants in charge of libraries, that there should at all times be a staff member either on-site or on-beeper in order to provide, among other things, better responses to emergencies. K. Miller pointed out that it had ever been thus, although older memories disagreed. There being no groundswell of sentiment in favor of the idea, as well as some doubt that it was an appropriate topic for the Disaster Committee, it was quietly put to rest.

And the meeting adjourned.

Bill Mitchell, recorder
Minutes from the March 25th meeting were approved as amended.

Gregg had spoken with Sandy Gilliland regarding requests to staff not to say anything to other employees about jobs they had applied for until all applicants had been notified. It is her understanding that there is no official policy, but that this is requested as common courtesy. She said she would be willing to include an additional step in her notification process to notify applicants at what point notification to them all had been attempted. This way applicants won't have to wait until an announcement shows up in FYI to know they can speak.

Gregg was asked to find out who in the Libraries was authorized for overtime. He spoke with Sandy about this as well. Currently, everyone is authorized but only with consent of their supervisor and the department. Current Library policy is that only comp time is available as overtime. Sandy is awaiting more information from Human Resources about whether the Libraries current policy is still appropriate, since new policies went into effect in January 1990.

We reviewed the incomplete results of the student award program survey. The additional surveys will be added to the report and then we will write our own position report to give to the Student Issues Committee now being formed. We will solicit agreement from the Executive Board to our position paper before it is given over.

Gaile summarized the Exec. Bd. meeting held with Dean Crowe on 4/16/91.

Gregg will volunteer to be the Personnel Committee Representative on the new Student Issues Committee.

The committee will meet with Sandy Gilliland on Tuesday, April 30th, from 9-10am in Watson Room B to discuss concerns over the possibility of staff changes (reappointments, transfers, reallocations, etc.) hinted at in the budget planning process. We will speak with her specifically regarding state regulations for these types of changes, hoping to then provide accurate information to our constituency.

We briefly reviewed the tabulated results of the Working Conditions survey. We agreed to meet again Thursday, May 9, from 11am - 12noon in Watson B to discuss the reports that we will need to generate from this information and to divide responsibilities for writing these reports.
Personnel Committee Meeting Minutes for April 30, 1991

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton, Brenda Owens

Guest: Sandy Gilliland

Minutes from April 25th meeting were approved.

Our next meeting was scheduled for May 9th, 11am - 12noon in Watson B.

The entire meeting was devoted to a discussion with Sandy regarding classified rules and regulations in light of the anticipated budget crisis. Sandy and Dean Crowe will be meeting with Jackie McClain from Human Resources in the near future to continue clarification of particular issues.

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Personnel Committee Meeting Minutes for May 9, 1991

Members: Gregg Buckner, Gaile Burchill, Verna Froese, Susan Hamilton, Brenda Owens

Guest: Sandy Gilliland

Our next meeting was scheduled for May 16th from 11am - 12 noon in Watson B.

It was decided to place an entry in FYI announcing that we were available to speak with classified staff who had concerns or questions about employment rules and regulations in light of the anticipated budget crisis.

This meeting was devoted to a continuing discussion with Sandy regarding classified rules and regulations in light of the anticipated budget crisis. Sandy and Dean Crowe had met with Ola Faucher, Assistant Director of Human Resources earlier in the day.
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
913-296-4276
TDD 913-296-4798

May 28, 1991

Landon State Office Building, 900 S.W. Jackson Street.
Topola, Kans.a 66612·1251
913·296·4276
IDD 913·296·998

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.)

* 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 31, 1991.

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.

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Applications will be accepted through Friday, May 31, 1991.

SALARY VACANT POSITIONS CONTACT PERSON

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

MARION
R-19 Equipment Mechanic I Mike Ramirez (913) 296-3721 Department of Transportation

SALINA
R-18 Data Control Technician III Mike Ramirez (913) 296-3721 Department of Transportation

TOPEKA
R-19 Accountant II Donna Krier (913) 296-3077 Department of Revenue

TOPEKA (Cont.)

R-19 Disability Examiner I Wendell Lewis (913) 296-6550 Department of Social and Rehabilitation Services Disability Determination and Referral Services

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

(registered Nurse Preferred)

R-99 Executive Secretary of the Kansas Public Employees Retirement System Nancy Nichols (913) 296-5390

(registered Nurse Preferred)

R-29 Health and Environment Analyst Nancy Nichols (913) 296-5390

(Registered Nurse Preferred)

R-29 Investment Officer Nancy Nichols (913) 296-5390

(Unclassified)

R-29 Nurse Coordinator Nancy Nichols (913) 296-5390

(Special Project Unclassified - $2,012 Per Month - Special Department of Health and Environment Project Unclassified)

(Desired: Education/Experience in Chemistry or Environmental Science)

R-29 Nurse Coordinator Nancy Nichols (913) 296-5390

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(Special Project Unclassified - $2,012 Per Month - Special Department of Health and Environment Project Unclassified)

(Desired: Education/Experience in Chemistry or Environmental Science)
WINFIELD

R-15  Licensed Practical Nurse
    (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-25  Registered Nurse III
    (3:00 p.m. to 11:00 p.m.)

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

*EXECUTIVE SECRETARY*

The Kansas Public Employees Retirement System (KPERS) invites applicants to apply for the unclassified position of Executive Secretary located in Topeka. The Executive Secretary is the chief executive and operating officer of KPERS, providing for the execution of all board policy functions: operational, administrative and investment. Salary is commensurate with experience and ability.

A bachelor's degree from an accredited college or university, preferably in business or public administration, is required. An advanced degree such as MBA, MPA, or law is desirable. Administrative experience in a broad and extensive public or private employees defined benefit program or experience in managing a business or business unit and/or experience as a member or senior management in a corporate environment; effective written and oral communication skills; experience in preparing budgets and reports.

Qualified applicants should submit a letter of interest, current resume and other significant job credentials to: Nancy Nichols, Kansas Division of Personnel Services, Room 105, 900 S.W. Jackson, Topeka, KS 66612 by 5:00 p.m. on June 14, 1991. A complete position description is available upon request by calling (913) 232-6665.

*INVESTMENT OFFICER*

The Kansas Public Employees Retirement System (KPERS) invites applicants to apply for the unclassified position of Investment Officer located in Topeka. KPERS serves 40,000 retirees and 110,000 active members in a defined benefits plan with current assets of 4.1 billion dollars. The Investment Officer reports to the Executive Secretary of KPERS. Salary is commensurate with experience and ability.

The primary purpose of this position is to create, initiate, and maintain effective programs to guide and monitor pension fund investments. The Investment Officer exercises primary responsibility for the management of KPERS funds invested according to policies established by the Board of Trustees.

A bachelor's degree preferably in finance, economics, or business from an accredited college or university is required. An advanced degree in finance, economics, or business is desirable. Membership in Chartered Financial Analysts or enrollment in CFA program is highly desirable. Requires extensive investment administrative experience, including at least three years in: 1) A large retirement system performing duties which involves investment policy recommendations or management of investment funds; 2) A large investment organization performing duties which included responsibility for directing the investment of bonds, common stocks, mortgages, and other securities; and performing duties which involved investment policy recommendations or management of investment funds; or an equivalent combination of training and experience.

Working knowledge of retirement and investment laws and regulations is preferred. Experience communicating and working with legislative and public constituencies is preferred.

Qualified applicants should submit a letter of interest, current resume and other significant job credentials to: Nancy Nichols, Kansas Division of Personnel Services, Room 105, 900 S.W. Jackson, Topeka, KS 66612 by 5:00 p.m. on June 14, 1991. A complete position description is available upon request by calling (913) 232-6665.
I have received permission from Vice Chancellor Brinkman to share with the Library staff the text of the remarks he made at a luncheon meeting on May 29th for the Kansas Delegation to the White House Conference on Libraries and Information Services (???).

W. J. Crowe

I am pleased to have been invited to join you at lunch today, more or less midway through your day’s activities. We are always glad to have an opportunity to "show off" our library system to those who might like to learn more about it, and we are especially glad to have this day with those of you who soon will be attending the White House Conference on Libraries and Information Services. This national gathering will be an important event, and we feel privileged to have this time to visit with those of you who will be there.

I note from your agenda that you have visited this morning the Anschutz Science Library, the Spencer Research Library, and Watson. I hope you will agree that they are impressive facilities. Our library system comprises the heart of this University, and is a state and national resource of tremendous value. As academic vice chancellor, I confront competing budget demands on a daily basis. The deans of the professional schools and the College of Liberal Arts and Sciences report to me, and my office is the source of the allocations which determine the operating budgets of these units. In tough economic times--and I hope you will agree that the current time so qualifies--it is perhaps understandable that an element of internecine conflict creeps into the mix. It is the job of each dean, and of individual faculty, to present the best case for his or her school, and to be less than sympathetic to cuts that might come from a colleague’s unit, if those savings might accrue to one’s own bailiwick. (Yes, the milk of human kindness is watered down in academia, as elsewhere, when money is short.) But there is an exception to this rule of somewhat blatant self-interest. Each dean and nearly all faculty have common cause in protecting the libraries. Each recognizes that without a strong library, the entire University will suffer. Faculty research is impeded; the possibility of obtaining grants is reduced; new, quality faculty cannot be attracted here; graduate students may choose to go elsewhere that is more conducive to their research interests. The list goes on and on. The Libraries are the core of this institution. No university that aspires to greatness can achieve that aspiration without a first-rate library. I am proud that the integrity of the Library has always been protected here. Despite some very rough years, the Library has remained sheltered from some of the worst financial vicissitudes. Our task has not grown any easier, however.

The following anecdotal evidence may be illustrative of the Herculean tasks facing those who are responsible for maintaining academic libraries. Serial prices--particularly European serials--are skyrocketing. For example, a year’s subscription to Brain Research cost $7,000 in 1991. The damage to our purchasing power is badly exacerbated by a dollar weakened against foreign currency. The University of Kansas Libraries would need over $750,000 in additional funding in fiscal 1992 to maintain current purchasing power--simply to maintain the status quo. This $750,000 would not increase the technology needed to improve client access to the collections; there would be no increase to support new interdisciplinary programs and new scholarly interests; no new means to subscribe to

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
additional journals. This staggering amount is necessary to simply stay in place. And we don’t have it. We, of course, do not face these problems in isolation. The Regents’ institutions have been working diligently to achieve common solutions to the problems of library funding. Special attention has been paid to new technologies that would allow for less duplication in holdings and easier access to collections by all schools within the system. Some progress has been made, but none of these strategies is without cost, and the decisions that must be made approach the Solomonic. The infrastructure that would increase KU’s ability to share its collections with other state institutions must be funded at the expense of maintaining the status of those collections which others wish to borrow. The staffing which allows the Library to maintain reasonable hours must be balanced against the maintenance of those collections that the clients wish to visit. It is a sign of the desperation of these times that access and collections needs compete for a shrinking pot of money.

Some infrastructure needs may be postponed pending better financial times. The needs of the Library do not fall into this category. Particularly in the area of serials, ground lost one year cannot be made up the next. The battle to defend the quality of holdings must be a constant one, and I have been most grateful for the support of the entire University community which has been virtually unanimous in its devotion to the KU Libraries.

I would be remiss if I did not recognize the remarkable staff of the University of Kansas Libraries. In these times of very tough choices, the library staff has performed professionally—and magnificently. I would rate as one of the prime strengths of this institution the strong ties between the librarians and the other faculty members. Lines of communication are well established and decisions about collections—and in harder times, about cancellations—are made after long consultations. The librarians are an integral part of the academic life of this place, and not enough credit is ever given to the essential role they play in the research successes achieved here.

Despite modern library technology, in which KU is a leader in the state, the library business is a very labor intensive one. The Library system at KU is by far the biggest employer of student workers at the University. One of the most serious problems confronting us now resulted when the legislature failed to appropriate monies to fund the increase in the minimum wage. Because so many library functions depend on student workers, services must be slowed or cut in order to meet these new wage obligations for which we received no new allocation. Again, access to collections must be balanced against the health of the collections themselves.

I trust I have not painted too bleak a picture today. I hope you have been impressed by what you have seen thus far this morning. I have taken it as my responsibility in these few minutes to point out at what cost our library accomplishments have been achieved, and with what vigor they must be maintained and defended. The University of Kansas system of libraries should be a point of pride not only for this institution, but for the entire state and the region. It is a treasure upon which any other academic successes must be grounded. The importance of academic libraries to the nation’s health is attested to by the level of the conference you will be attending in July. Please let us know if there are issues with which we could be of help before—or after that meeting.

Thank you very much for coming today and for letting us bend your ears on matters of mutual interest and importance.

[END]

--Del Brinkman
Vice Chancellor for Academic Affairs

(continued)
HIRING FREEZE AND CONTINGENCY PLANS FOR PERMANENT BASE BUDGET REDUCTIONS

Reproduced below is the June 3rd memorandum announcing the University’s current position on budgeting during this uncertain time.

I will continue to discuss the Library’s budget planning with the Dean’s staff and the Budget and Planning Committee and will review the Library’s contingency plans at the open meetings scheduled on Thursday, 16 June (at 3 PM) and Friday, 14 June (at 10 AM). The Assistant Deans have been discussing with department heads specific options within their areas of responsibility, based in particular on the budget/resource reviews conducted in May.

Please note that this memorandum underscores the continuing importance of frugality. Following up on the notice that I included in last week’s FYI, I will welcome suggestions for economies or efficiencies that staff believe warrant my attention.

W. J. Crowe

The University of Kansas

Executive Vice Chancellor
Lawrence Campus

To: Vice Chancellors, University Directors, Deans, Directors, and Chairs
From: Delbert M. Shankel, Executive Vice Chancellor
Keith L. Nitcher, University Director of Business and Fiscal Affairs
Date: June 3, 1991

In anticipation of cuts resulting from Governor Finney’s veto of the tax increase bill, the University is taking several steps to prepare for possible reductions in state appropriations.

