

FYI

University of Kansas Libraries

Number

1128

July 5, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CIVIL SERVICE EXAMINATION CALENDAR

Attached to this issue of FYI is a copy of the Civil Service Testing Calendar for the month of July. Library student assistants and persons not presently employed by the University or state, must take a civil service examination to be considered for employment. Within the Libraries, the majority of civil service positions are classified at the Office Assistant III and Library Assistant I and II classifications. Therefore, to become eligible for employment within the Libraries, one must take an Office Assistant III and/or Library Assistant I/II examination. The Library Assistant examinations are offered twice during the month of July and will not be offered again for several months. Contact the Department of Human Resources, 4-4646, to apply for examination. Certain minimum qualifications are required; contact Rex Hargis or Sandy Gilliland in the Library Administrative Office, 4-3601, or the Department of Human Resources, for additional information.

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, Tuesday, July 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

SOCIAL SECURITY DEDUCTIONS FOR STUDENT EMPLOYEES FOR THE SUMMER

As a reminder, student employees will have social security taken out of their summer paychecks if they are not enrolled in class for the summer. The deductions are 6.2% OASDI + 1.45% Medicare (HI) for a total of 7.65% social security deduction. If you have any questions, please call.

Rex Hargis

SPLAT T-SHIRTS

Friends of SPLAT t-shirts now available for \$7.00 in sizes L, XL and XXL. Navy blue on white, all cotton.

Shelley Miller

ATTACHMENTS

Report on the 84th Annual Meeting of the Organization of American Historians, Louisville, KY.
University of Kansas, Department of Human Resources Testing Calendar--July 1991
DPS Promotion and Transfer List--July 1, 1991

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)



UNIVERSITY OF KANSAS



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

JULY 1991

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Keyboard Operator I&II 8:30	4 Holiday Offices Closed	5 Holiday Offices Closed
8	9 Office Assistant II&III 1:15	10 Secretary I&II 8:30	11 Keyboard Operator I&II 1:15	12
15	16 Keyboard Operator I&II 8:30	17 Written Examination 1:15	18	19
22	23 Secretary I&II 1:15	24 Keyboard Operator I&II 1:15	25 Office Assistant II&III 8:30	26
29	30 Written Examination 8:30	31	1 Keyboard Operator I&II 8:30	2

WRITTEN EXAMINATIONS OFFERED: Cook, Food Service Supervisor I&II, Library Assistant I&II, University Police Officer Trainee.

UNASSEMBLED EXAMINATIONS OFFERED: Dietitian I&II, Facilities Maintenance Supervisor (Closes July 31), Medical Technologist I, Printer II, Radiologic Technologist I&II (Diagnostic X-Ray), University Police Officer.

LOUISVILLE REPORT

On April 11-14, 1991 I attended the 84th Annual Meeting of the Organization of American Historians in Louisville, Kentucky. Well over 1,000 historians from all over the country participated in and attended programs on the topic *Diversity and Dissent: Politics as Social Process*. Julian Bond, prominent American civil rights leader and former long-term member of the Georgia house and senate, was a dynamic keynote speaker. Toni Morrison gave a moving presentation on her novel *Beloved*, as well as on her life and work in general. Mary Francis Berry, well-known and active civil rights leader and professor, and forthright and controversial OAH President, gave a stirring presentation at one of the main sessions.

One of the reasons I wanted to go to the conference was to meet and talk with some of my memorable and distinguished professors from UC Berkeley who are leaders in their fields. Leon Litwack is one of the best known and respected authorities on slavery and black history of the 19th and 20th century American South. He was the first to make extensive use of slave narratives and won the Pulitzer Prize for history in 1980 for *Been in the Storm So Long: the Aftermath of Slavery*, a comprehensive study of the end of slavery and transition to freedom of blacks. Recently he produced a provocative film titled *Berkeley in the Sixties*, which was shown at the conference and will be seen on national public television. Lawrence Levine, also well known for his work in Afro-American history and author of several books including *Black Culture and Black Consciousness: Afro-American Folk Thought from Slavery to Freedom*, presided over a session of papers given on the topic *Aunt Jemima, Uncle Mose, Cadillacs and Diamond Rings: Images of Afro-Americans in Consumer Society, 1880-1950*. Lawrence Levine was a guest speaker and commentator at a session at KU last spring sponsored by the Hall Center for the Humanities.

As is usually the case at conferences, there were so many sessions going on at the same time, it was hard to choose in many cases which ones to go to. Among the variety of sessions I attended were *Bibliographical Resources and Computerized Databases for History*, moderated by the head of the Los Angeles City Historical Society; *New Directions in Native American History*; *Alternative Medicine and Alternative Politics* included papers on *Body Politic and Body Perfect: Religion, Thomsonian Medicine and Alternative Healing in Nineteenth-Century America*, and *The Political Culture of Chiropractic*; *Indian Women as Cultural Mediators* included papers on various Indian women who have served as voices to the anglo world during the 19th and 20th centuries. *Evaluating Presidential Performance* included an excellent presentation on *The Reagan Presidency: An Evaluation of Presidential Performance*. Kathryn Kish Sklar, one of the foremost historians in American Women's history, presided over a session on *Antislavery and Women's Political Culture in Philadelphia, 1833-1860*. Finally, I went to a session on *Records in the National*

Archives Relating to Twentieth-Century Protest and Dissent. All three papers in this session were well prepared and given and only served to make me want to go to the National Archives to explore on my own.

Louisville is a pleasant town to visit on the banks of the Ohio River. A southern flavor is definitely apparent, although, coming from California, I find it difficult to think of Kentucky as the "south." But that famous southern hospitality was very fine! We were treated to a reception at the beautiful building of the Filson Club, home of the Louisville Historical Society and Library, founded in 1884 and specializing in the history of Kentucky and the Ohio Valley.

Many thanks to the Staff Development Committee whose contribution made this trip possible.

Saralinda Rhodes

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

July 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 Wednesday 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 Wednesday, July 3, 1991.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
COUNCIL GROVE		
R-16	Equipment Operator II	Mike Ramirez (913) 296-3721 Department of Transportation
DODGE CITY		
R-13	Engineering Technician II	Mike Ramirez (913) 296-3721 Department of Transportation
HAYS		
R-25	*Registered Nurse III	Lonnie Loudabarger (913) 296-5928 Department of Health and Environment
INDEPENDENCE		
R-22	Highway Maintenance Supervisor	Mike Ramirez (913) 296-3721 Department of Transportation

OLATHE

R-26 *Institutional Business Administrator II
Warren Hurst (913) 782-2530
School for the Deaf

PRATT

R-22 *Engineering Technician V (Drafting Required)
Lola Tritt (316) 672-5911
Department of Wildlife and Parks

SALINA

*Laboratory Improvement Specialist (Medical Technologist Certification Required - Special Project - \$2,112 Per Month)
Lonnie Loudabarger (913) 296-5928
Department of Health and Environment

STOCKTON

R-15 *Food Service Supervisor I
Mary Stanton (913) 877-3380
Norton Correctional Facility
East Unit

TOPEKA

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

R-26 Attorney I
Mike Ramirez (913) 296-3721
Department of Transportation

R-23 *Criminalist I (Latents) (Must pass KBI background investigation)
Ann Brunt (913) 232-6000
Kansas Bureau of Investigation

R-23 *Criminalist I (Serology - Requires at least 20 hours of chemistry) (Must pass KBI background investigation)
Eileen Burnaw (913) 232-6000
Kansas Bureau of Investigation

R-25 *Ecological Specialist
Ginny McCord (913) 296-4171
Board of Agriculture

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

R-23 *Laboratory Improvement Specialist
Lonnie Loudabarger (913) 296-5928
Department of Health and Environment

EQUAL OPPORTUNITY EMPLOYER
(Continued on Back)

TOPEKA (Cont.)