All units are preparing contingency plans for permanent base budget reductions, and we are instituting a hiring freeze, effective immediately. All positions currently vacant, or which become vacant—classified and unclassified—are frozen. Any exceptions to the freeze must be recommended by the appropriate vice chancellor or university director and authorized by one of us.

This freeze will remain in effect until the amount of the governor’s budget cuts is known and the University has identified its program reductions.

We should each exercise as high a degree of frugality as is consistent with our mission in teaching, research, and service.

The state’s financial condition has created difficult circumstances for the University which require these extraordinary measures.

231 Strong Hall • Lawrence, Kansas 66045-1501 • (913) 864-4904

(continued)
KANSAS DELEGATION TO WHITE HOUSE CONFERENCE VISITS KU
I have just received a letter (reproduced below) from Duane Johnson, State Librarian of Kansas, thanking KU Library staff who organized and conducted a full day's activities on May 29th for the Kansas delegation to the upcoming White House Conference on Libraries and Information Services. (See also in this issue the text of remarks made by Vice Chancellor Brinkman at the luncheon for the delegation that day.)

Many Library staff contributed substantially to this fine effort to inform our representatives to WHCLIS about issues of particular concern to academic libraries and higher education--to a clearly appreciative audience. Well done!

W. J. Crowe

Kansas State Library Capitol Building Topeka 66612—

May 30, 1991

Dr. William J. Crowe, Dean of Libraries University of Kansas Libraries Watson Library Lawrence, KS 66045

Dear Bill:

The WHCLIS delegate academic library orientation was excellent! Balanced in content, informative of the issues with which this group are likely to be confronted during WHCLIS, sensitive to the types of academic libraries, and open and encouraging to expression of opinion and questions. An outstanding, valuable day all around.

Please convey our sincere thanks to all who worked for the success of the day. We are deeply appreciative.

Sincerely,

Duane Johnson
State Librarian

913-296-3296 800-432-3919 fax - 913-296-6650

(continued)
CONGRATULATIONS TO JANET ANDERSON- Story
I invite all staff to join me in extending warmest congratulations to Janet Anderson-Story, Circulation Department, Watson Library, on her receipt of the Kansas Library Association's FY1992 $1,650 scholarship. Janet plans to pursue the MLS at Emporia State.

We're all proud of you, Janet! (As the writer of the letter informing Janet of the award put it: "I thought [the committee's] choice the perfect one!")

W. J. Crowe

PERSONNEL

Sandy Gilliland

STUDENT EMPLOYEE TASK FORCE APPOINTED
The following library staff have been appointed to form the ad hoc Student-Employee Task Force:

Lars Leon, Acquisitions (Chair)
Jan Altenbernd, Art and Architecture Library
Greg Buckner, Copy Services (and liaison with Personnel Committee, Classified Conference)
Bayliss Harsh, Watson Reserve
Lorraine Knox, Anschutz Science Library

The group is charged with: 1) reviewing the wage rate structures which currently exist within different units in the Library and recommend any changes that might be appropriate to promote a more effective employment for student assistants; and, 2) identify means beyond wage rates by which the Library might better recognize and reward student-employees to emphasize their importance to the life of the Library in service to the University.

The Task Force will begin its work this month by examining student-employee policies at other Regents universities and peer institutions. The Task Force plans to survey library students, supervisors of students, and library department heads sometime this summer. Library staff who have suggestions regarding student employment and wage issues may contact any member of the Task Force.

W.J. Crowe

LFA MEETINGS SCHEDULED
There will be an LFA meeting Wednesday, June 12, 10:00 a.m. in Conference Rooms A & B.

Sheryl Williams

(continued)
LFA APPOINTIVE COMMITTEE

An announcement of the LFA appointive committee vacancies for the 1991-1992 year has been distributed to each member of the faculty as part of a larger LFA mailing earlier this week. Please indicate your interest in serving directly to me at any time during the month of June.

Kent Miller

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, Thursday, 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

CIVIL SERVICE EXAMINATION CALENDAR

Civil service examinations offered on campus during the month of June are listed on the attached "Testing Calendar". Please inform your student employees of these examinations if they are interested in permanent civil service employment. Civil service examinations must be taken before students can become eligible for such positions. Additional information is available from Rex Hargis, Sandy Gilliland, or the Department of Human Resources (4-4946).

Sandy Gilliland

CONDOLENCES

We were saddened to learn of the death of Donna Koepp’s father, Leo Petersen, of Wickenburg, Arizona. Mr. Petersen passed away Tuesday, June 4, 1991. Funeral arrangements are pending.

Sandy Gilliland

REMINDER

Departmental representative may pick up supplies between 8:30 am and 9:30 am every Wednesday from the supply room in the Administrative Office, Room 502 Watson.

Denise Swartz

ATTACHMENTS

Classified Conference Executive Board Minutes--April 30, 1991
Library Automation Committee Minutes--May 22, 1991
Department of Human Resources Testing Calendar--June 1991
DPS Promotion and Transfer List--June 3, 1991
Library Automation Committee
Minutes
May 22, 1991

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Annamarie Hill, Kent Miller, Jim Neeley, Mary Roach

1. Minutes of the April 24 meeting were approved as revised via email.

2. John reminded members of the new local MAIL list LAC-L by which members can send mail easily to the entire committee.

3. John stated his hope that the agenda distributed for this meeting could be the beginning of a continually-updated and ongoing agenda to be distributed weekly via LAC-L. He stated he had attempted to list all pending discussion items as well as some current reports on the agenda, but welcomed additions. The only addition was a regular report on regional and national network issues, e.g. ABEU or OCLC. Other reports would appear as needed. Members were asked to send future agenda items to John via email.

John pointed to two special concerns that he had put on the agenda for future meetings: (1) the need to decide on how decisions should be made about what should be loaded on Inquire/Text and when, and (2) the general question of service and maintenance contracts on equipment.

Several other members echoed the need for a broad-based discussion of what should be done with Inquire/Text. The three possible areas of development, each presenting different problems and possibilities, are full-text databases (such as electronic journals or documentation), citation and abstracting databases, and databases containing MARC-record data. Bill noted that he had raised the issue of how to select databases for load into Inquire in other forums, especially CDC Exec. He cited experience elsewhere (California and Ohio) that suggests the need for a broadly-based group to suggest to the Library Administration what types of files to load and for what reasons. He plans to decide how to constitute such a group (as a subset of CDC Exec and the Library Automation Committee, perhaps) before July so that decisions about how to allocate resources can begin this summer.

4. John reported that all negotiations on the Inquire/Text contract are complete. Infodata dropped all insistence that our lease be restricted in any way. In return for a substantial discount, we will agree to be a reference site which other potential Inquire clients can visit. The bid replies have been returned to Topeka and as soon as we receive confirmation of the award of the bid we will sign the contract. Annamarie will attend a 2-week system implementation workshop in August (which we will pay for). We are also entitled to a free week of specialized training anytime in the first six months. The suggestion is to send someone to "User Language Basics" which covers specialized queries and reports. The software is to be delivered within 30 days of the contract signing.
5. Bill and John reported on recent developments with the CODDL (Council of Deans and Directors of Libraries) Systemwide Access proposal. CODDL members made a presentation to COCAO (Council of Chief Academic Officers) last Thursday in Topeka, explaining in person the different parts of the proposal and offering differing staffing options in response to COCAO's earlier comments on the draft proposal. COCAO's response was very positive and the proposal will proceed more or less as it appears in the final draft. CODDL will make a similar presentation to the Board of Regents when it meets at the end of June.

6. The PROGREQ account appears to be working. Four requests have been received and handled by the programmers. Members agreed that informing them by email of requests was sufficient.

7. George and Mary Roach reported on the online shelf list proposal. An email message followed by a written memo were sent to Administrative Conference members outlining the project. An open meeting has been scheduled for 1:30-3 on Thursday, May 30 in Watson room A. George and Mary will also be visiting the Regents Center Library to talk with staff there who cannot attend the May 30 meeting.

8. John restarted the discussion of the proposed project tracking system. Lengthy discussion followed. Members agree there is a continuum of projects, ranging in size and complexity from a standard report taking a few minutes to an entirely-new system module taking several years. The consensus appears to be that the low end probably can be handled through PROGREQ and the high end in the normal way that the LAC has previously requested planning and programming of major projects.

The enormous number of projects in the middle, however, present a lot of problems and questions. There seems to be agreement that medium-sized and large projects need to be identified, listed, analyzed in a preliminary way, and then put into some kind of priority order. This is more-or-less what the project tracking proposal suggests. Many questions remain, however.

Discussion of this topic will continue at the next meeting. Since the various "lists" (of which John claimed to have many) seemed to be important, committee members were asked to submit (or solicit) any current lists that exist in particular departments. These will be combined with John's files and with earlier items submitted to the LAC, including the surveys solicited in 1989.

9. The next meeting will be 8:30-10:00 a.m., Friday, May 31 in Watson room A. Another meeting is also scheduled for 1:30-3:00 p.m., Wednesday, June 12 in Watson room A.
MINUTES, Classified Conference Executive Board

April 30, 1991


The minutes from the last meeting were approved.

Rex reported on the last Administrative Conference meeting. The next meeting will be May 22nd. Kerry Bower will attend.

Sue (Budget and Planning) discussed the user satisfaction surveys that Susan Craig and Julie Waters are working on. The pilot survey has already been conducted at various libraries. The committee has also compiled a notebook describing library committees. The notebook describes the charge of these committees and to whom they report.

Library budget hearings will be next week. Sue was not sure what role her committee would have in reviewing the input.

Gaile read the minutes of the last Personnel Committee meeting. They were approved. Their next meeting will be May 9th.

Final tallies of the student award program questionnaires have been made. The committee will prepare a position paper which will be brought first to the Classified Exec Board.

The committee also met with Sandy to ask questions regarding the possibility of classified re-assignment. The hope is to start ongoing dialog on related questions. The committee offers to act as an intermediary to get correct answers regarding re-assignment questions. Rex also can be contacted to answer questions.

Bayliss reported for Staff Orientation. They are writing up their recommendations for next year's committee.

Sue reported for Channette on the Senate Libraries Committee.

The Staff Development Committee are planning tours which will be announced in the FYI after they have been ok'd by library administration.

The next meeting will be at 1:30 P.M. on May 28th.

Jane Hoyt
Co-secretary
## UNIVERSITY OF KANSAS

**TESTING CALENDAR**

Department of Human Resources
For information call 864-4946

### JUNE 1991

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**WRITTEN EXAMINATIONS OFFERED:** Accountant I, Cook, Food Service Supervisor I&II, Refrigeration A/C Technician I&II, Storekeeper I,II,III.

**UNASSEMBLED EXAMINATIONS OFFERED:** Bookkeeper (Closes June 15), Dietitian I&II, Facilities Maintenance Supervisor, Medical Technologist I, Painter, Plumber I, Radiologic Technologist I&II (Diagnostic X-Ray).
PROMOTION AND TRANSFER LIST

June 3, 1991

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.)

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 7, 1991.

SALARY RANGE VACANT POSITIONS CONTACT PERSON

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

Dighton

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

Ellsworth

Storekeeper III Aneta Nichols (913) 472-5501

Garnett

Engineering Technician IV Mike Ramirez (913) 296-3721

Independence

Engineering Technician II (2 Positions) Mike Ramirez (913) 296-3721

Larned

Active Treatment Program Director Diana Cobb (913) 296-4495

Larned Correctional Mental Health Facility

Larned (Cont.)

R-26 Institutional Business Administrator II Diana Cobb (913) 296-4495

Larned Correctional Mental Health Facility

R-13 Office Assistant III Diana Cobb (913) 296-4495

(Located in Southwest Kansas) (Typing Required) Larned Correctional Mental Health Facility

R-27 Personnel Management Specialist III Diana Cobb (913) 296-4495

Larned Correctional Mental Health Facility

R-23 Physical Plant Supervisor I Diana Cobb (913) 296-4495

Larned Correctional Mental Health Facility

R-15 Secretary II Diana Cobb (913) 296-4495

Norton Correctional Facility

R-19 *Food Service Supervisor II Mary Stanton (913) 877-3380

Topeka

R-27 Computer Systems Analyst III Mike Ramirez (913) 296-3721

Department of Transportation

R-15/17 Corrections Officer Trainee/ Corrections Officer I Sandy Hills (913) 296-6646

Topeka Correctional Facility

Corrections Officer Trainee/Corrections 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. Applicants must be at least 21 years of age and be free of felony convictions.

R-19 Disability Examiner I Wendell Lewis (913) 296-6600

Department of Social and Rehabilitation Services

Disability Determination and Referral Services

R-25 *Ecological Specialist (Located in Southwest Kansas) Ginny McCord (913) 296-4171

Board of Agriculture

*Environmental Technician IV (Located in Southwest Kansas) (Located in Southwest Kansas) (Desired: Education/Experience in Chemistry or Environmental Science) Jo Ann Moran (913) 296-1290

Department of Health and Environment

*Executive Secretary of the Kansas Public Employees Retirement System (Unclassified) Nancy Nichols (913) 296-5390

(Continued on Back)
*INVESTMENT OFFICER

The Kansas Public Employees Retirement System (KPERS) invites applicants to apply for the unclassified position of Investment Officer located in Topeka. KPERS serves 40,000 retirees and 110,000 active members in a defined benefits plan with current assets of 4.1 billion dollars. The Investment Officer reports to the Executive Secretary of KPERS. Salary is commensurate with experience and ability.

The primary purpose of this position is to create, initiate, and maintain effective programs to guide and monitor pension fund investments. The Investment Officer exercises primary responsibility for the management of KPERS funds invested according to policies established by the Board of Trustees.