- R-19 *Microbiologist I Lonnie Loudabarger (913) 296-5928
Department of Health and Environment
- R-11 Office Assistant II Lisa Bryan (913) 296-3146
(Typing Required) Department of Administration
Division of Accounts and Reports
Payroll Section
- R-11 Office Assistant II Mike Ramirez (913) 296-3721
(Typing Required) Department of Transportation
(2 Positions)
- *Research Analyst II Lonnie Loudabarger (913) 296-5928
(Special Project - \$1,915 Per Department of Health and Environment
Month - Knowledge of computer
operations, programming and medical
or scientific terminology preferred.)
- R-15 Secretary II Beth Runnebaum (913) 271-3200
(WordPerfect experience preferred) Citizens Utility Ratepayers Board
- R-9 *Storekeeper I Carla Roth (913) 296-6213
(Intermittent - 4 hours a day - Department of Commerce
Physical strength and stamina
sufficient to lift heavy objects
are required)

WINFIELD

- R-15 *Licensed Practical Nurse Farrell Oard (316) 221-1200
(7:00 a.m. to 3:00 p.m.) Winfield State Hospital and Training
(3:00 p.m. to 11:00 p.m.) Center
(11:00 p.m. to 7:00 a.m.)
- R-28 *Psychologist IV
- R-25 *Registered Nurse III
(3:00 p.m. to 11:00 p.m.)

FYI

University of Kansas Libraries

Number 1129

July 11, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

DEPARTMENT OF HUMAN RESOURCES TRAINING CALENDAR

The Department of Human Resources has announced its Professional Development seminars for July, August, and September 1991. A copy of the Professional Development Calendar and a brief summary of each seminar is attached. All library staff are invited to participate, with supervisory approval, in any of the programs offered. Contact the Department of Human Resources, 4-4946, to register.

Sandy Gilliland

SABBATICAL LEAVE APPLICATION DEADLINES ANNOUNCED

In a recent memo to all faculty, the University Committee on Sabbatical Leaves announced the deadline for sabbatical leave applications. Librarians who wish to apply for sabbatical leave for anytime during fiscal year 1992/93 should contact Sandy Gilliland by August 30th. Completed application forms will be due in the Library Administrative Office by **September 30th**. The Library Committee on Promotions and Tenure (LCPT) will review applications for sabbatical leave following the September 30th deadline. Application which contain the Dean's endorsement must reach the office of Academic Affairs no later than **November 1st**. However, librarians may submit an application for sabbatical leave without the dean's endorsement, which should reach Academic Affairs by **September 28th**. (The application will be referred back to the Library for comment.)

Library faculty who have served continuously for a period of at least six years are eligible to apply. Faculty who are granted sabbatical leave must return to the University to serve for two full years. If a faculty member fails to return to the University, s/he is obligated to repay, within two years, whatever money was paid to him/her during the sabbatical leave. The University Committee on Sabbatical Leaves will hold an open meeting early this Fall to answer questions regarding application procedures (date/time/location to be announced). For additional information and application forms, contact Sandy Gilliland, 4-3601.

Sandy Gilliland

TUITION ASSISTANCE DEADLINE ANNOUNCED

Applications for funding from the Tuition Assistance Program are due in the Office of the Executive Vice Chancellor by no later than 5:00 p.m. Friday, July 26th. Any staff member who is employed in a full-time position (and has been employed in a full-time position for at least one year) is eligible to apply. If awarded, the Tuition Assistance Program covers the cost of tuition, textbooks, or other supplies required for participation in approved educational programs. Awards are limited to no more than \$25 for textbooks and supplies, and a total of no more than \$110 in all. Application forms and informational brochures are available from the Library Administrative Office, 4-3601. Contact Sandy Gilliland, the Office of the Executive Vice Chancellor (4-4904), or the Department of Human Resources (4-4946) for additional information.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

SAVING PAPER...AND MONEY

Thanks to a suggestion from Kendall Simmons, Head of Watson Circulation (which we have heard from some others), the size of the FYI will be reduced somewhat on an experimental basis. Some announcements and mailings will no longer be included in the newsletter, but be distributed in a companion mailing. For example, the State's weekly "Promotion and Transfer List" will no longer be included as an attachment to FYI. Rather, it will be distributed weekly from the Library Administrative Office to each library department with a notation to post (especially in larger departments) or route to all staff. Eliminating this attachment alone will reduce the amount of paper and copy costs used to produce the FYI (a savings of 2,964 copies in 12 months!). Other cost-savings measures related to the FYI may be tested within the next few months. Comments and suggestions on this experiment and suggestions for additional cost-savings measures are always welcomed!

Sandy Gilliland

STATUS OF WATSON RESHELVING OPERATIONS

Watson Circulation's book return holding area was cleared of all backlogged shelving as of 7:30pm on June 24. Materials destined for the Watson bookstacks are now being shelved within 24 hours of receipt in Circulation, thanks to the good efforts of Janet Anderson-Story and her student workers.

Mary Hawkins

CLASSIFIED CONFERENCE ELECTION RESULTS

Chairperson: Jane Hoyt

Vice-chairperson: Susan Hewitt

Secretary: Verna Froese

Group I: Kathy Lafferty

Group II and III: Gaile Burchill; Inga Starr

Group IV: Wendy Roberts; Penny Donaldson, Alternate

Group V, VI, and VII: Kerry Bower, Miloche Kottman, Alex Slater

Group VIII: Byliss Harsh; Brenda Owens, Alternate

Group IX: Susan Hamilton; JoAnna Traxler, Alternate

Group X: Janet Revenew

Group XI: Carol Dibben

If you have a question about which group you are in, call me (4-3476).

Committee on Staff Development, Janet Anderson-Story (FY92); Carole Dibben (FY92, FY93)

Committee on Budget and Planning: Sarah Couch (FY92, FY93); Sue Hewitt (FY92)

Committee on Staff Orientation: Carmen Orth-Alfie (FY92); Mike Wilson (FY92, FY93)

University Senate Committee on Libraries: Kendall Simmons (FY92, FY93)

Personnel Committee: David Benjamin, Gregg Buckner, Gaile Burchill, Susan Hamilton, Al Mauler, Brenda Owens

Grievance Committee: Judy Brow, Verna Froese, Al Mauler, Inge Starr, Denise Swartz
Verna Froese

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TO LIBRARY STAFF:

Reproduced below is a brief report which will be distributed to members of Friends of the Library later this summer.