A bachelor's degree preferably in finance, economics, or business from an accredited college or university is required. An advanced degree in finance, economics, or business is desirable. Membership in Chartered Financial Analysts or enrollment in CFA program highly desirable. Requires extensive investment administrative experience, including least three years in: 1) A large retirement system performing duties which involves investment policy recommendations or management of investment funds; 2) A large investment organization performing duties which included responsibility for directing the investment of bonds, common stocks, mortgages, and other securities; and performing duties which involved investment policy recommendations or management of investment funds; or an equivalent combination of training and experience.

Working knowledge of retirement and investment laws and regulations is preferred. Experience communicating and working with legislative and public constituencies is preferred.

Qualified applicants should submit a letter of interest, current resume and other significant job credentials to: Nancy Nichols, Kansas Division of Personnel Services, Room 106, 900 S.W. Jackson, Topeka, KS 66612 by 5:00 p.m. on June 14, 1991. A complete position description is available upon request by calling (913) 232-6665.

*EXECUTIVE SECRETARY

The Kansas Public Employees Retirement System (KPERS) invites applicants to apply for the unclassified position of Executive Secretary located in Topeka. The Executive Secretary is the chief executive and operating officer of KPERS, providing for the execution of all board policy functions: operational, administrative and investment. Salary is commensurate with experience and ability.

A bachelor's degree from an accredited college or university, preferably in business or public administration, is required. An advanced degree such as MBA, MPA, or law is desirable. Administrative experience in a broad and extensive public or private employee defined benefit program OR experience in managing a business or business unit and/or experience as a member or senior management in a corporate environment; effective written and oral communication skills; experience in preparing budgets and reports.

Qualified applicants should submit a letter of interest, current resume and other significant job credentials to: Nancy Nichols, Kansas Division of Personnel Services, Room 106, 900 S.W. Jackson, Topeka, KS 66612 by 5:00 p.m. on June 14, 1991. A complete position description is available upon request by calling (913) 232-6665.
PERSONNEL

Beverly Pardue has been appointed as a Cataloging Assistant (Program Assistant), a 50% appointment, with the Department of Special Collections' O'Hegarty Grant project, effective June 18th. Beverly has earned two degrees from the University of Texas, Austin: a Master's Degree in Library and Information Science (1989), and a BA degree in History, (1981). She was most recently employed by the Austin Community College as a Technical Staff Assistant in the Learning Resource Services division. Beverly's husband, David, is a Cataloger in Watson Library.

Sandy Gilliland

BUDGET MEETINGS

There will be two meetings with identical agendas open to all members of the staff and devoted to the Libraries' budget for the coming year. Dean Crowe will describe the budget resources available to the Libraries for the coming year and the proposals that have been developed for allocating them. Staff comment will be welcome, and Dean Crowe has said that final decisions will not be made until after these meetings. Two meetings have been scheduled so that interested staff will have the opportunity to attend one or the other of them. They will be held in the Watson Administrative Conference rooms. One will be Thursday, June 13 from 3:00 to 5:00 p.m. and the other Friday, June 13, from 10:00 a.m. to 12:00 n.

Lorraine Moore, Budget and Planning Committee, chair

DEAN'S TRAVELS AND TALKS

To keep Library staff better informed about some of the Dean's activities outside the Library, I plan to continue to provide updates from time to time on some of the special meetings and like events in which he will participate in the 3-4 weeks ahead:

* On Thursday, June 20, he will be meeting with the KU Resources task Force of the Chamber of Commerce.

* On Friday, June 21, he will be visiting Baker University.

* From June 27 to July 2, he will attend the ALA meeting in Atlanta, Georgia.

* From July 17 to August 9, he will be a Senior Fellow at the Graduate School of Library and Information Science, University of California at Los Angeles.

Rhonda Boose

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
Pre-ALA CAUCUS

Only two Library staff have responded to my call for expressions of interest in once again holding a pre-ALA caucus. Given this limited response, I have decided not to schedule a meeting.

I urge all who have ALA-related information which they wish to share, or who have questions or suggestions for Library staff who will be traveling to Atlanta, to use the Library’s ALA Conference Discussion (KULALA-L).

William J. Crowe

CROWE NAMED TO HALL CENTER BOARD

Frances Degan Horowitz, Vice Chancellor for Research, Graduate Studies and Public Service, has appointed me to a three-year term, beginning in Fall 1991, as a member of the Executive Committee of the Hall Center for the Humanities. (Susan Craig has just completed service as a member of the committee.)

William J. Crowe

THANK YOU

My husband and I are very grateful for all your thoughts and prayers. He is recovering well from his surgery and should be home before this weekend.

Diana Dyal

ATTACHMENTS

Charges to Student Employment Task Force
Time Schedule for Production CICS, Library CICS and Online Catalog System
LFA Executive Committee Minutes--May 28, 1991
Staff Development Committee Minutes--May 2, 1991
DPS Promotion and Transfer List--June 10, 1991
TO: Lars Leon, Acquisitions Department  
    Watson Library  
FROM: William J. Crowe  
    Dean of Libraries  
CC: Members of the Administrative Conference  
DATE: May 13, 1991  
RE: Student-employee Task Force

I am asking you to serve as chair of an ad hoc Student-Employee Task Force, with the Library staff named below to serve as members of the group. All members of my immediate staff, especially Sandy Gilliland [and Rex Hargis] and Nancy Jaeger, will provide support for the group's work.

You will note that I have not appointed a student-employee to the group, simply because of the practicalities of committing a student to meeting time commitments, etc. However, I strongly suggest that the group consider how student-employees might be involved throughout (random sample surveys; one-two open meetings; a call to all student-employees for comments as you produce draft suggestions).

The charge to the group encompasses the following two broad areas:

1. Review the wage rate structures that currently exist within different units in the Library and recommend any changes you believe might promote more effective employment for student assistants.

   I ask specifically that you look at this very sensitive issue with due regard for current fiscal realities (read: no more--and possibly less--money for student wages), but with an eye to a recommendation that might be phased in over, say, 2-3 years. Close consultation with Sandy and Nancy, but also with the Assistant Deans, will be particularly important here as you consider various options.

   Report: I very much hope that you will be able to provide your recommendations by mid-August 1991.

2. Identify means beyond wage rates by which the Library might better recognize and reward student-employees to emphasize their importance to the life of the Library in service to the University and our concern for their well-being as individuals.

   I suggest that you solicit ideas from the Library staff at large (including student assistants), and that you confer specifically with the Personnel Committee of the Classified Conference (Greg Buckner is designated as liaison with that group), members of the Administrative Conference, and the Library Administration.

   Report: I expect that this phase of your work will extend into Fall Semester and that you may choose to make several recommendations. I hope that you will be able to conclude no later than late November/early December 1991.

Members

Lars Leon, Acquisitions Department
Jan Altenbernd, Art and Architecture Library
Greg Buckner, Copy Services (and liaison with Personnel Committee, Classified Conference)
Bayliss Harsh, Reserve Unit, Watson Library
Lorraine Knox, Anschutz Science Library
The 20th meeting of the Staff Development Committee was called to order at 10:40 am May 2nd with Rick Clement, Connie Powell, Linda Evans, Janet Anderson-Story and Lorrie Knox present.

The first order of business was the reading and approval of the minutes. This was followed by a reading of the current financial statement for workshops and speakers.

There was a discussion of plans for the May 23rd site visit to Topeka led by Lorrie Knox. She will present a statement on the visit to Dean Crowe next week and advertise the trip in the next FYI.

Rick Clement reported that he is lining up two talks for the month of May: one by John Miller on automation at KU - past, present, and future, and one by Mary Burchill on the library preservation initiative. Following a short discussion of these upcoming talks the meeting adjourned at 11:10 am.

Connie Powell
Secretary
The University of Kansas

Computing Services

TO: Administrative Computing Users
FROM: William J. Pesek Jr., Operations Production Manager
DATE: May 30, 1991
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 4, 1991 through August 25, 1991. 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></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<td></td>
<td>8 A.M. to 9 P.M.</td>
<td>9 A.M. to 5 P.M.</td>
<td>Noon to 9 P.M.</td>
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Library CICS Schedule

File availability for Circulation, Serials, Catalog and Retrospective Conversion

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<tr>
<th></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<td>8 A.M. to 10 P.M</td>
<td>9 A.M. to 5 P.M.</td>
<td>Noon to 10 P.M.</td>
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</table>

Availability for the Online Catalog System

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<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td></td>
<td>8 A.M. to 3 A.M.</td>
<td>9 A.M. to Midnight</td>
<td>8 A.M. to 3 A.M.</td>
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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 July 4, 1991.

Online Catalog

There are no exceptions to the Online Catalog System during this period.

N JAEGER
WATSON LIBRARY
LIBRARY
LFA EXECUTIVE COMMITTEE: MINUTES
MAY 28, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, Schulte, S. Williams, Wilson

Minutes of the May 20 LFA Executive Committee meeting were approved with revisions.

I. S. Williams announced the results of recent ballots:
   - LFA membership voted to codify the Committee to Evaluate Service and Research.
   - LFA membership voted to remove the Dean from ex officio membership on LCPT.
   - Members were elected to various committees:
     - LI representative on LFA Exec - Geoff Husic
     - LI representative on LCPT - Bradley Schaffner
     - LIII representative on LCPT - Sherry Williams
     - Grievance Committee members - Sally Haines
       - Mary Rosenbloom

   With regard to the Code changes, Sherry will present them to Dean Crowe and a new Code will not be published until after July 1.

II. K. Miller will make an announcement soliciting volunteers and nominees for next year's LFA committees. It is hoped that there will be a slate of candidates earlier than usual from which next year's LFA Exec can make committee appointments.

III. Exec studied K. Miller's draft on LFA Ballot Issues regarding membership of librarians with non-tenure track appointments. This discussion, as well as previous ones on the same issue, raised the question as to whether the entire LFA Code needs revision; Exec has come to the conclusion that it may. Our intent has been to include grant-funded librarians in LFA membership. We will make it known to LFA that we are aware that this is not the only issue in the Code that needs to be addressed and that we will pass our recommendation for a Code review to next year's Exec.

   A draft of the LFA Code, Article I, with revisions, will be distributed to LFA before the June 12, 1991, meeting. It will be explained that this draft is different than what members requested by a motion at the April 30, 1991, LFA meeting, due to inconsistencies encountered by Exec while working on it. This substitute motion will be presented for consideration before sending it to a vote.

IV. Exec reviewed the agenda for the June 12 meeting. The substitute motion mentioned in III. above will be discussed. It is anticipated that Dean Crowe will have budget issues to present. Committee reports, summarizing the work of each committee during the year, will be presented.
V. The meeting schedule for the remainder of the year was discussed. There will be no Exec meetings the weeks of June 3 or June 17. On June 10, Exec will meet with Dean Crowe at 9:30AM, followed by a meeting with Dean Crowe and Budget & Planning at 10AM. On June 12, LFA will meet from 10AM to noon. The final Exec meeting of the year will be on June 24 at 10AM. We will review Exec's annual report and recommendations for next year's committee.

VI. Exec members had individually studied the notebook prepared by Budget & Planning in fulfillment of one of their charges. It was agreed that the committee should be commended for a job well done and that this is a useful tool for Exec as well as for the Administration. In the notebook, B&P had made recommendations to Exec, which this year's Exec will pass on to next year's Exec. S. Williams will consult with L. Moore, chair of B&P, to see how they would like it to make the report available to the LFA membership.

VII. K. Lohrentz had drafted a document on parliamentary procedures for handling a motion at LFA meetings. He would prefer that judgments be referred to the body rather than to a parliamentarian, especially for changing a motion after it has been stated by the chair. He will review the document with S. Williams and K. Miller before the June 12 LFA meeting so that these procedures can be implemented as needed at that time.

Submitted by Kathy Graves
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: May 8, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Dean Crowe (guest)

We reviewed the results of the ballot on FY92 merit salary distribution:

On the first question, regarding which of three ratios should be used for the merit evaluation categories (Adequate, Good, Very Good, Exceptional), 13 votes were cast for 3:4:5:6, 16 votes for 1:2:3:4, and 18 votes for 1:3:5:7. The committee found this outcome to give no clear indication of the members' preference. Dean Crowe stated that his inclination was to use 1:3:5:7, which provides the most differentiation for merit.

On the second question, regarding which of five methods should be used to determine the differentiation between the three librarian ranks at each merit evaluation category, 17 votes were cast for equal dollar, 15 votes for 3/4 equal dollar-1/4 equal percentage, 13 votes for 1/2 equal dollar-1/2 equal percentage, 1 vote for 1/4 equal dollar-3/4 equal percentage, and 3 votes for equal percentage. The committee noted that a clear majority of those who voted favored one or the other of the first two options, which differentiate least by rank (32 of 49 votes cast). Dean Crowe stated that he prefers 1/2 equal dollar-1/2 equal percentage in order to have more differentiation by rank and thereby to reduce salary compression. He expressed surprise that so many librarians (31) had not voted.

Dean Crowe indicated that he will seek permission to use existing base budget funds (from vacant lines) to fund special increases for those promoted/tenured, this to avoid the need to reduce the size of the merit salary pool overall.

Dean Crowe distributed a report, specially commissioned from ARL, which closely compares KU librarians' salaries with librarians' salaries at our peer institutions. After a brief review of some of the findings, it was decided that committee members should read the report carefully before meeting again in a week or so to discuss it more thoroughly. The committee will then schedule another meeting with Dean Crowe to discuss the report with him further.

The committee expressed their appreciation to Dean Crowe for his willingness to discuss the ballot results with them.

Submitted by John Richardson
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: May 14, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner.

The minutes of the April 1 meeting were amended and approved.

The minutes of the May 8 meeting were amended and will be held until everyone who participated in the meeting has a chance to approve them.

The committee discussed and approved a memo, written by Kathleen, regarding the merit salary distribution ballot results and Dean Crowe's recommendation. The memo will be sent to the LFA Executive Committee.