William J. Crowe

At the Turn of the Academic Year: A Report to FRIENDS from the Dean of Libraries

During my first year in Kansas I have spent a great deal of time getting to know many of the people who care about the KU Libraries and becoming familiar with those issues that must be addressed if the KU Libraries are to remain strong. I have thoroughly enjoyed meeting members of the KU family and will press on throughout my second year to call on more of you.

As you prepare to renew your membership in FRIENDS, I want to bring you up to date, if only briefly, on four principal issues that are important to the future of the KU Libraries: the health of the collections, the quality of the staff, adequacy of buildings, and progress in the application of information technology to the delivery of library service of high quality. In each area, I am pleased to say, the interest of FRIENDS has been strong over the years.

***Collections:** This has been a year which one of my colleagues at another university characterizes as a "perils of Pauline" season because of our encounters with rapid inflation and great fluctuations in the value of the dollar abroad. At mid-year it appeared that the Library would require almost \$1 million in additional funds simply to purchase roughly the same number of subscriptions and books (and many other types of materials--from manuscripts to compact discs) as had been true in the previous fiscal year. Now, with the dollar showing a remarkable recovery, the amount needed has fallen below \$750,000--still a daunting sum, of course. The Chancellor and others in the University administration have pledged to do all possible to help during what clearly will be a difficult year for KU and many other universities in the nation.

***Staff:** I continue to acquaint myself with Library staff and their advanced skills, abilities, and dedication. I also grow more and more concerned about how to deal with KU's perennial inability to provide nationally competitive salaries (the average salary for KU librarians is now 104th among the 107 university members of the Association of Research Libraries). If we are to continue to attract and retain library staff of the best quality in the face of persistently low comparative salaries and a smaller pool of appropriately prepared people, I believe that the Library must persist not only to advocate higher salaries, but also seeks means to provide better support for the staff in other areas, especially funds for staff to travel to and participate actively in national scholarly meetings, search out collections, and nurture exchange agreements with other institutions around the world. In many ways, the future vitality rests on the quality of the staff.

***Facilities:** I am pleased to report that there were no personal injuries to Anschutz Science Library staff or users as a result of the devastating Hoch fire; neither is there evidence of any damage from fire, water, or smoke in the Anschutz Science Library. The two student assistants who were on duty that awful Saturday afternoon in June acted with dispatch to evacuate the building when instructed to do so by emergency staff. 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.

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The Hoch fire highlights two major facilities issues for the Library system: the urgent need for a disaster/emergency plan (to take its place with a preservation plan for the collections) and the pressing need for additional library space on campus. I am pleased to say that a disaster and emergency preparedness planning committee of Library staff, chaired by Susan Craig, head of the Murphy Library of Art and Architecture, has been hard at work since winter. Also, I made appointment of a Preservation Officer, with modest staff support, the only "new program" to be included in the Library's budget request for this year. Failing availability of new funds for such a position, the Library soon will need to consider the hard issue of reallocation of some current funding toward this goal.

As to space: there is a University-approved plan for an addition to Murphy Hall, within which would be much improved, expanded space for the Gorton Music Library. This proposal, which is very high on the University's list of building projects, has not yet been funded by the state. Similarly, the Documents and Maps Library, now located in a portion of the space formerly occupied by the Science Library, in Main Hall, is in desperate need of much more space, as a very large portion of its valuable collection (with several thousand volumes from the Music Library) are shelved in the lower levels of the Anschutz Science Library. Together with the impact of anticipated growth of collections in Watson Library, the need for added library space on campus is pressing. Thanks to former Dean Jim Ranz, we have superb detailed information about building space and well-articulated proposals that point to a solution, much of which is premised on use of portions of a renovated Hoch Auditorium.

***Information Technology:** The information (r)evolution is hard upon us, as increasing numbers of familiar publications, especially indexing and abstracting tools, have begun to appear in computer-based formats, especially CD-ROM ("compact disk-read only memory" disks that are fully analogous to the audio disks that now abound). CD-ROMs may be mounted on "stand-alone" equipment or "networked", as at the Anschutz Science Library, permitting several readers simultaneous access to the same disk. The University has provided funds for equipment to extend the Anschutz Science Library's "Local Area Network" to Watson Library; wiring changes and other work should be complete by late in the year. In a parallel advance, the University has acquired powerful "search software" which will permit the mounting at the Computer Center of very large bibliographic (and other) data files that are searched most efficiently on mainframe computers. The Library also is exploring the potential to link telefacsimile (the now ubiquitous "fax") equipment via the national Internet to provide more efficient and faster connections with other research libraries, especially in the extended Big Eight group. The objective is to provide very rapid (24-48-hour) transmission of those documents (especially journal articles) that are urgently needed by KU readers.

I look forward to working with Prof. Jim Seaver, our new president, and other officers, board members, and the membership at large to identify ways in which this band of dedicated friends may continue to help the Library. Toward that end, I will bring before the Board a proposal to establish a Benefits Committee of FRIENDS members whose charge from the Board would be to solicit each year proposals from Library staff for FRIENDS support and recommend funding (within a prescribed budget) for appropriation by the Board. I will suggest this approach to ensure that the leadership of the group is able better to assess needs throughout the Library and to help me call more attention within the Library and the University to FRIENDS' generous support for many Library purposes.

My wife and I look forward to seeing many of you at the Fall meeting.

--William J. Crowe

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LFA COMMITTEE OPPORTUNITIES

Self-nominations for LFA Committees continue to be received. Thus far, 4 individuals have volunteered for the three available positions on Nominating and Balloting, 10 have volunteered for the 2 vacancies on Salaries and Benefits, 4 have volunteered for the 3 positions on Budget and Planning, 1 has volunteered for the 2 positions on Staff Benefits and 1 has volunteered for the 1 vacancy on Staff Orientation. If you have an interest in serving on the committees which have received a limited number of volunteers, please indicate that interest to Kent Miller by mail or E-mail by 9:00 A.M., Monday July 15.

Kent Miller

ATTACHMENTS

Administrative Conference minutes--April 15, 1991, May 22, 1991
Professional Development Programs

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LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 10 June 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, Mike Richardson (guest)

After approving minutes of 20 May 1991, with corrections, K. Miller asked for some discussion regarding the shape of the report of the Facilities Survey subcommittee; Craig sees an important component being indications of where improvements need to be made. Floor plans of all library facilities (including locations of, e.g., utilities & their shut-offs, smoke detectors, emergency lights, alarm panels) will be created during the facilities survey, to be incorporated in the various emergency manuals.

At this point today's guest, Mike Richardson, Director of Facilities Operations, arrived; Craig introduced him and explained the purpose of this committee to him. The first question for him was about the rumored "group working on a University-wide emergency plan" (cf. 20 May minutes). He is unaware of any such formal group although he mentioned the general emergency response plan developed by the EVC late last semester, which includes very general statements of what to do in case of inclement weather, disasters, etc.; in most cases, everyone's initial contact is to be KUPD. Site-specific plans, if any, are to be developed by the various units (as this committee is doing) but should tie to and mesh with the general plan. He also mentioned a safety coordination committee ("CCSC"), composed of Jim Long (chair), Jim Modig, Steve Cater, Bob Porter, et al.; it is concerned with, e.g., hazardous materials, emergency lighting, etc. There is also a classified safety committee, chaired by Phil Rankin. Since KUPD is the chief point of contact for all emergencies he suggests Lt. John Mullens as a good resource person.

Questions were asked about emergency lighting in Watson, the maintenance and testing thereof. After a useful explanation of the 3 chief kinds of emergency lighting systems in use on campus (individual battery-pack lights, regular fluorescent lights with one bulb wired to a central battery bank, standby generator) and their inherent problems, he said he had high hopes there would be some relief for part of the campus (including, probably, Power Plant, Watson, Flint, Bailey) in the form of a central back-up generator; a proposal has been made and, he thinks, funded; work should begin in FY92.

In response to questions regarding availability of supplies and equipment and their priority assignment in the case of a campus-wide disaster, he indicated that F.O. has a large inventory of a wide variety of both supplies and equipment, but no catalog that he could offer the committee; "call us to find out if we have it." Priorities would probably be determined by KUPD, the campus unit which has central coordinating responsibilities in emergencies. The Libraries probably would not be charged for either supplies, equipment or manpower in the event of an emergency; F.O. charges only for "discretionary services." During regular working hours, call the central F.O. switchboard (4-4770) for all matters (no specific contact person); after hours, contact KUPD dispatch (4-5572) who will, in turn, contact F.O.'s Preventive Maintenance crew (until 10 p.m.) or the F.O. supervisor with off-duty responsibilities (after 10 p.m.) No, F.O. does not have control over large spaces (such as Allen Field House) suitable,

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say, for drying large quantities of books; the Athletic Department would have to be contacted for Allen or Anschutz Pavillion.

What are F.O.'s standard responses after an emergency such as a power outage? F.O. electricians always respond to every building involved, in order to check deployed fire curtains, HVAC motors, elevators, alarm panels, etc.

How often are fire extinguishers checked? The "fire extinguisher crew" checks them annually (to make required static tests, etc.) while housekeepers make a visual check of pressure, etc., monthly.

How can we learn about hazardous materials, especially in buildings where library units are "tenants?" Contact Steve Cater, Health and Safety Officer, at 4-4089. For those hazardous materials used by Housekeeping, F.O. can supply information.

Smoke (and other) detectors are annunciated either at KUPD or at the Power Plant, which is manned 24 hrs/day; MR does not know off the top of his head which detectors in which library units are wired where. There is no standard response to a detector going into alarm: it depends on what it is signalling, and where.

When buildings are evacuated, should doors be locked? Although that may be better answered by KUPD, MR believes that in most cases, since KUPD or F.O. will station a person at each door of an evacuated building, it may not be necessary. He suggests that we might like to similarly station a library staff member. As to how far away from a building to go during an evacuation, that depends on the nature of the cause of the evacuation: for example, if because of a chemical spill, there may be a plume of toxic gas to be avoided and it may be affected by wind direction, etc. In any event, do not huddle near the door because so doing may impede the emergency response crew.

Does F.O. routinely look for maintenance problems that need attention? Yes, Housekeeping and the P.M. crew do, but please report anything that seems to need attention. All calls to the F.O. switchboard are logged. Understand, however, that F.O.'s manpower is limited; for example, they have a roofing crew of one, augmented with some summer help.

MR believes Facilities Planning is working on a solution to the problem of rainwater leakage around Watson's large north windows; he will check on status.

MR is satisfied with the level of reporting of problems from Libraries to F.O. (not too many "nuisance" reports); ideally he would like to have one contact person in each campus building, although he knows that may not be possible.

A number of questions (such as locations of water lines, shut-offs, sprinkler systems, alarm systems) will have to be answered on a "walk-through" of the buildings by the committee and F.O. representatives; in a couple of weeks these walk-throughs will be scheduled with MR by K. Miller, the tours to take place in early July. K. Miller will give MR a list of questions likely to be asked in order that he can pick the F.O. staff best able to answer to go on the tours. It is intended that these tours include the appropriate dept. heads.

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There being no more questions of him, MR left, with the committee's thanks.

K. Miller explained that the entire facilities survey was to be sent to one group of unit heads, a partial survey to another group; a week or so later the subcommittee will follow-up by contacting each recipient, offering to help with problems encountered in filling out the survey.

Anderson-S wondered whether the Cryogenics Laboratory in Malott could assist the Library in freezing wet books; Burchill will inquire.

With time running out, Schulte reported for the Directory of Services subcommittee that they were not as far along as they'd hoped to be; the 2d draft is not yet ready.

The Emergency Manual subcommittee will report at the next meeting (24 June); Facilities Survey will report 8 July; the Directory subcommittee will report as soon as possible: if not at either of these meetings, then at the 22 July meeting.

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Minutes of the Administrative Conference
April 15, 1991

The Administrative Conference met at 10:30 a.m.

Present: Gordon Anderson, Sandra Brandt, Nancy Burich, Susan Craig, William Crowe, George Gibbs, Sandy Gilliland, Rex Hargis, Mary Hawkins, Susan Hitchens, Nancy Jaeger, Donna Koepp, Alexandra Mason, Kent Miller, Rachel Miller, Lorraine Moore, Jim Neeley, Kathleen Neeley, Richard Ring, Kendall Simmons, LeAnn Weller, Sherry Williams. Absent: John Miller, Shelley Miller, John Nugent.

Announcements:

- 1) Crowe polled the group to determine if circulating the AC minutes via e-mail for review was agreeable. The group agreed to review the AC minutes via e-mail and publish finalized minutes in the FYI.
- 2) Crowe announced that with the agreement of the AC, Sarah Couch, Gaele Gillespie, Mary Roach, and Sandra Brandt [as unit heads who meet regularly with Technical Services or Public Services heads] had been added to the membership.
- 3) Crowe announced three departmental budgetary resource discussions were scheduled for the May 6, 7 and 8. Each discussion would consist of oral presentations by department heads followed by an open question and answer period.
- 4) Crowe reminded the group of the Marcus McCorison talk scheduled for 4pm that afternoon with a reception to follow.
- 5) Crowe announced that he had received only about a half dozen responses to his request for submission of fund-raising ideas/proposals, and would be sending e-mail to the group requesting input from those who had not yet responded.
- 6) Crowe gave an update on the "BRS" bid (use of money associated with opening Anschutz Science Library for acquisition of database software). There were two bids. The BRS bid was "high". A bid from Infodata (re: INQUIRE) was under review and the Library was actively involved in discussions with the Academic Computing Center to determine how use of that software would interact with their operation.
- 7) Crowe recapped for the group discussion in Academic Council (the Deans, Meeting) which he thought would be of interest.
 - a. The University Honors Council was considering a proposal more systematically to expand the honors program outside the College.
 - b. The Schools and College were discussing curriculum planning and the loss of service courses.
 - c. Vice Chancellor Brinkman was appointing two subcommittees to study two important issues. Ann Weick would be chairing a committee to review "uncapping" retirement, and Max Lucas would be chairing a committee to review programming for the Regents Center.
 - d. Brinkman stated that with regard to news about budgetary matters, the administration remained "persistently optimistic", but had no "signals" or estimates to report.