Kathleen expressed concerns over rumors circulating about salary increases for FY 92. It was decided that there was very little that we could do about these rumors until funding for next year is set.

Most of the meeting was spent discussing the ARL salary report. The committee will meet with the dean after Memorial Day to discuss our interpretation of the report.

Brad Schaffner
secretary
PROMOTION AND TRANSFER LIST

State of Kansas – Department of Administration
DIVISION OF PERSONNEL SERVICES
Landon State Office Building, 900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4738
TDD 913-296-4798

June 10, 1991

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.)

* 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 14, 1991.

<table>
<thead>
<tr>
<th>SALARY RANGE</th>
<th>VACANT POSITIONS</th>
<th>CONTACT PERSON</th>
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<tr>
<td>EL DORADO</td>
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<tr>
<td>R-22</td>
<td>Highway Maintenance Supervisor</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<tr>
<td>EMPORIA</td>
<td></td>
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<tr>
<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>GARNETT</td>
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<tr>
<td>R-13</td>
<td>Engineering Technician II</td>
<td>Mike Ramirez (913) 296-3721 Department of Transportation</td>
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<td>KANSAS CITY</td>
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<tr>
<td>R-27</td>
<td>*Corrections Manager I</td>
<td>Diana Cobb (913) 296-4495 Department of Corrections</td>
</tr>
<tr>
<td>R-21</td>
<td>*Parole Officer I (5 Positions)</td>
<td>Diana Cobb (913) 296-4495 Department of Corrections</td>
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<td>LARNED</td>
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<td></td>
</tr>
<tr>
<td>R-18</td>
<td>Office Specialist</td>
<td>Diana Cobb (913) 296-4495 Larned Mental Health Correctional Facility</td>
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EQUAL OPPORTUNITY EMPLOYER
(Continued on Back)
The Kansas Public Employees Retirement System (KPERS) invites applicants to apply for the unclassified position of Executive Secretary located in Topeka. KPERS serves 40,000 retirees and 110,000 active members in a defined benefits plan with current assets of 4.1 billion dollars. The Executive Secretary reports to the Executive Secretary of KPERS. Salary is commensurate with experience and ability.

The primary purpose of this position is to create, initiate, and maintain effective programs to guide and monitor pension fund investments. The Executive Secretary exercises primary responsibility for the management of KPERS funds invested according to policies established by the Board of Trustees.

A bachelor's degree preferably in finance, economics, or business from an accredited college or university is required. An advanced degree in finance, economics, or business is desirable. Requires extensive investment administrative experience, including at least three years in: 1) A large retirement system performing duties which involves investment policy recommendations or management of investment funds; 2) A large investment organization performing duties which included responsibility for directing the investment of bonds, common stocks, mortgages, and other securities; and performing duties which involved investment policy recommendations or management of investment funds; or an equivalent combination of training and experience.

Working knowledge of retirement and investment laws and regulations is preferred. Experience communicating and working with legislative and public constituencies is preferred.

Qualified applicants should submit a letter of interest, current resume and other significant job credentials to: Nancy Nichols, Kansas Division of Personnel Services, Room 105, 900 S.W. Jackson, Topeka, KS 66612 by 5:00 p.m. on June 14, 1991. A complete position description is available upon request by calling (913) 232-6665.

PERSONNEL MANAGEMENT SPECIALIST III

This Personnel Management Specialist III position acts primarily as the Equal Employment Opportunity Officer for the Department of Human Resources. Duties include: preparation of the agency affirmative action plan and completion of all other required reports; responding to inquiries from federal and state agencies on EEO matters; investigating and referring both internal and external complaints; preparing and presenting training on EEO and related issues to agency personnel; monitoring the activities of other agency employees assigned EEO responsibilities in program specific areas; and assisting the Personnel Director in the daily activities of the DHR Personnel Office.
THE HOCH AUDITORIUM FIRE AND ANSCHUTZ SCIENCE LIBRARY

As journalists may still say, news of the Hoch Auditorium fire and its impact on the Anschutz Science Library is a breaking story. For that reason FYI cannot be a good means of distributing time-sensitive information. We will continue to use telephone calls and broadcast messages on e-mail to keep Library staff informed about the status of ASL operations and services.

As one who witnessed the fire, I know how very much we all owe to the firefighters and other emergency personnel whose skill and courage contained this catastrophe to Hoch.

I can offer some information as background: As of this writing (Wednesday morning, 19 June), there has been no word of any personal injury to Library staff or users; neither is there evidence of fire, water, or smoke damage to the Anschutz Science Library building, equipment or collections.

Two student assistants who were on duty on Saturday afternoon (Alex Lee and Lihkean Song) acted with dispatch to evacuate the library when instructed to do so by emergency staff. They kept Kathleen Neeley fully informed as this crisis occurred; and Kathleen communicated with the Library Administration on the same basis throughout those first awful hours. I have commended Mr. Lee and Mr. Song for their handling of this crisis.

Subsequently, ASL staff have been through several rounds of fall-back planning, made many telephone calls to each other and to student assistants, contacted libraries throughout the region, and sought out some KU users to apprise them of this fluid situation. They have had to regroup several times to deal with challenges as they have arisen and have maintained their poise and--once the immediate danger had passed--good humor.

The latest information from Facilities Planning is that it may be a few days for the contractor to demolish the Hoch walls. Reopening Anschutz Science Library will be evaluated on a day-to-day basis. Anschutz staff are working elsewhere in the system, but until Anschutz reopens, you should be able to reach them through the Administrative Office in Watson.

Last, I have asked Facilities Operations to report on lightning protection for Watson Library and Spencer Research Library, and what, if anything needs to be done to prevent damage to either building.

Stay tuned to e-mail for additional information.

William J. Crowe
GREGG BUCKNER RECEIVES EMPLOYEE SUGGESTION AWARD

Gregg Buckner, Copying Services Supervisor, was presented with a certificate and a check on Wednesday, June 19th, for his suggestion to save the Library money by eliminating long-distance telephone calls for copier maintenance requests. Last winter, Gregg suggested to the Library's copier vendor that installing a toll-free number would result in a more efficient service call process and at the same time, save the Library approximately $200 annually by eliminating long-distance copier service calls. The vendor agreed and installed the toll free number in February.

Gregg submitted his suggestion to the State's Employee Suggestion Award Program; the suggestion was reviewed by the Employee Award Board, and deemed appropriate for an award.

Executive Vice Chancellor Del Shankel presented Gregg with the certificate and check during the special ceremony. Sarah Couch, Gregg's immediate supervisor, was also present.

All staff are eligible to participate in the Suggestion Program. Cash awards made for suggestions with tangible benefits involving the savings of cash or the collection of additional money are calculated at 10% of the estimated net savings or increased earnings realized by the state during the first year following implementation of the suggestion. The minimum award is $10; the maximum is $1,000. Established in 1986, the State's Suggestion Program has resulted in an estimated savings to the state of over $1.3 million. Suggestion Program application forms are available from Sandy Gilliland in the Library Administrative Office.

Congratulations, Gregg!          Sandy Gilliland

STUDENT EMPLOYEES AND SOCIAL SECURITY

Just as a reminder, student employees will have social security taken from their July 1 and August 1 paychecks unless they are enrolled in classes for the summer or have exempt visa status.

Rex Hargis

STUDENT-EMPLOYEE TASK FORCE

The Student-Employee Task Force has met several times in the past 2 weeks. We discussed how we will gather information in order to respond to Dean Crowe's charges. A survey has been created and will be sent to other Big 8 schools, Regents Schools, and our peer institutions. We will also be seeking information from other departments on campus. A survey will be sent to all library staff and student-employees sometime in the next 2 weeks. If anyone has a question or a comment they would like to direct to the committee please talk to a committee member (Jan Altenbernd, Gregg Buckner, Bayliss Harsh, Lorrie Knox, or Lars Leon (e-mail lleon)). Thank you.

Lars Leon

NEC

The Science Library's NEC Silentwriter is now repaired and back in Gaile Burchill's office.

Marianne Reed

(continued)
GOVERNOR FINNEY DECLARES JULY 5 AS A STATE HOLIDAY

Governor Finney has declared July 5, 1991 a special holiday for state employees, in recognition of those Kansans who served in Operation Desert Storm. Because this special holiday falls during a time when classes are in session, the Libraries will remain open as scheduled, as will other University offices.

Therefore, according to Board of Regents policy, this holiday will be observed by classified staff only. However, in order to maintain essential operations within library units, it may be necessary to require some classified staff to work on that day. Those classified staff who are required by their department head to work on the July 5 holiday will earn holiday compensatory time, at the rate of one and one-half hours for each hour worked (to a maximum of 12 holiday compensatory hours earned), to be taken within the following 12 months. No other classified staff will be scheduled for work on the holiday. (Unfortunately, the law does not permit classified staff to work on official holidays without earning compensatory time. Therefore, classified staff who are not required to support University activities on July 5th will be scheduled off for the holiday.)

As a reminder, Thursday, July 4th (Independence Day) is an official state holiday. Because the Libraries will be closed, no staff will be scheduled for work.

Unclassified employees who wish to take July 5 off by arrangement with their department heads may use accrued vacation leave or their discretionary holiday. Please contact Sandy Gilliland if you have any questions regarding this holiday.

Sandy Gilliland

ALA ELECTION RESULTS (PARTIAL AND PRELIMINARY)

I have just received from the ACRL Office a report of the full results of ACRL elections and information on the races for ALA President-elect and ALA Council. I am placing a copy at the Watson Reference Desk for Library staff who wish to take a look at this 6-page report.

For ALA President, the results are as follows: Marilyn L. Miller was elected, with 3,939 votes. The remaining votes were cast as follows: Herbert S. White: 3,896; Charles A. Bunge: 2,982; and Marvin H. Scilken: 2,190.

I was elected to a three-year term, beginning at the close of the Atlanta Conference, as a Member-At-Large on the Executive Committee of the University Libraries Section of ACRL.

William J. Crowe

THANKS

My sincere thanks to the entire library staff for the many cards and flowers that were sent at the recent death of my father. Your support and prayers were much appreciated.

Donna Koepp

ATTACHMENTS

Report on attendance at SALALM meeting--Shelley Miller
Report on attendance at LASA meeting--Shelley Miller
Library Automation Committee minutes--May 31, 1991 (with attachment)
Library Emergency and Disaster Plan Committee Minutes--April 22, 1991
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 22 April 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte
Absent: Sue Hewitt, George Gibbs (Ex. off.)

Minutes of 1 April 1991 approved.

Schulte announced that a workshop titled Natural Disaster Mitigation would be held at the AIC annual meeting; she had also sent a copy of the notice to Gibbs.

Craig asked for subcommittee reports:

Emergency Manual (M. Miller) Having scanned all local department manuals, the subcommittee decided to adopt the Art Library's as a model and produce a similar one for the Science Library and one for Watson. Watson will be difficult, being larger and less homogenous but it begins to look "doable." Several earlier documents have been reviewed and found to be, in some cases, contradictory so part of the need is to revise and reconcile earlier instructions. Craig said that the manual format would include easily visible tabs marked FIRE, TORNADO, etc., with a section of general information at the beginning. Draft models should be ready by May.

Facilities Survey (Anderson-S) A draft form for conducting the survey was handed out and comments solicited. Discussion centered on identifying "responsible parties" in each library, different ways of handling free standing libraries and tenant libraries, clarifying some points in the survey and adding others, method of approach for getting the forms completed, whether the committee or subcommittee would conduct an on-site survey.

Directory of Services (Schulte) Asked for guidance regarding what was to be included in the directory, that is, whether it was to include such things as the "upkeep checklist," inventory of emergency supplies on hand or be limited to identifying external sources of supplies. Craig indicated that the KCAA list was the model to follow and that the Facilities Survey should be enlarged to record regularly stocked emergency supplies, such as flashlights, plastic sheeting, etc.

Craig asked for time frames and all indicated that drafts, tests, trial balloons, etc. should be run up the several flag poles before the next meeting (22 May).

Craig gave Mitchell the chance to have discussed his notion that it is inappropriate to have student assistants in charge of libraries, that there should at all times be a staff member either on-site or on-beeper in order to provide, among other things, better responses to emergencies. K. Miller pointed out that it had ever been thus, although older memories disagreed. There being no groundswell of sentiment in favor of the idea, as well as some doubt that it was an appropriate topic for the Disaster Committee, it was quietly put to rest.

And the meeting adjourned. 

Bill Mitchell, recorder
Report on attendance at the Seminar on the Acquisition of Latin American Library Materials (SALALM) 1991 in San Diego, submitted by Shelley Miller

SALALM is a long conference, two days of committee meetings, and four days of panels and workshops, plus bookdealer appointments. Most important for me of the committee meetings was that of the Exchange and Gift committee, which I have chaired for the past two years. The committee has tried for years to put out an up to date directory of Latin American exchange partners and titles they offer, and this year I think we'll be successful in publishing the Mexican and Central American components. The directory entries will offer current address and publication information, including OCLC number(s), and a notation of which library contributed the information and when.

Over the years I have realized this effort to maintain a current exchange directory really falls to a small number of people (contributions from SALALM members at large have not ever been enough to get the directory out in a timely or complete fashion), and my spending time in Washington, D.C. in April gleaning information from exchange files and cooperation from staff at the Library of Congress is really what will allow us to get this information to interested Latin Americanist librarians this year. Future components of the directory will depend on someone spending more time in Washington where the Library of Congress has perhaps the most extensive Latin American exchange information.

I attended other committee meetings on Acquisitions, LAMP (Latin American Microfilm Project), Bookdealer/Library relations, OCLC users, Indexers for HAPI (Hispanic American Periodicals Index), and the Exec Board, among others.