- 8) Hargis announced the STOP Day picnic scheduled for May 6 from 11:30 to 1:30. KULSA would be supplying the hotdogs and drinks.
- 9) Gilliland announced that the Kansan Directories were available and would be distributed as soon as possible.
- 10) Gilliland announced that there would be an employee recognition on April 23 with a reception to follow in the Administrative Office Conference Rooms A & B at 3:30 pm. Library volunteers were also to be honored during the reception.
- 11) Gilliland announced that department heads should have received "Statement of Substantial Interest" form from the State. The form must be filled out and returned to the Secretary of State's office by May 3. Department heads should contact Gilliland if they've not received the form.
- 12) Mason announced that she had received a copy of the video "Introduction to Clendening" and if anyone was interested in seeing it to contact her.
- 13) Hitchens reported that the orientation tours and the LFA meeting times conflicted. The tours would be changed to April 24th in the afternoon. She requested that those interested in attending the tours contact Rhonda Boose for reservations.

Old Business

- 1) Crowe told the group that feedback from his invitation to respond via e-mail to the idea of developing a committee to review student employment equity were light. While all the respondents acknowledged the need for a review of the situation, many cited lack of available funds and "committee overload" as reasons not to pursue the review at this time.

Crowe told the group that after discussion with Gilliland, Gibbs and Hawkins, he had decided to pursue the student employment review committee. The committee would consist predominantly of staff who directly supervise students and would include one library faculty member. The committee's first order of business would be to look at the student wage rate structure (with an understanding about the funding situation). The second item would be to identify means beyond wage rates by which the library might better recognize and reward student employees. The comprehensive review would be completed by Fall 1991.

There would be a call through Administrative Conference and FYI for individuals interested in serving on the committee to express their interest. Even those who had already expressed interest in serving on the committee should resubmit along with those now considering serving by April 26. Craig asked if students would be included in the membership. Crowe responded that that would be appropriate, but doubted that it would be practicable.

- 2) Crowe told the group that a draft charge for a "Watson self-study" was still in the works. The charges would be shared with the AC group. The self-study would affect all direct service (to users) units.
- 3) Crowe turned the discussion to library publications. Crowe reminded the group that there are many library publications (i.e., Books and Libraries, Guides for Readers, etc.) and that there is no "support structure" for their publication. Crowe proposed that the Library explore creation of a

coordinating body for library publications. He also suggested consideration of creating a general library overview publication which might be published with assistance from University Relations. The Administrative Office would contact University Relations to obtain the University style manual.

Mason commented on the need for a general guide to the libraries, and urged the Libraries administration to pursue funding from Friends of the Library and/or KUEA--since they had funded publication of several copies of the Special Collections Guide a few years ago.

Ring mentioned the potential advantages of combining publications, and the need for a publication targeted at new and graduate students, and that could be included in faculty information packets. Ring also suggested a need to provide information to a university-wide publication such as the OREAD in order to raise university awareness about the library.

New Business

Crowe provided the group with updates from the Council Of Deans and Directors of Libraries (CODDL).

1) With regard to the "systemwide access" proposal: The proposal has been sent to the Council Of Chief Academic Officers (COCAO). If approved it will then be sent to the Council Of Presidents (COPS).

2) An employee suggestion (from Wichita State) had been sent to State purchasing which called for a system-wide serial vendor to be bid by Purchasing for all state agencies. CODDL had contacted Nick Roach (then director of Purchasing) and engaged in lengthy discussions and documented why this is not feasible for the Regents libraries, but recommended this idea as perhaps having merit for state-wide non-library serials subscriptions.

3) OCLC costs: Library OCLC usage (searches/display holdings) has been reduced by one to one and one-half percent, however the total bill is projected to increase by over \$50,000 this year because of OCLC pricing changes.

The next meeting of the Administrative Conference was scheduled for May 22nd at 10:30 am in the Art & Architecture Library conference room.

The meeting adjourned at 11:37 a.m.

Submitted by,

Rhonda L. Boose

Minutes of the Administrative Conference
May 22, 1991

The Administrative Conference met at 10:30 a.m. Present: Gordon Anderson, Sandra Brandt, Nancy Burich, Sarah Couch, Susan Craig, William Crowe, George Gibbs, Gaele Gillespie, Sandy Gilliland, Kerry Bower (for Rex Hargis), Mary Hawkins, Sue Hewitt, Susan Hitchens, Nancy Jaeger, Lorrie Knox, Julie Hoff (for Donna Koepp), Alexandra Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Jim Neeley, Kathleen Neeley, Rich Ring, Mary Roach, Norma Bishop (for Kendall Simmons), Julie Waters, LeAnn Weller, Sherry Williams. Absent: Rex Hargis, Donna Koepp, Kendall Simmons.

1) Crowe told the group that there was no new word on the budget. The unofficial word was that : 1) there very well could be some budget cuts, 2) the OOE budget would not be increased, 3) the salary increase pool will be 2.5 percent, and 4) the shrinkage bill might increase. The base deficit for Library student help will be approximately \$70,000. The acquisitions budget deficit will be approximately \$748,000, and the OOE budget deficit will be \$180,000. With the "no change" situation, the Library will still have approximately a 1.2 million dollar shortfall.

2) Crowe's recent ARL meeting included similar, if not worse, reports from many libraries. ARL libraries report the loss of 300 positions, staff cuts, furloughs, and some upper level management cuts.

3) The Library will need to take strong steps to weather the current fiscal crisis. Some budgetary enhancements being discussed include 1) increasing the per copy charge from 6 cents to 7 cents (using the income to replace old and/or broken machines), 2) beginning to charge for some special services (i.e. ILS) to cover operating costs, 3) releasing vacant personnel budget lines in order to reduce the shrinkage bill. With all concessions accounted for, the Library budget will still fall short between \$40,000 and \$80,000.

Crowe said that the main priority for the Libraries for the next year will be to keep basic library services and operations on track and moving, promote innovation, and generally to try to maintain control of the situation. He indicated that as a result of the financial situation, some services might be curtailed and some reassignment of duties might become necessary, but that those decisions would be done within State and University policy and with as much sensitivity as possible, on an individual, case-by-case basis.

Crowe continues to invite any and all suggestions on economies from library staff whether they be reorganization or processes, small or large.

The meeting adjourned at 12:00 p.m.

Submitted by,

Rhonda L. Boose

PROFESSIONAL DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT PROGRAMS

NEW CLASSIFIED 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.

NEW UNCLASSIFIED EMPLOYEE ORIENTATION - (3.5 hours) provides information on policies and procedures, staff benefits, and opportunities pertinent to new unclassified staff.

***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.

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.

CONDUCTING EFFECTIVE MEETINGS - (3 hours) provides techniques and skills needed to plan, schedule, and facilitate meetings designed to get things done.

***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.

TRAINING OF TRAINERS - (40 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.

* Not available this quarter

HUMAN RESOURCES

The University of Kansas



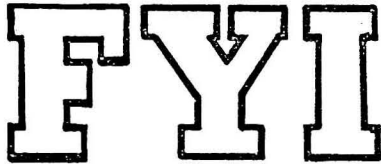
DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

July, August, September 1991

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
J U L Y	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19 Classified Employee Orientation 10am - 12noon
	22	23 Introduction to Supervision (Day 1) 8am - 12noon	24	25 STEP (Day 1) 8am - 12noon	26 Introduction to Supervision (Day 2) 8am - 12noon
	29	30 Training of Trainers (Day 1) 9am - 4pm	31	1 STEP (Day 2) 9am - 3:30pm	2
A U G U S T	5	6 Training of Trainers (Day 2) 9am - 4pm	7	8 STEP (Day 3) 9am - 4pm	9 Unclassified Employee Orientation (KS Union) 8:30am - 12noon
	12	13 Training of Trainers (Day 3) 9am - 4pm	14	15 STEP (Day 4) 9am - 4pm	16
	19	20 Training of Trainers (Day 4) 9am - 4pm	21	22 STEP (Day 5) 9am - 4pm	23 Classified Employee Orientation 2pm - 4pm
	26	27 Training of Trainers (Day 5) 10am - 4pm	28 Coaching and Counseling 9am - 4pm	29 STEP (Day 6) 9am - 3pm	30
S E P T E M B E R	2	3 Training of Trainers (Day 6) 10am - 4pm	4	5 STEP (Day 7) 9am - 3pm	6
	9	10 Training of Trainers (Day 7) 10am - 4pm	11 Writing Position Descriptions 9am - 12noon	12 STEP (Day 8) 9am - 3pm	13
	16	17	18 Interviewing (Day 1) 9am - 12noon	19 Conducting Effective Meetings 1pm - 4pm	20 Interviewing (Day 2) 9am - 12noon
	23	24	25 Coaching and Counseling 9am - 4pm	26	27 Classified Employee Orientation 10am - 12noon

Note: All sessions which include the 12 noon to 1pm time period break for lunch during that time.

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.



University of Kansas Libraries

Number

1130

July 18, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CLASSIFIED STAFF ID CARDS

Classified staff may expect to receive their FY92 staff ID cards on or about August 1st, according to the department of Human Resources. In the meantime, staff may purchase their FY92 parking permit without their FY92 staff ID. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

KU DEPENDENT CARE REFERRAL SERVICE SEMINARS ANNOUNCED

The KU Dependent Care Referral Service has announced its "Family Caregiving Programs" available to all interested adults. Attached to this issue of FYI is a calendar of seminars offered during July, August and September. Library staff who are interested in attending any of the programs may register, with supervisory approval, by calling the Department of Human Resources, 4-4946.

Sandy Gilliland

BROWN BAG LUNCHEON

The Staff Development Committee will sponsor a Brown Bag lunch on Thursday, July 25 in Conference Rm. A, 12:00 - 1:30, to talk about the recent ALA meeting in Atlanta. Everyone who attended ALA is invited to come to the lunch and tell about all the new and exciting (or not so exciting) things they learned. Everyone who did not go to Atlanta is invited to come, listen and ask questions. The committee hopes that many library staff will share their experiences and insights.

Rich Ring

NEC SILENTWRITER

The NEC SilentWriter, located in the Anschutz Science Library, will be sent away for repair (again) next Monday, July 22. If anyone needs to use this printer before it leaves, they should contact Gaile Burchill at 4-5530 to make arrangements.

In the SilentWriter's absence, the Hewlett-Packard LaserJet III Postscript printer is available for use in the Library Administrative Office. Rhonda requests that documents that are to be printed on the Laserjet be formatted for that printer. If this printer doesn't appear on the list of printers available in WordPerfect, please contact me at 4-5530 (or message LIBAID) for installation assistance.

Also, any advance notice that can be given to Rhonda would be greatly appreciated. Thank you!

Marianne Reed

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CLASSIFIED CONFERENCE MEETING

There will be a General Meeting of the Classified Conference on Thursday, July 25, at 2:00 p.m. in the Watson Conference Rooms. All classified employees are encouraged to attend.

Verna Froese/Jane Hoyt

STUDENT EMPLOYEE TASK FORCE UPDATE

The Student Employee Task Force has developed a survey which is being sent to libraries at other Big 8 schools, Regents Schools and our peer institutions. We hope to receive all the completed surveys by mid-August. During the next few weeks, the Task Force will be preparing a related survey for KU library staff and student employees. If anyone has a question or a comment they would like to direct to the Task Force please talk to (or E-mail) Jan Altenbernd, Gregg Buckner, Bayliss Harsh, Lorrie Knox, or Lars Leon (Chair).

Lars Leon

DESIGNATION OF ACTING DEAN

While I am at UCLA for the Senior Fellows Program sponsored by the Graduate School of Library and Information Science (July 17-August 9), George Gibbs will serve as Acting Dean. He will act in close consultation with Mary Hawkins, who will act in George's place at any time he may not be available (his schedule does not call for him to be away from the Library for more than one day during this period). Both Nancy Jaeger and Sandy Gilliland also expect to be in the office for most of this normally quiet period.

I will be in regular, normally daily, contact with George and others in the Library Administrative Offices (I already have a voice telephone number, an e-mail account, and a fax number at UCLA).

Now that I have more information about the content of this year's program, I can confirm that the theme this year is "Politics of the Library in the University". Following is an outline of the schedule:

- | | |
|----------------------------------|--|
| Wednesday, July 17 - | Arrival and settling in Reception and dinner |
| Thursday, July 18 - | Introduction - D. J. Anderson [Asst. Dean] Tours, accounts, structure of the time; Review of materials, assignments - B. Lynch [Dean] |
| Friday, July 19 - | Political issues - Development of issues Papers #1; review - B. Lynch |
| Saturday, July 20 - | Cook out, Fellows and Faculty - B. Lynch |
| Monday - Friday -
July 22-26 | Management accounting - Lauren Kelly [Prof. at the University of Washington] |
| Monday - Tuesday -
July 29-30 | Politics of the Budget - Carla Stoffle [Deputy Director of the University of Michigan Library and incoming Director for the University of Arizona Library] |
| Wednesday, July 31 - | Politics of Automation - Local Scene - Gloria Werner [University Librarian at UCLA] |

(continued)

DESIGNATION OF ACTING DEAN (continued)

- Thursday, August 1 - Politics of Automation - National Scene - Richard West [Associate Vice President, University of California]
- Friday, August 2 - Public Policy Issues and Analysis - Edith Balbach [Berkeley Policy Fellow, at University of California, Berkeley] - Includes seminar discussions
- Monday, August 5 - Politics of Space Management - Celine Alvey [Getty Museum]
- Tuesday, August 6 - Fellows Papers Presentation (continues on August 8th)
- Wednesday, August 7 - Politics of University Governance - Richard M. Johnson [Chair of the Political Science Dept., University of Illinois at Chicago]
- Thursday, August 8 - Fellows papers presentations (continuation from August 6th)
- Friday, August 9 - Wrap up, Summary

I am asking Rhonda to set at least two occasions late in August or early in September for me to review the Senior Fellows experience with the staff, especially to answer questions. [For example, I expect that my "Fellows paper" will deal with fiscal, programmatic, and organizational issues related to student-employees.] It may be that Rhonda will be able to designate these sessions as one of the "Early Bird" and one of the "Brown Bag" gatherings that she is attempting to schedule during 1991/92 to provide times at which I may visit in relatively unstructured settings with members of the Library staff.