As with my report on LASA, I'll just continue here by mentioning titles of SALALM panels I attended, to illustrate a little of what SALALM offers:

- A New Order in the Old World: The Impact of Recent Events on Latin America (which included a paper on Chinese Latin American Studies)
- Focus on SALALM Membership
- The Contemporary Peruvian Crisis
- Using New Technologies to Provide Computerized Information on Latin America to End Users: Approaches and Implications
- New Curricula Orientation of the Library School Career in El Salvador
- East Asian Economic Relations with Latin America: Research Findings and Research Challenges
- Man and Environment: A Battle for Survival in Latin America
- Liberty and Justice for All: Human Rights and Democratization in Latin America
- 450 Years of Publishing In Latin America: What Lies Ahead?
- The Conspectus Ten Years On: Achievements and Future Prospects
It is wonderful at SALALM once a year to see the people who do what I do. (SPLAT-types everywhere!!) Several have worked here at KU, and I've worked with others in California and D.C. Most of our Latin American book dealers attend SALALM, so it is also an invaluable opportunity to straighten out small problems or big misunderstandings and work deals in person with them.

My thanks to the local staff development committee for helping to defray some of my ground transportation expenses.
LASA meets every year and a half, and this spring it met in Chrysalis City, Virginia, just outside Washington, D.C. I flew to D.C., stayed at the house I used to live in with three KU grad students and the current occupants, and commuted with the KU contingent an hour each way to the conference each day. (Had the conference met one month later our free-floor lodging arrangements would have fallen through, because of the Mt. Pleasant riot curfew. We lucked out.)

In a period of three days, LASA offered over 400 panel sessions on topics as broad as the field of Latin American Studies. I attend LASA to see who from U.S. and Latin American universities and governments is publishing what (the next time I see an author’s name on a publisher’s offer I’ll know first hand what slant or depth to expect in their works), to learn more about reference topics and good sources of information (what’s hot at LASA will eventually walk into SPLAT in the form of a reference question or semester project), and to learn about events, policies and attitudes I haven’t yet been able to read about. You can see, I usually focus on Central America-related panels. (As much of LASA is dedicated to other regions in Latin America as to the region that interests me most.)

ASA panels run from 7 or 8 a.m. until 9 or 10 at night. I will just give you a rundown of the sessions I attended to illustrate some of the variety offered at LASA. Each panel had 4 or 5 speakers: academics, representatives of governments, nongovernmental organizations and the like. Presentations were usually quite informative, and subsequent discussions were often quite hot. (LASA reminds me of the best of being in school: presentations of fresh research with plenty of criticism and discussion.)

At the LASA book exhibits I was able to view in one place and at one time many of the materials from academic presses that we receive on approval, check out special interest publishers’ wares, get permission from Ediciones del Norte to use an old catalog logo of theirs on a SPLAT t-shirt, and secure a conference discount on two sets of microfilm which I ordered upon my return to Kansas.

Other than the following fascinating list of panel discussions, there is a little more to tell about the LASA trip. It was cherry blossom time in Washington (which doesn’t really mean much if you’re indoors all day until nearly midnight). I was able to run over to the Smithsonian for gaps in a publication we receive from the Woodrow Wilson Center. After LASA I spent a day at the Hispanic Acquisitions Program of the Library of Congress gathering information for an exchange directory to be published in SALALM. (We had Ethiopian food twice, and Spanish food once. Sack lunches got us through the conference day.)
List of great LASA panels (each with 4-5 separately titled presentations in Spanish, English or Portuguese):

Central American Emigration: Experiences in Canada and the U.S.
Chicano/Latino Autobiographical Discourse
Industrialization, Women's Work and Households in Latin America
Assessment of Elections and Democratization in Central America
    During the 1980s and Prospects for the 1990s
Nicaragua: Democratization and U.S. Political Aid
Guatemala: Historical Roots of Contemporary Conflict
The Impact of the Illegal Coca Market on Andean Societies
Mexico-Central America-U.S. Relations: Implications for Peace and Development in the Region
Protestantism in Latin America: The Social and Political
    Implications (especially the paper on Views of Democracy and Development among Central American Quakers)
Democratization and Insurgency in Nicaragua and El Salvador
Voices of the Latin American Democratic Left
The Mayan Diaspora
New Social Movements in Latin America: Identity, Strategy, and Democracy
U.S. Policy in Central America: The Role of Public Opinion
Political Emergence of Guatemalan Indigenous Groups
Alternatives for Central America in the 1990s
Low-Intensity Conflict in Central America: U.S. Policy and Regional Perspectives
Beyond Demonstration Elections: New Roles for International Observers
Central American Migration and Remittances: Impacts on Informal Business Activity, Labor Markets, and Development Strategies
U.S. Military Interventions: Predilections and Prospects
Nicaragua in Transition: Governance from Above and Below
Guatemala after the Elections: Hope for National Reconciliation
Change and Continuity in Caribbean Politics
Latin American Information Online: Benefits to Scholars
Esquipulas II: New Chapter in U.S.-Latin American Relations
Human Rights and U.S. Policy in Latin America
Revealing Secrets: Using the Freedom of Information Act
    (this panel convinced me to purchase the microfilm)
The Impact of the Panama Invasion
    (this panel ended in shouting among Panamanians)
El Salvador: Rebellion, Counterinsurgency, and Reconstruction

Thanks to the staff development fund for helping to defray ground transportation costs.
Library Automation Committee
Minutes
May 31, 1991

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Annamarie Hill, Kent Miller, Jim Neeley, Mary Roach

A. Standard Business

1. Minutes from May 22 meeting were approved.

2. Annamarie briefly updated the projects currently in progress. Both the "Documents" project and revisions of serials claiming are proceeding.

B. Other reports

1. Signing of the INQUIRE/Text contract is still in process. The bid still has not been officially awarded (it is still in Topeka) and the contract will not be signed until the award is made.

2. As reported at the last meeting, CODDL recently presented the Systemwide Access proposal to COCAO. CODDL (with George substituting for Bill) met last week in Wichita to make final changes to the proposal based on suggestions from COCAO. With the changes to the text, CODDL (in the person of Karen Cole and Jim Bingham) will present the proposal to the Board of Regents on June 27.

3. Bill reported that he and John will be attending the EDUCOM Conference in San Diego next October. They plan to visit UC-San Diego, along with Jerry Niebaum, Dave Gardner, and Dick Mann, to tour their extensive Library local area network and their Innopac/Innovacq installation (the largest in the country).

4. Sandra announced that the Kansas Library Network Board has reactivated the state-wide resource sharing advisory group to evaluate interlibrary loan workload increases throughout the state. The group is to submit a report of their evaluation in August, which will include strategies and recommendations for managing the increased workload. Sandra and Karen Cole will represent the Regents in the 12-member advisory group.

C. Projects under consideration

1. Online shelf list proposal: [this took the remainder of the meeting]

George and Mary Roach reported on the open meeting held yesterday to discuss the proposal to substitute an online shelf list with local record and note capabilities for the current manual shelf list. The meeting was attended by some 20 library staff members. George and Mary originally had intended to meet individually with department heads to talk about the shelf list, but scheduled an open meeting instead due to the preferences of many department heads.

The proposal is being considered now because of the need to make a decision about programming in part of the Documents project. The current shelf list programs will cease working in the new environment unless modified. An online shelf list capability could be programmed in approximately the same time as it would take to modify the current program.

In general, the proposal met with tempered acceptance in the open meeting. There seemed to be no opposition to creating an online shelf list per se, especially given the benefits it would bring to cataloging. There was also recognition of the improvements it would bring in many areas for all concerned, especially greatly improved timeliness of information. The questions and concerns instead surrounded (1) the loss of branch shelf list cards, given the many uses to which those cards are currently
put, and (2) the availability and suitability of any printed substitutes for the cards. Many expressed a preference for print over online for some functions and for the card (or individual slip) format over line-by-line printouts.

There appear to be three principal current uses of the cards: (1) as an inventory tool; (2) as a convenient place to keep a variety of local notes, including, in the case of Art and Special Collections, confidential ones; and (3) as a means of catching and correcting errors of cataloging, labeling, and delivery. Most of the discussion concerned the final activity as it occurs in some branches: what is done, why it is done, and to what extent it may duplicate work done elsewhere.

A lengthy discussion followed the report of the meeting. Several LAC members expressed reservations to discontinuing all manual shelf list card creation at the same time as an online shelf list is created. Most reservations seemed to have to do as much with questions of timing, protocol, and local autonomy as with functionality.

In the end, an attempt was made to split the issue into two parts and to remove available programming time as a factor since the amount being considered is relatively small. The first part is the creation of an online shelf listing capability. The Committee's decision was to approve that part of the proposal so that programming could occur at the most opportune time in conjunction with other online changes and enhancements.

The second part is the discontinuance of branch shelf cards and their replacement by a series of printed reports or lists. The Committee's decision was to spend more time considering this before deciding what to do. Programming either to revise existing programs or to create new reports is a separate, identifiable, and largely independent project that could be added to the end of the documents project.

The following will be undertaken toward the goal of deciding how to proceed:

a. George and Mary Roach will meet with Regents Center Library staff and with Susan Craig (who were unable to attend the open meeting). They also will offer to meet with other individual branch staff to focus on the specific losses of function perceived by each.

b. John will write a description (for public consumption) of the general issues and problems involved and of the first-stage decision being made by the LAC at this time which is to be followed by more deliberation on the second stage. [Published in this same issue of FYI.]

c. George will write a document that addresses the specific concerns expressed in the open meeting, pointing to what current activities or capabilities would be affected, and offering optional means of dealing with the changes. The document will also list new, beneficial options that will become available because the online shelf list is in place.

d. Since one aspect of the current situation appears to be the need to more accurately determine the rate and type of errors that are occurring, the cataloging process will be reviewed to identify more carefully the errors which branch staff are currently attempting to catch and correct. Branch staff will be working with Cataloging to analyze the current situation.

e. Since another aspect of the current situation is that some error-checking may be occurring twice (both within cataloging and in the branches) due to an incomplete knowledge in the branches of the existing procedures within the Cataloging Department, it was suggested that cataloging staff make an explanation to library staff of its current double-check procedures. Once everyone understands what kinds of problems will likely be caught and in what time frame within cataloging procedures, all staff can better concentrate on addressing remaining problems. It is also clear that agreeing on an "acceptable margin of error" will need to be part of the process.
This is an attempt to explain some of the issues involved in recent discussions of creation of an online shelf list and possible discontinuance of printed shelf list cards. [See the May 31, 1991 LAC minutes, section C.1.b. -- also published in this issue of FYI]

The programming plan for the current project to accommodate monographic holdings at multiple call number/location combinations, all related to the same bibliographic record (as is already the case with serials), includes a rewriting of the programs that currently print shelf list cards. Shelf list card production cannot continue without reprogramming because of the substantial record structure changes being made as part of the current project.

This need to reprogram the shelf list component of the Cataloging and Record Management System (*lcat* for short) and the general desire within Technical Services to move toward a totally online environment combine to make this a good moment to consider the creation of an online shelf list within lcat. Initial rough estimates indicate that it would take approximately as long to program a new online shelf list as to reprogram the old shelf list card production programs (approximately 1 programmer month). Mary Roach produced a proposal to the Library Automation Committee (LAC) specifying the functions of such a system and suggesting a project that would not only create the new online shelf list and related printed reports, but which would also cease all local shelf list card production.

As reported in previous minutes of the LAC, George Gibbs and Mary Roach were charged with distributing information about the proposal to branch library heads and to offer to meet with them in order to better understand current uses of shelf list cards, to access the impact of replacing cards with an online shelf list, and to explain how the proposed online shelf list would work. At the preference of branch heads, an open meeting was held on Thursday, May 30. Susan Craig (who could not attend), LeAnn Weller, and Sandy Mason prepared written reactions to the project. Approximately 20 people attended and a serious, sometimes intense discussion took place. [See the May 31 LAC minutes for more information on the meeting.]

There are several questions in the current discussion:

1. Is this a logical and good time to create an online shelf list to allow more cataloging activities to be completely online?

2. What kinds of new printed shelf-list reports should be programmed (if any), e.g., a listing of newly cataloged items in a particular branch or an *ad hoc* report of all items within a call number range in a particular branch?

3. Should local shelf list card production be continued in any fashion?

Currently, a local shelf list card is produced for each new title added to the cataloging bibliographic file and a revised one is produced each time any of a number of significant changes occur to the entry (new location, call number, holdings). If the item is in a branch, shelf list cards are created for both the branch shelf list and for the union shelf list in Watson. In addition, the Cataloging Department places temporary shelf list cards in the union shelf list at the point of cataloging which are removed when the real shelf list cards are filed. [Please note that any OCLC shelf list card production is independent of local shelf list card production.]
Question 1 can be largely independent of the other two questions. With the creation of an online shelf list, which would include the capability of containing shelf list temps (i.e., abbreviated temporary place holders created and filed at the point of cataloging) and local notes, the Cataloging Department would no longer add either temps or real shelf list cards to the union shelf list. All information, both temporary and archival, would appear only on the online record. There would be some printed reports needed for identification of overage temporary records and for inventory functions, but these would not need to be extensive.

The remaining questions therefore principally concern branch shelf lists. Questions 1, 2 and 3 are related in that newly-created printed reports and a new online shelf list with local note capabilities could replace current functions performed by the shelf list cards. Theoretically, several combinations could exist (assuming the creation of an online shelf list and some kind of printed format). For example: (1) an online shelf list and extensive printed reports; (2) an online shelf list, minimal printed overage reports (for temporary records not replaced by permanent ones) and inventory reports, and shelf list cards for branches who want them; or (3) an online shelf list, extensive reports, and shelf list cards for those who want them.

What are the factors?

(1) Programming an online shelf list with related reports and reprogramming shelf list card production or reprogramming shelf list card production would take about 1 programmer month each. Doing both would take something less than 2 programmer months (possibly 1 1/2). This probably means that programming time should not be the determining factor in what decisions are made.