I especially regret that this time at UCLA will cause me to miss the usual summer get-togethers for Library staff.

-W. J. Crowe

RECORD YEAR FOR TITLES CATALOGED

For FY91 the number of titles cataloged by Cataloging and Slavic totaled 53,904. This figure is up from 45,104 in FY90. One needs to go back to the late '50's and early '60's to find figures that come close to those of the last two years. However, the earlier figures include titles brieflisted and also include titles cataloged for both the Law and Medical Libraries. Significant inroads are being made into the active backlog stored in the ramp area and in the case of Slavic, brieflisted material from Spencer is being processed. Congratulations to the staff of both units for their hard work and diligence in producing this level of output.

George Gibbs

ATTACHMENTS

Budget and Planning Committee Minutes--June 20, 1991
 LFA Executive Committee Minutes--June 24, 1991
 Nominating and Ballot Committee Minutes--June 26, 1991
 Salaries and Benefits Committee Minutes--June 21, 1991
 Staff Development Committee--May 16, 1991
 NEKLS Letter and Survey Form
 Mountain-Plains Chapter, Music Library Association Report
 KU Libraries--VM/Bitnet/OFFICE List--July 18, 1991
 KU Dependent Care Referral Service

(continued)

BUDGET AND PLANNING COMMITTEE MINUTES FOR JUNE 20

Present: Susan Craig, Penny Donaldson, Sue Hewitt, Lorraine Moore, Julie Waters

Absent: Nancy Jaeger, Saralinda Rhodes

Minutes from the last meeting have been drafted but are currently locked in the closed Anschutz Science Library. They will be circulated for approval later.

The committee reviewed the draft report of the pilot project on measuring library service which had been prepared by Susan Craig, Kendall Simmons, and Julie Waters. After some revisions to the report the committee decided to forward it along with the more lengthy reports from each surveyed unit to LFA Executive Committee. B&P recommends that LFA Exec recommend to Dean Crowe that assessment projects continue under the leadership of a coordinator or coordinators and that appropriate sponsorship might be Public Service Department Heads.

Lorraine Moore distributed a list which she had prepared of possible recommendations to LFA Exec regarding the future of B&P. After extensive discussion, the committee agreed to recommend that:

1. the LFA code be revised to provide for ex-officio membership on B&P of the Assistant to the Dean of Libraries for Budget and Finance. Until such a code change is made, we recommend that LFA Exec appoint her as a resource person to the committee.

2. a member of the LFA Executive Committee serve as a member of B&P and as liaison between the two bodies for purposes of communication and information

3. that the chair of B&P be appointed rather than selected by the committee members. This appointment could be done through consultation of both LFA Exec and Classified Conference Exec since there is membership from both organizations on the committee

Changes in the charge to the committee and the operations of the committee were also discussed but not recommended. This year has offered a number of new challenges for the committee and more time is needed to work with the new library administration before determining a proper role for B&P.

This is likely the last meeting of the year for the committee so thanks were expressed to Lorraine Moore for her leadership as committee chair during a challenging period.

Submitted by Susan Craig

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

NOMINATING AND BALLOT COMMITTEE MINUTES

June 26, 1991

Present: Dienes, Eshelman

N&B counted the votes cast in the ballot on the code change concerning sections 1.1.1.1 through 1.1.1.4 of the LFA Code.

The results: Yes (i.e. change the code) 41

No (i.e. don't change the code) 6

Submitted by Nicholas Eshelman

Minutes: SALARIES AND BENEFITS COMMITTEE

Date: June 21, 1991

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

The minutes of the May 31, and June 5, were amended and approved.

The committee approved the annual report written by Kathleen.

Finally, the committee reviewed the items included in the benefits file. Special thanks go to Sandy for putting so much time and effort into the project.

Bradley L. Schaffner
secretary

MINUTES FOR THE MEETING
STAFF DEVELOPMENT COMMITTEE
MAY 16, 1991

The 21st meeting of the Staff Development Committee was called to order at 10:30 am on May 16th 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. We then discussed the May 23rd site visit to libraries in Topeka and the site visit evaluation form. Lorrie will complete this form.

The last order of business was the allocation of travel shares. The meeting adjourned at 11:10 am.

Connie Powell
Secretary

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your work hours. For reservations and more information, please call 864-4946.

Family Caregiving Brown Bag Luncheons

August 7	12 - 1pm	—	<i>Work and Family Committee Report</i>
August 21	12 - 1pm	—	<i>School-Age Opportunities at Hilltop Child Development Center</i>
September 11	12 - 1pm	—	<i>Personal Safety Program, i.e. Prevention of Child Sexual Abuse in Pre-school and Elementary Age Children</i>
September 25	12 - 1pm	—	<i>Aging Parents: How Much Should You Help?</i>

Family Caregiving Afternoon Seminars

July 17	3:30 - 5pm	—	<i>Mealtime Magic: Basic Nutrition and Managing Mealtime Problems for Children 15 months to 5 years</i>
July 23	3:30 - 5pm	—	<i>Regional Medical and Financial Assisted Services for Elders</i>
August 1	3:30 - 5pm	—	<i>Understanding and Managing Anger - Alternatives and Management with Children Ages 10 to 14</i>

Family Caregiving Evening Seminars

July 17	7 - 8:30pm	—	<i>Mealtime Magic: Basic Nutrition and Managing Mealtime Problems for Children 15 months to 5 years</i>
July 23	6:30 - 8pm	—	<i>Regional Medical and Financial Assisted Services for Elders</i>
August 1	6:30 - 8pm	—	<i>Understanding and Managing Anger - Alternatives and Management with Children Ages 10 to 14</i>
September 25	7 - 8:30pm	—	<i>Educational Uses of Television</i>

Professional Development
 Department of Human Resources
 103 Carruth-O'Leary

July 15, 1991

Dear Colleague:

Attached is a survey questionnaire prepared by the Northeast Kansas Library System (NEKLS) Continuing Education Council, Skills Directory Subcommittee, chaired by our colleague, Rick Clement. The questionnaire is intended: (1) to obtain information from area library staff who have library-related expertise in order to compile a directory of persons who are willing and able to share that expertise and (2) to serve as an assessment survey to help NEKLS plan for future continuing education programming.

As you complete the form (which is entirely voluntary), I urge you to consider your responses carefully. You should indicate expertise in a particular area only if you are truly an "expert" and then only if you are able and willing to take full responsibility for the consequences of any advice you may give to others. Neither KU nor NEKLS can bear responsibility for any advice you might give.

I very much want KU Libraries to continue to cooperate within the library community, especially in Kansas, but at the same time believe that we always must take care in how we do so. In this instance, for example, while there can be no objection to KU Libraries' staff engaging in brief telephone consultations, any plans that a staff member may wish to make for more extensive use of job-related time (or other KU resources) must be discussed with the supervisor, department head, and the appropriate assistant dean. Generally, of course, what all of us do outside job-related time (and which does not include use of KU equipment, supplies or space) is not a problem, but because there is always the potential for questions, I must ask that staff always involve the reporting line before acting. To be as clear as possible on this point, and rather than paraphrase or otherwise interpret the University's position on such matters, I ask that all staff consult the "Standards of Conduct" passages in the Handbook for Faculty and Other Unclassified Staff, the language of which applies quite broadly. (There is no comparable section in the Classified Staff Handbook, beyond a "Conflict of Interest" statement on page 28.)