(2) Shelf list cards are used currently for a wide variety of functions in different branches, from checking-in new books to inventory to holding local (sometimes confidential) notes. If cards are no longer produced, it would need to be determined what functions can be and should be reproduced by a combination of the online records and printed reports.

(3) An online shelf list would be up-to-date; shelf list cards are from several days to several weeks out-of-date (depending on production dates and filing) and there is no reliable mechanism to "recall" an incorrect shelf list card. Apparent problems on shelf list cards may have already been corrected on the online record. Presumably, locations maintaining a manual shelf list would not be able to rely solely on its information.

(4) Shelf list card production is generally troublesome (frequent reruns due to improper alignment or bursting) and both production and filing can be expensive.

(5) Some concerns about a switch to an online shelf list are more a matter of timing, local autonomy, and having to plan for possible change with an incomplete picture of the future environment than a matter of functionality. It might be easier to make a complete shift to an online shelf list if it could be done gradually after having some experience with an online shelf list.

(6) A decision on whether or not to program an online shelf list needs to be made very quickly in order for the programming to be done efficiently since this programming would best be done along with other online programming that is currently being done; a decision on the other questions is not so urgent since the programming could occur anytime within the project.

Taking all of this into consideration, the LAC decided to split the decision into two parts. As indicated in the May 31 minutes, it approved the programming of an online shelf list and postponed other decisions pending more input from staff and more deliberation. This should occur during the next couple of months. Please stay tuned. The next step in the process is the document requested of George Gibbs in the May 31 meeting (minute C.1.c.) describing the affects of an online shelf list on current activities and suggesting means of ealing with the changes. We will also need to consider additional equipment that may be needed for the increased access to cat.
PERSONNEL

The Art and Architecture Library has appointed Michelle Cisternino to a temporary, full-time Library Assistant I position effective June 18, 1991. Michelle was previously employed by the Art and Architecture Library in a temporary unclassified position she held from December 18, 1990 through June 17, 1991.

The Department for Spain, Portugal and Latin America (SPLAT) is continuing the half-time, Library Assistant I appointment for Marcus Villaca, effective June 18, 1991 through October, 1991. Marcus began the half-time temporary appointment last November.

Tom Schmiedeler has announced his resignation as a full-time Program Assistant with the Documents and Map Library’s NEH map indexing grant. Tom began employment on September 3, 1990. He has accepted a teaching position with Northwest Missouri State University. Tom’s resignation is effective July 12.

Sandy Gilliland

GOVERNOR FINNEY DECLARES JULY 5 AS A STATE HOLIDAY

Governor Finney has declared July 5, 1991 a special holiday for state employees, in recognition of those Kansans who served in Operation Desert Storm. Because this special holiday falls during a time when classes are in session, the Libraries will remain open as scheduled, as will other University offices.

Therefore, according to Board of Regents policy, this holiday will be observed by classified staff only. However, in order to maintain essential operations within library units, it may be necessary to require some classified staff to work on that day. Those classified staff who are required by their department head to work on the July 5 holiday will earn holiday compensatory time, at the rate of one and one-half hours for each hour worked (to a maximum of 12 holiday compensatory hours earned), to be taken within the following 12 months. No other classified staff will be scheduled for work on the holiday. (Unfortunately, the law does not permit classified staff to work on official holidays without earning compensatory time. Therefore, classified staff who are not required to support University activities on July 5th will be scheduled off for the holiday.)

As a reminder, Thursday, July 4th (Independence Day) is an official state holiday. Because the Libraries will be closed, no staff will be scheduled for work.

Unclassified employees who wish to take July 5 off by arrangement with their department heads may use accrued vacation leave or their discretionary holiday. Please contact Sandy Gilliland if you have any questions regarding this holiday.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
RECLASSIFICATIONS APPROVED FOR FISCAL YEAR 1992

The following Library classified positions have been approved for reclassification by the Department of Human Resources, effective June 18, 1991:

Science Library
Rich Crank, from Library Assistant I to Library Assistant II
Marilyn Hu, from Library Assistant II to Library Associate
Toni Taylor, from Library Assistant I to Library Assistant II

Kansas Collection
David Benjamin, from Library Assistant I to Library Assistant II
Nancy Hollingsworth, from Library Assistant II to Library Associate

Acquisitions
Verna Froese, from Office Assistant III to Library Assistant I

Serials
Kathy Lathrom, from Library Assistant I to Library Assistant II
#2800C0072, a vacant Office Assistant III position approved for reclassification to the Library Assistant I title.

Sandy Gilliland

ILS HOLIDAY CLOSING

Interlibrary Services will be closed on Friday, July 5. Patrons that need to pick up their books on that day may request help at the Watson Reference Desk.

Sandra Brandt

NEW ILS POLICY

Effective immediately, Interlibrary Services will restrict its service to members of the KU Community: undergraduate, graduate, special and continuing education students; visiting, regular and retired faculty; staff and retired staff; and employees of University affiliates. Individuals, including alumni, that are not connected to the University and that have need of interlibrary loan service will be referred to their academic or public library.

Sandra Brandt

PHONE NUMBER FOR LIBRARY HOURS

The KU Libraries now has a phone number exclusively for providing library hours. It is 864-8900. The fines office will update the recording as required. Please keep them advised as to any changes in your published schedule.

Kendall Simmons

(continued)
PLANNING NOTEBOOK

The new edition of the notebook of library planning bodies prepared by the Budget and Planning Committee is available on reserve in Watson and Anschutz. The notebook contains a brief description of each planning body, some tables of categories of planning bodies, and a narrative description with several recommendations.

Lorraine Moore

BALLOTING RESULTS

The results of the ballot on changing sections 1.1.1.1 through 1.1.1.4 of the LFA code (regarding membership and rights of members) are as follows:

- Yes (i.e. change the code): 41
- No (i.e. don't change the code): 6

Nicholas Eshelman

"HELLO" FROM "AUTUMN-RICE-FIELD"

Gene Carvalho says "Hello" from Akita (Autumn-Rice-Field), Japan. His address and phone number in Japan is:

Office: Eugene Carvalho  Home: 56-D Nukazuka
Minnesota State University-Akita  Yuwa-machi
193-2 Oku-tsubakidai  Akita 010-12 Japan
Yuwa-machi (phone: 011-81-0188-86-3000)
Akita 010-12 Japan
(phone: 011-81-0188-86-3400)

Vickie Doll

TGIF

Let's try Dos Hombres this Friday. What about a table/umbrella outside, from about 4:30 to whenever?

Annie Williams

THANKS

Thank you for all the cards and warm thoughts I received from staff during my recent stay in the hospital. I appreciate your concern and good wishes very much.

Saralinda Rhodes

(continued)
ATTACHMENTS

Budget and Planning Committee Minutes--April 24, 1991; May 15, 1991
Committee on Staff Orientation Minutes--May 14, 1991
Library Committee on Promotion and Tenure Minutes--April 18, 1991
LFA Executive Committee Minutes--June 10, 1991; June 12, 1991; June 24, 1991
Nominating and Ballot Committee Minutes--May 15, 1991; May 16, 1991
Salary and Benefits Committee Minutes--May 31, 1991; June 5, 1991
DPS Promotion and Transfer List--June 24, 1991

(continued)
BUDGET AND PLANNING COMMITTEE MINUTES FOR APRIL 24, 1991

Present: Susan Craig, Penny Donaldson, Nancy Jaeger, Lorraine Moore, Saralinda Rhodes, Julie Waters

Absent: Sue Hewitt

Minutes for April 10 were approved.

The request for budget information was sent last week and several of the committee members have received questions about the document. We discussed how the budget sessions scheduled for May 6-8 will be conducted and what topics we expect to be addressed. Specifically, we wanted to know who is responsible for keeping a record of the hearings since no written documents are to be submitted; will a time-keeper be required to provide all participants with a fair share of time; who will evaluate the information presented; what is Budget & Planning's role? Lorraine said she would be meeting with Dean Crowe on Friday, April 27 to review plans for the sessions.

The Library Planning Bodies Notebook has now been completed largely due to Lorraine's efforts to draft the narrative introduction, tables, and indexes. After reviewing the drafts, the committee recommended forwarding the Notebook to LFA Executive with a cover letter suggesting ways to keep the information current.

The pilot project to assess library performance through the general satisfaction survey was completed in Watson, Anschutz Science, and Art & Architecture the week of April 15. The Dean has offered student help in tallying the questionnaires and is anxious to hear the results. Susan reported that the Art & Architecture questionnaires have been tallied and a report drafted for that unit but that a combined report for all three units would be desirable. Julie will oversee the production of a report from Science and Susan will contact Kendall to see a report for Watson is produced. At this point we anticipate that the three reports will be merged and a information session for all interested library staff will be held over the summer to report on the survey. Recommendations for future implementation can also be made at that summer meeting.

It is unclear whether a meeting will be necessary on May 1 so the committee asked Lorraine to call the next meeting when appropriate.

Submitted by Susan Craig
BUDGET AND PLANNING COMMITTEE MINUTES FOR MAY 15, 1991

Present: Susan Craig, Penny Donaldson, Sue Hewitt, Nancy Jaeger, Lorraine Moore, Julie Waters

Absent: Saralinda Rhodes

The first item of business was to discuss a memo from Dawn Murrell of the Engineering Library regarding the budget process used this year. The memo had originally been sent to Dean Crowe but because of the Budget & Planning Committee's involvement in the process he had asked Dawn if the matter could be brought to our attention. A response based on Bill Crowe's memo reiterating that the budget process was preliminary and that no staff was in danger of losing his or her position or being reassigned against their wishes was drafted and will be sent.

Analysis of the data from the pilot project for library assessment is still underway. A report can be expected in early June.

The Library's budget and the budget process was discussed. An Administrative Conference is scheduled for May 22 at 10:30 in the Art and Architecture Library. The meeting should allow both general and administrative reactions to the budget presentations.

Lorraine asked that planning for next year's budget process begin during the summer. Probably there should be a fall forum for units to explain long-range needs which can be incorporated into the Library's budget document due in December.

The annual report of the committee is due by late June and Lorraine will prepare a first draft for the committee to review.

Submitted by Susan Craig
MINUTES, Classified Conference Executive Board  
May 28, 1991

Present: J. Anderson-Story, K. Bower, G. Burchill, C. Dibben, P. Donaldson, V. Froese, J. Hoyt, C. Kirby, J. Revenew

The minutes of the April 30 meeting were approved as corrected.

Additional candidates for all positions in the Executive Board will be accepted. Ballots will go out June 6 and be due June 20.

The Budget and Planning committee have completed their work on establishing a notebook with a description of any planning committee. Copies of this notebook have been given to Dean Crowe and Sherry Williams. Suggestions were made at the meeting to place a copy where it would be more accessible to any interested library staff. The Budget and Planning committee will discuss this.

The budget will effect the classified staff and library operations in the following manner: eligible classified staff should receive an approximate step increase of 2.5%. Longevity bonuses have been funded. No money has been allocated for an increase in the student assistant budget. The Libraries have been asked to cut back .6 of 1% (approximately $55,600) from the budget. Priorities are (1) developing the collection, (2) automation, and (3) protecting KU's rank and status as a research library. There are two general meetings scheduled for the month of June for discussing the implications of the budget. Dean Crowe will lead these meetings, with questions being accepted from the staff.

Kerry reported that discussion at the last Administrative Council meeting was mostly about the budget.

The Personnel committee responded to a question about when a successful applicant for a position can notify others. Sandy Gilliland has agreed to contact the successful applicant after an attempt has been made to contact all other applicants. Everyone is eligible for overtime, with the supervisor's approval. For each hour of overtime worked, the employee will receive an additional 1 1/2 hours of comp time. There is no financial reimbursement. Contact Sandy for further information.

The Student Employee Task Force has been set up. Gregg Buckner is the representative from the Personnel committee. It is hoped that the results of the student awards questionnaire will be helpful to this new committee.

The Personnel committee continues to analyze the results of the working conditions survey. Questions regarding regulations about the re-shuffling of classified positions may be directed to Sandy or to any of the members of the Personnel committee.

The Staff Development committee is trying to line up talks by John Miller on automation and Mary Burchill on the Kansas Preservation Project.
Janet Anderson-Story reported that the Kansas Library Operation Associates (formerly LOST) is requesting round table status with KLA. A petition will be circulated soon for this purpose. You must be a member of KLA in order to sign this petition. It will be turned in in December 1991. Direct membership questions to Janet. Kathleen Weibel will be speaking at Lawrence Public Library in August.

Good feedback has been received on the tours to the Topeka libraries.

The University Senate Committee on Libraries will not be meeting again until this fall.

The Joint Committees on Joint Committees will reexamine the issue beginning with the new fiscal year, when new officers for LFA and the Classified Conference will be elected.

Verna Froese
Co-Secretary
Classified Conference
MINUTES, Classified Conference Executive Board
June 11, 1991


Dean Crowe was our guest at this meeting, making this a discussion, question and answer type meeting.

There were several questions regarding the Student Wage Committee. The Dean said that a shortened version of the charge of the committee had been printed in the FYI, but for clarity's sake, he would have the complete charge printed. The general idea is to foster a wage and incentive structure that will encourage excellent students assistants in the library system. The question was raised that if such an incentive structure is beneficial for students, an award system was also needed to recognize excellence among the classified staff. The Dean said that he would be in support of awards for classified staff and that an appropriate committee should study the matter and make recommendations.

There were questions about the budget, but the Dean made the point that everything is still in the "what if" stage. He mentioned that the library system is in better shape than many academic departments. There is a proposal to raise the cost of copies made with Vendamat cards from 6 cents to 7 cents. This money would be used to pay for new copiers as the need arose. The question was raised as to how equipment could be better utilized to help with the budget crunch. Dean Crowe said that he planned to have department heads do an annual review of equipment needs so that item could be shared, rotated, or moved to another department as needed. The value and expense of overdue notices was questioned. Dean Crowe said that he felt the entire lending code needed to be re-examined.

Dean talked about his 3 1/2 week to the conference in Los Angeles. Among the topics covered will be: better insights into telecommunications, long range planning in practical terms, and preservation issues.

Questions were asked about the issues of space in the library system. In Watson, the Dean hopes to be able to make the changes in ILS and Reserves during the break between Christmas and New Year. Because of the budget, the renovation of Hoch has been delayed. Space will have to be found on campus for the book storage. The Dean mentioned that many universities are storing books in off-campus warehouses built on cheaper rural land, and that this may be suggested for KU.

The last item of business was a constitutional change that would define how classified representatives would be picked for the committee that will work on the Dean's five year review.

Jane Hoyt, Co-secretary
Committee on Staff Orientation
Meeting of 5/14/91

Present: Paulette DiFilippo, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Lorrie Knox, Carmen Orth-Alfie.

Minutes for 4/9/91 were approved. The meeting for 4/24/91 was cancelled.

1. The final tours of the semester were discussed. Specific concerns will be stated in the Final Report.

2. The revised edition of the Tour Evaluation Form was handed out and discussed. The revised form was used for the last set of tours. It was agreed that the question, "interest in attending future tours" will help assess the need and the frequency of future tours.

3. The survey to evaluate the interest of the library staff to attend future library tours has been postponed. The next committee can reconsider the project.

4. Susan presented a draft of the committee's final report. Revisions concerning the mood of the report were proposed. Susan will revise the report for the next meeting.

5. The calendar for next year's committee was discussed. Carmen presented a slightly revised edition of last year's calendar. Changes were made. Carmen will have the revised copy for the next meeting.

6. The next meeting is scheduled for Wednesday, May 29 starting at 11:30. It will be a luncheon meeting at the Eldridge.

Submitted by Carmen Orth-Alfie.
LFA EXECUTIVE COMMITTEE: MINUTES
JUNE 10, 1991

Present: Dandridge, Graves, K. Miller, Schulte, S. Williams, Wilson; Crowe, Gilliland, Craig, Donaldson, S. Hewitt, Jaeger, L. Moore, Waters (guests)

Absent: Lohrentz

Minutes of the May 2 Staff Development Committee meeting, the May 8 and 14 Salaries and Benefits Committee meetings, and the May 28 LFA Exec meeting were reviewed and accepted.

I. Following up on a suggestion from Sandra Brandt, Dean Crowe has agreed to make $500 available to the Chair of LFA Exec annually for professional development, i.e. to enable that person to attend a conference or workshop of his/her choice. He will discuss parallel options for support for the Classified Conference Chair.

II. Dean Crowe and Sandy Gilliland were in attendance to address the issue of the Unclassified Professionals Report. Dean Crowe is not clear about the intent of the suggestion in the report to create a committee to deal with appointments, i.e., once specific criteria are in place and since there is a Committee on Appointment Criteria. Through a recent vote, library faculty indicated an unwillingness to appoint library faculty to tenure track positions without the MLS. Without that option, we need to identify a category of staff into which some members of the Unclassified Professionals category might be more appropriately placed. This seems to be Academic Staff, which is analogous to tenure track except for tenure (they are ranked, promoted, eligible for sabbaticals, etc.) Dean Crowe has talked to Sandra Gautt and Brower Burchill about this and they said he should prepare a document explaining the distinctions in duties and responsibilities (although not qualifications or degrees) between tenure track librarians and academic staff. It may be difficult to state how, in terms of responsibilities, academic staff would differ from professional librarians. If we cannot show the distinctions, we run the risk of being asked why we are not all academic staff.

Sandy Gilliland had consulted Sandra Gautt to ask if academic staff existed in any other departments. Sandy is surveying academic departments to determine policy. Dean Crowe will further discuss this issue with Vice Chancellor Brinkman as soon as possible.

III. The Budget and Planning Committee joined Exec and Dean Crowe to discuss various issues concerning that committee. S. Williams thanked the committee for the notebook they had compiled on the library's planning committees, and for their recommendations. L. Moore explained the work the committee has done this year and expressed the need to develop ongoing procedures for regular, recurring planning. One member stated that the committee seems to
be having an identity crisis. It was mentioned that this is a long-standing issue, the function and role of B&P having seemed nebulous for many years. One issue is how the staff at large views B&P vis a vis the library administration. Dean Crowe would like B&P to be a sounding board for various issues and ideas. He has recommended longer terms for committee members, perhaps up to four years (because of the learning process involved), and has mentioned overlapping membership on LFA Exec/Classified Conference Board and B&P in order to promote communication and continuity.

It was mentioned that the structure of B&P is difficult because committee members are appointed rather than elected; members may sometimes then be uncomfortable speaking for the LFA as a whole. It was suggested that perhaps we should have more elected committees. One member stated that she does not feel trained to do planning and she does not want to see the committee become the planning body for the library. It was stated that a four year term would be a huge commitment and that extended terms should not be considered until the function and role of, and charge to, B&P had been determined.

It was mentioned that all the charges to B&P this year had come from LFA Exec and it was agreed that there should be an opportunity for the Classified Conference Board to give charges to B&P also.

B&P had suggested ex officio membership for Nancy Jaeger on B&P. Exec does not feel prepared to discuss this issue at the June 12 LFA meeting and this year's committee would not have time to deal with the necessary code change. Dean Crowe would like ex officio membership for Sandy Gilliland on Staff Development to be discussed also. The issue will be deferred to next year's Exec. In the meantime, Nancy can meet with B&P regularly per their request.

K. Miller stated that the new Exec will have to write a charge to the new B&P and that Exec will look at this year's B&P report for guidance. He requested that, if they have views about the structure of the committee or length of terms, that that should appear in the report also.

A copy of the B&P notebook will be given to the Chair of Classified Conference. L. Moore recommended that the narrative section be photocopied and distributed to library staff and that copies of the entire notebook be placed on reserve in Anschutz Science and Watson Libraries.

IV. S. Williams reviewed the agenda for the June 12 LFA meeting.

V. Exec reviewed that meeting we had just had with B&P.

The final meeting of this year's LFA Exec will be Monday, June 24 at 10 AM in Conference Room A.

Submitted by Kathy Graves
LFA MEETING: MINUTES
JUNE 12, 1991


I. The minutes of the April 23 and 30 LFA meetings were approved.

II. There were no announcements.

III. Committee reports were presented.

Budget and Planning: L. Moore stated the two charges to this year's committee as (1) producing a new edition of last year's committee's planning notebook, including a narrative summary and tables, and (2) an assessment project based on the ACRL performance measures manual. The latter involved three pilot projects on user satisfaction, in Watson, Anschutz, and the Art and Architecture Library. Both of the charges were fulfilled and the notebook will be placed on reserve in Watson and Anschutz. In addition to these charges, B&P worked on the budget, soliciting staff input and working with the Deans and Administrative Conference on uses of the FY92 budget. They also discussed with Dean Crowe issues concerning the function and staffing of B&P as the committee continued to cope with an identity crisis.

LCPT: M. Roach reported that LCPT had handled two files in November and December (promotion and tenure for Rick Clement, and promotion for Sandra Brandt). They discussed the issue of the Dean's membership on LCPT. This led to a proposed Code change which passed and resulted in the removal of the Dean from ex officio membership. They discussed credit for prior service; this issue has been put on hold pending discussion between Dean Crowe and Vice Chancellor Brinkman. They discussed length of terms of office for members of LCPT; the term remains two years. LCPT planned and held a meeting for untenured librarians at which guidelines were given for the tenure process. One hundred per cent of untenured librarians attended. They explored the idea of a midterm review for untenured librarians. At their last meeting of the year, they will discuss results of an evaluative survey that should indicate preference, or lack thereof, for such a review. They looked at performance criteria and standards for annual evaluations and chose not to offer suggestions for changes at this point.

Nominating and Ballot: J. Dienes reported that the two charges to N&B were (1) to establish guidelines and procedures for nominations and (2) to deal with 3.1.2 of the Bylaws that states that there should be two candidates running for each vacancy.
Because the option they presented was not accepted by the membership, a final decision was tabled pending further discussion. N&B dealt with the issue of who is eligible to vote. Dienes mentioned the ballots that the committee had prepared and distributed throughout the year concerning Code changes and elections to committees.

Staff Development: C. Powell stated that the committee had worked to improve educational opportunities for all staff. They wrote guidelines for SDC-sponsored events. They asked for and received additional funds for travel expenses, speakers, and workshops (14 workshops were held, mostly BCR and conference-related). They produced a newsletter, sponsored speakers, and brown bag lunches. They sponsored a site visit to three libraries in Topeka (State Library, State Historical Society Library, and Topeka Public Library). They disbursed travel funds.

Salaries and Benefits: B. Schaffner reported that the committee had reviewed the salary range and offer to one tenure-track librarian. S&B compared salaries at KU to those at peer institutions and reviewed a report that analyzed KU salaries to those at peer institutions (looking at salaries by positions rather than only salaries in the aggregate). They conducted an annual review of merit salary distribution and requested input from staff through a ballot. They compiled a list of benefits.

Staff Orientation: Susan Hitchens reported that this committee had spent most of its time implementing a new orientation tour program which was open to both new and veteran staff. Tours were conducted in fall and spring semesters and, while turnout was low, appreciation among attendees was great. The committee distributed evaluation tools and surveyed tour guides. They will use the ideas suggested to reorganize the program. The committee also had five showings of the library's preservation slide cassette program. They feel that the slides are outdated and will consider the purchase or rental of a new series. They sponsored a brown bag lunch to introduce new staff to department heads and Administration.

LFA Exec: S. Williams acknowledged that it has been an extremely busy year for all committees. She thanked Exec members for their contributions. Exec met weekly and also conducted seven LFA meetings. She summarized the issues Exec had been concerned with this year: committee appointments, standards of evaluation for annual performance evaluations, the question of service and research evaluation for grant-funded librarians, codifying the Committee to Evaluate Service and Research, the role of B&P, issues surrounding the Unclassified Professionals Report, whether library faculty felt that individuals without an MLS could be appointed to tenure track positions, problems associated with elections, problems with the Code, the issue of co-option, length of terms on B&P and LCPT, procedures for electing members to a Dean's Review Committee. She noted that Dean Crowe had been invited to meet with Exec once a month and had done so, and that this had enhanced
communication. She noted also that Exec had met with the Classified Conference Board and that the idea of joint committees arose there. This needs more study. She announced that Dean Crowe has offered, as an incentive, $500.00 to the LFA Chair as a travel allowance to a conference or workshop. He will discuss parallel options for support for the Classified Conference Chair.

IV. The next topic was the Code change concerning LFA membership of grant-funded librarians. The Code does not specifically include or address this. At the last meeting, Exec had been asked to revise a draft Code revision and distribute it for a vote. Because of difficulties with the revision, Exec had prepared a substitute motion to present to LFA. This had been previously distributed. It was moved that the previously proposed ballot be revised as distributed and be accepted for a mail ballot. It was seconded and the motion carried.

V. Dean Crowe commended Sherry Williams for her outstanding job as Chair of LFA. He thanked her for meeting with him weekly and stated that this communication and cooperation had made his first year as Dean easier.

He reviewed the information that had been stated in letters to all staff, indicating their salaries for the coming fiscal year. He had asked permission to invade the base to cover promotion increases. When this was denied, on his own judgment and on the basis of consultation with Salaries and Benefits Committee, he decided that the increase money should come off the top of the merit pool. That reduced it to 2.41%. It was distributed in accordance to 50% equal dollar and 50% equal percentage.

He then discussed the Unclassified Professionals Report. He plans to meet with the remaining members of the committee (S. Brandt, S. Gilliland, N. Bromberg) to make sure that he understands the issues presented in the report. After the vote in which a majority of library faculty stated that only those with MLS degrees be considered for appointment to tenure track positions, he began to study what other options we have. Academic Staff status is a possibility. He has talked to Sandra Gautt. He was asked to prepare a document addressing what are the responsibilities of an Academic Staff person that would be different from those of tenure track librarians. He asked S. Gilliland to explore related situations elsewhere on campus. She is working on this. He needs to further discuss the issue with Vice Chancellor Brinkman. Dean Crowe was asked why there could not be another title created (such as Archivist) and he said the University Administration is uncomfortable about adding titles to the tenure track category. We do need to ask if that is an option and, if not, why not, and what the options are. The key issue addressed in the report is not to further this problem by using the category in ways open to question.

He mentioned the budget hearings which are to be held tomorrow and Friday.

Dean Crowe will be a Senior Fellow at the Graduate School of Library and Information Science at UCLA in July and August.

S. Brandt asked why, as faculty, we have to fill out time
cards. L. Moore said that, since we get credit for sick leave not taken upon retirement, this has to be documented. S. Gilliland said that vacation and sick leave was at one time reported annually but, with the automated payroll system, we are required to report on a monthly basis.

VI. K. Miller made a call for volunteers for next year's committees. The next LFA Exec would like to be able to make committee appointments as soon as possible.

VII. Marianne Reed said that automation spring cleaning is in progress and asked for everyone's patience. They are presently working in Cataloging.

The motion was made to adjourn and was seconded. The meeting adjourned.

Submitted by Kathy Graves
LFA EXECUTIVE COMMITTEE: MINUTES
JUNE 24, 1991

Present: Dandridge, Graves, Lohrentz, K. Miller, S. Williams, Wilson

Absent: Schulte

Minutes of the following committee meetings were reviewed and accepted: April 24 and May 15 Budget and Planning, May 15 and May 16 Nominating and Ballot, May 14 Staff Orientation, April 18 LCPT, May 31 and June 5 Salaries and Benefits. Minutes of the June 10 LFA Exec meeting and the June 12 LFA Meeting were approved with revisions.

I. Exec discussed distribution of the Budget and Planning notebook. It was determined that pages 3 - 5, which contain the committee's conclusions and recommendations, will be copied and distributed to the LFA membership (with LFA Exec's annual report and a cover letter). Copies of the entire notebook will be placed on reserve in Anschutz and Watson Libraries.

II. The rest of the meeting was spent discussing and revising the LFA annual report, which Sherry Williams had drafted.

This was the final meeting of the 1990/1991 LFA Exec.

Submitted by Kathy Graves
Library Committee on Promotion and Tenure

Minutes, April 13, 1991

Present: Mary Roach, chair, Sally Haines, Susan Hitchens, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark

The promotion and/or tenure of Sandra Brandt and Rick Clement will be announced in the news media within several days, and Dean Crowe is planning to give a reception at the Adams Center in their honor.

Mary Roach has obtained a list of eighteen untenured librarians in the library system and will send them invitations to the informational meeting for untenured librarians which is scheduled for May 7th. Susan Craig has also been invited to that meeting in order to offer information about the University Committee on Promotions and Tenure. Barbara Jones offered to draft a comment form in order to elicit attendees reactions to the meeting.

The Committee reviewed the descriptions of merit rating levels, and after some discussion decided not to recommend changes. While taking into account the levels of merit rating an individual may receive on an annual basis, the Committee holds the opinion that LCPT makes independent judgement on promotion and/or tenure candidates, taking into consideration the more extensive information available in dossiers of the candidates.

There was a brief discussion of the make-up of the LCPT during the next year.

LCPT members will next present the meeting for untenured librarians on May 7th. A future meeting of LCPT was not scheduled at this time.

Minutes submitted by Marilyn Clark
23 April 1991
NOMINATING AND BALLOT COMMITTEE MINUTES
May 15, 1991
Present: Dienes, Eshelman, S. Miller

N&B composed and mailed ballots for runoff elections for LCPT LI, LFA Exec LII and the Grievance Committee. In addition, a new ballot for one vacant LCPT LIII position was mailed as the first ballot for that position was invalid. The invalid ballot was due to confusion over the consequences of two anticipated LIII resignations from LCPT (as well as one term coming vacant from natural causes) and uncertainty about the ramifications of the subsequent cooption process under those circumstances.

Submitted by Nicholas Eshelman

NOMINATING AND BALLOT COMMITTEE MINUTES
May 16, 1991

Present: Eshelman

Because of an error on the first runoff ballot for the Grievance Committee (Kathy Graves was listed on the ballot instead of Sally Haines) a new corrected ballot was mailed. The error was due to Nicholas Eshelman not paying attention while composing the ballot.

Submitted by Nicholas Eshelman
Minutes: SALARIES AND BENEFITS COMMITTEE

Date: May 31, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner. Guest: Dean Crowe.

Dean Crowe updated the committee on the current budget and salary situation. He reported that the Office of Academic Affairs denied his request to use existing base salary funds from vacant lines to fund promotion increases. Therefore, the money will have to come out of the library's merit salary pool for FY 92.

The committee discussed the ARL salary report with the dean. Although the report is confidential, we hope to distribute a summary of the report to library faculty members.

After the dean left the minutes of May 8, and May 14, were amended and approved.

The remainder of the meeting centered on a discussion of the committee's annual report.

The next meeting will be held on June 5, at 9 am.

Brad Schaffner
secretary

Minutes: SALARIES AND BENEFITS COMMITTEE

Date: June 5, 1991

Present: Sandy Gilliland, Kathleen Neeley, John Richardson, Brad Schaffner.

The meeting centered on a discussion of the draft of the committee's annual report which was written by Kathleen. The committee will meet again on June 18, at 3 pm to conclude our duties for FY 91 and to approve the final draft of the annual report.

Bradley L. Schaffner
secretary
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 20 May 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte, George Gibbs (Ex-off.)
Mary Burchill

Craig introduced Mary Burchill, Law Library, who because of a shared interest will join the committee; she will be supplied with back minutes to bring her "up to speed."

Minutes of 22 April 1991 meeting approved. Future meeting dates scheduled: 10, 24 June; 8, 22 July; 12 August; all at 3:30, Watson Conference Room A.

M. Miller and Anderson-S reported on attendance at an emergency-on-the-job training session which seemed to be geared more to F.O.-type operations than to the Libraries'; however, Candyce Waitley said she would be willing to present a program better related to the Libraries' needs and Phil Rankin said there would be CPR training ($5 charge) offered this Fall. Anderson-S is sensitized to the need for policies and skills needed for responding to medical emergencies, there having been a couple recently in Watson. Rhonda Boose is now searching out the University's policy statement regarding summoning an ambulance.

Craig announced that she had put Spec Kit #156, Emergency Planning, in "the box", along with a document on preservation given to her by Dean Crowe (although in accepting it, she pointed out that this was not a "preservation" committee).

Gibbs announced that Phil Rankin (Asst. Director of Human Resources) had become aware of this committee's existence through FYI; Rankin has sent copies of pertinent University policies, with annotations, to Gibbs (now in "the box?"). Gibbs also reported on his meeting with Mike Richardson and Bob Porter (Dir. & Assoc. Dir. of F.O.); they are interested in the work of this committee. Gibbs will invite an F.O. representative to the 10 June meeting in order to give subcommittees an opportunity to get answers to F.O.-related questions.

Anderson announced that he had contributed an article on the Leningrad Academy of Sciences fire and recovery to "the box."

Subcommittee reports were called for:

Directory of Services (Schulte) Presented an updated list of "Local Disaster Resources," based on the KCAA model, incorporating work from the Rachel Miller/Rebecca Stuhr-Rommereim list [copy attached to recorder's copy of minutes]. She also has in hand a copy of a similar list from a newly-formed Johnson County group. In order to discover what role the State and County emergency preparedness groups would play in a Libraries disaster, she visited Paula Phillips, Director of the Douglas County Emergency Preparedness office. At what point they would become involved seems to be a grey area. Also talked to Lt. John Mullens of KUPD who told her that he was a member of an informal group working to develop a University-wide emergency plan. Both Phillips and Mullens are willing to talk to us ("us" later defined as the committee, rather than the entire library staff, at least in this early stage); Phillips, in fact, has recently talked to the Anschutz staff.
Implicit in the draft list of resources is that there may be an even-more-local source for many of the supplies: in-house or F.O. Agreed that such should be incorporated in the list, including some indication (perhaps by order) of which source to try first, second, third, etc. Other things being equal, the cheaper sources should be preferred. A cover statement is planned and it should include, i.a., an indication of the hierarchy of access and how far one can go before seeking administrative authorization for, for example, incurring costs. Perhaps each source that has a charge could be coded ("$"), perhaps some indication of cost range could be incorporated, although costs can go very quickly out of date and it was pointed out, the more information included, the more chance for error and for becoming outdated. It became obvious from Schulte's oral annotations to the list that she knew a good deal more about many sources than was recorded on the list, much of which could be very useful (e.g., McDonnell-Douglas vacuum drying facilities are in mothballs—but in certain emergencies political pressure can be brought to bear to get them activated); a comments/caveat paragraph should be added to make this peripheral-but-useful information available. In addition to the basic list, there need to be indexes by type of disaster and by suppliers. Since up-to-dateness is so important in a list such as this (as well as being so difficult to maintain), it was suggested that either each section or, perhaps, each item be dated; that way sections or items could be updated, thus enabling the updating task to be spread over time.

Facilities Survey (K. Miller) A new draft survey, incorporating suggestions made at the last meeting has been prepared; it has been administered to the subcommittee members re: Watson, in an attempt to de-bug it. The subcommittee has walked through about half of Watson looking for problems, which has made them aware that they don't know enough about some of the systems to identify either problems or solutions. Craig wondered if the subcommittee's work in Watson would be finished in two weeks so that all units will have been surveyed by the July meeting; it was hoped so and expected that once out of Watson the survey would move more rapidly. Several questions on the survey seemed to Craig more appropriate to the Manual so Anderson-S will send copies of the revised questionnaire to Craig, M. Miller & Hewitt; the two subcommittees will work out which questions are appropriate to which group's tasks. Will report again 8 July.

Emergency Manual (Craig) Being past time for the building to close, this report was deferred.

Craig will contact EVC Shankel's office to find out more about the "University-wide emergency plan" supra.

The next meeting will be 10 June when we'll be visited by an F.O. representative and the Directory of Services subcommittee (now enlarged to included Burchill) will report.

Adjourned.

Bill Mitchell, recorder
PROMOTION AND TRANSFER LIST

June 24, 1991

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.)

* 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.

SPECIAL NOTE: Vacancies to be listed on the Promotion and Transfer List for the week of July 8 through 12, 1991 must reach the Division of Personnel Services by 12:00 p.m. on Wednesday, July 3, 1991.

Applications will be accepted through Friday, June 28, 1991.

SALARY RANGE VACANT POSITIONS CONTACT PERSON

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

LARNED

R-25 Physical Plant Supervisor II (Closes Monday, July 1, 1991)

Diana Cobb (913) 296-4495 Department of Corrections

Larned Mental Health Correctional Facility

MANKATO

R-16 Equipment Operator II

Mike Ramirez (913) 296-3721 Department of Transportation

NORTON

R-17 *Food Service Supervisor I

Mary Stanton (913) 877-3380 Norton Correctional Facility

SALINA

R-16 Equipment Operator II

Mike Ramirez (913) 296-3721 Department of Transportation

Lt. Seidler (913) 825-0203 or Teresa Parsons (913) 266-1462 Adjutant General's Department

R-16 *Facilities Maintenance Repairman (Unclassified - $1,654.00 Per Month - Closes June 26, 1991)

Lonnie Loudabarger (913) 296-5928 Department of Health and Environment

R-16 *Laboratory Improvement Specialist (Medical Technologist Certification Required - Special Project - $2,112 Per Month)

Mike Ramirez (913) 296-3721 Department of Transportation

TOPEKA

R-26 Attorney I

Mike Ramirez (913) 296-3721 Department of Transportation

Daryl Rutschmann (913) 296-6500 Department of Social and Rehabilitation Services

Disability Determination and Referral Services

R-19 Disability Examiner I (2 Positions)

Mike Ramirez (913) 296-3721 Department of Transportation

Lonnie Loudabarger (913) 296-5928 Department of Health and Environment

R-16 Engineering Technician III

Vicki Harding (913) 296-3140 Department of Administration

Self Insurance Fund Office

R-23 *Laboratory Improvement Specialist

 Lonnie Loudabarger (913) 296-5928 Department of Health and Environment

R-13 Office Assistant III

Lonnie Loudabarger (913) 296-5928 Department of Health and Environment

R-13 Office Assistant III (Typing Required - Experience in use of personal computer and software is helpful)

Mike Ramirez (913) 296-3721 Department of Transportation

Diana Cobb (913) 296-4495 Department of Corrections

Larned Mental Health Correctional Facility

Mike Ramirez (913) 296-3721 Department of Transportation

Lt. Seidler (913) 825-0203 or Teresa Parsons (913) 266-1462 Adjutant General's Department

Lonnie Loudabarger (913) 296-5928 Department of Health and Environment

Gary Indest, Director

DIVISION OF PERSONNEL SERVICES

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

Topeka, Kansas 66612-1521

913-296-4278

TDD 913-296-4798

EQUAL OPPORTUNITY EMPLOYER

(Continued on Back)
TOPEKA (Cont.)

R-20 *Personnel Management Specialist I Mike Ramirez (913) 296-3721
Department of Transportation

R-27 Personnel Management Specialist III Earline James (913) 296-4769
Topeka State Hospital

R-28 *Registered Nurse IV Carol Leonard (913) 296-3981
Department of Social and Rehabilitation Services - Medical Services

R-28 *Research Analyst II Lonnie Loudabarger (913) 296-5928
(Special Project - $1,915 Per Month - Knowledge of computer
operations, programming and medical
or scientific terminology preferred.)

R-13 Secretary I Homer Johnson (913) 296-4505
Board of Indigents' Defense Services

R-15 Secretary II Ginny McCord (913) 296-4171
(Legal experience is highly desirable or completion of a
legal secretarial training course
is highly desirable)

WINFIELD

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

WINFIELD

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

R-28 *Psychologist IV Winfield State Hospital and Training Center

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

913-296-2278
TDD 913-296-4798

**April 29, 1991**

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.)

* 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 3, 1991.

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**EQUAL OPPORTUNITY EMPLOYER**

(Continued on Back)

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**READING** (Lyon County)

- **R-18** *Equipment Operator III*
  - **TOPEKA**
  - **Lola Trott (316) 672-5911** Department of Wildlife and Parks

- **R-21** Administrative Officer I (Trainer - 50% Position)
  - **Alice Knatt (913) 296-4986** Department on Aging

- **R-11** Cook
  - **Sandy Mills (913) 296-6646** Topeka Correctional Facility

- **R-19** Disability Examiner I (Several Positions)
  - **Richard Marek (913) 296-6600** Department of Social and Rehabilitation Services

- **R-17** Electrician II, Trainee (Governor's Trainee Program) (See Page 3)
  - **Vicki Harding (913) 296-3140** Department of Administration

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

- **R-11** Office Assistant II
  - **Kathy Gerisch (913) 296-2245** Department of Administration Department of Facilities Management

- **R-21** Psychologist I
  - **Linda Kraus (913) 296-3936** Youth Center at Topeka

- **R-25** Technical Support Program I (Candidiates for this position must pass level I security clearance)
  - **Mike Ramirez (913) 296-4109** Department of Administration Division of Information Systems and Communications

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**WAMEGO**

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

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

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**PROMOTION AND TRANSFER LIST**

**State of Kansas - Department of Administration**

**DIVISION OF PERSONNEL SERVICES**

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