If you wish, please complete the questionnaire, even if only the portion indicating your interest in learning, and return it by August 1st, to Rhonda Boose, Library Administrative Office, who will forward all received to the NEKLS office.

Sincerely,

William J. Crowe
Dean of Libraries

Enclosures (2)

Northeast Kansas Library System
Skills Directory and Needs Assessment Questionnaire

The purpose of this questionnaire is twofold. First of all it will enable a directory to be compiled of individuals who are willing to share their library-related expertise in an informal way by telephone or by visiting another library, or in a more formal way by presenting workshops or lectures. Second, the questionnaire will enable the NEKLS Continuing Education Council to assess the needs of the northeast Kansas library community in planning for continuing education. We hope that every library staff member in every kind of library in northeast Kansas will have the opportunity to return this questionnaire. Please help us in this by photocopying the questionnaire for every staff member of your library and encouraging each one to fill it out. Each person and institution participating in this survey will receive a free copy of the directory. The usefulness of the resulting directory is directly related to your willingness to share your skills. On the other hand, please consider very carefully before you check the "willingness to share skills" box. NEKLS bears no responsibility for the quality of expertise or advice given by persons who return this questionnaire. Compensation for services rendered must be negotiated by the parties concerned and is beyond the scope of this questionnaire and the resulting directory. Please return this questionnaire no later than June 15, 1991 to the following address:

Skills Directory
Northeast Kansas Library System
10000 West 75th St., Suite 130
Shawnee Mission, KS 66204

Name: _____

Position: _____

Library/institution: _____

Address: _____

Telephone: _____

Please indicate the category which best describes your library:

Small public (pop. 0-5,000)	_____	Academic	_____
Medium public (pop. 5,000-20,000)	_____	Special	_____
Large public (pop. 20,000-)	_____	School (K-12)	_____

LIBRARY ADMINISTRATION

<i>Area of Specialization or Knowledge</i>	willingness to share skills	desire to learn
Administrative organization		
Affirmative action		
Bond elections		
Book budget allocation formulae		
Budget (general).		
Budget (price indices).		
Building planning and design		
Censorship		
Community assessment		
Computer applications		
Desktop publishing		
Employee assistance		
Endowments and foundations		
Evaluations of staff performance		
Food policies		
Friends		
Fund raising		
Furniture, Equipment and/or supplies		
Grant writing		
Insurance		
Interviewing		
Inventory procedures		
Job descriptions		
Library boards		
Library cooperation		
Lighting		
Marketing		
Personnel (recruitment/training)		
Planning process (goals/objectives/ output measures/role setting)		
Policy/procedures (developing and writing)		
Politics/lobbying		
Public relations		
Request for proposals		
Resource sharing		
Retailing in libraries		
Security		
Signage		
Special collections		
Specification writing		
Staff development		
Staff motivational techniques		
Statistics		
Stress/time management		
Union/Administration relations		
Vendors		
Volunteers		

Work flow/simplification		
Other areas of specialization or knowledge not listed		
_____		
_____		
_____		

Public Service

<i>Area of Specialization or Knowledge</i>	willingness to share skills	desire to learn
Administrative organization		
Adult collection development and maintenance		
Adult programming		
Adult services		
Archival collections (incl. local & state history)		
Audio visual/non-print media		
Automated circulation systems (specify type)		
_____		
_____		
Book talks and reviews		
Bookmobiles		
Branches		
Children's collection development and maintenance		
Children's programming		
Children's services		
Collection assessment		
Community cooperation		
Curriculum development		
Database & CD-ROM searching		
Genealogy		
Government documents		
Information and referral		
Instruction in library use (bibliographic instruction)		
Interlibrary loan		
LAN (Local Area Network)		
Literacy		
Outreach programming		
Public use of facilities		
Rare books and manuscripts		
Reader's advisory		
Reference services		
Reserve (techniques & procedures)		
Services to special groups (specify)		
_____		
_____		
_____		
Special subject expertise (specify)		
_____		
_____		
_____		

Specialized subject collections (type of collection)

_____.

_____.

_____.

Storytelling

Weeding

Young adult collection development and maintenance

Young adult programming

Young adult services

Other areas of specialization or knowledge not listed

_____.

_____.

_____.

Technical Services

<i>Area of Specialization or Knowledge</i>	willingness to share skills	desire to learn
Acquisitions		
Administrative organization		
Approval plans (vendors)		
Audio visual/non-print media		
Authority files		
Automated acquisitions systems (specify type)		
_____.		
_____.		
Automated cataloging systems (specify type)		
_____.		
_____.		
Automated serials systems (specify type)		
_____.		
_____.		
Binding		
Blanket orders		
Book catalog production		
Book conservation/repair		
Card production		
Catalog maintenance (including filing procedures)		
Cataloging utilities		
Classification and/or subject analysis		
Commercial processing		
Gifts and exchanges		
In-house processing (physical preparation of material)		
Jobbers		
LC subject cataloging		
Mending		
Monographic acquisitions		
Monographic cataloging		
Non-print material (acquisitions)		
Non-print material (cataloging)		
Pre-order searching		
Preservation and conservation		
Reclassification		

Rental programs		
Retrospective conversion		
Sears subject cataloging		
Serials acquisitions		
Serials cataloging		
Serials check-in procedures		
Special subject expertise (specify)		
_____		
_____		
Standing orders		
Subject heading changes		
Systems analysis		
Video collections		
Weeding and disposal		
Other areas of specialization or knowledge not listed		
_____		
_____		
_____		

The Small Public Library

Community involvement, importance of		
Marketing one's self		
PC applications		
Planning for the PC		
Other areas of specialization or knowledge not listed		
_____		
_____		
_____		

Languages

	Fluent	Reading
_____		
_____		
_____		
_____		

Computer Skills

Hardware (specify type)

Software (specify program)

KU Libraries -- VM/Bitnet/OFFICE List

July 18, 1991

The following are the VM accounts for KU library staff and some related staff. Please send corrections 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.

Acquisitions Department	ACQ	Dyer, Wanda	WDYER
Altenbernd, Jan	JALTENBE	Eden, Brad	BEDEN
Anderson, Gordon	GANDERSO	Elliott, Joyce	JELLIOTT
Anderson, Roger	RANDERSO	Emde, Judith	JEMDE
Anderson-Story, Janet	JANDERSO	Eshelman, Nicholas	NESHELMA
Automation Assistance	LIBAID*	Evans, Linda	LEVANS
Baker, Mary Ann	MBAKER	Flanders, Bruce	FLANDERS*
Barker, Greg	GBARKER	Frazier, Emily	EFRAZIER
Bauer, Lois	LBAUER	Froese, Verna	VFROESE
Bearse, Margaret	MBEARSE	Fry, Joy	JFRY
Benjamin, David	DBENJAMI	Gaeddert, Barb	BGAEDDER
Biggins, Mike	MBIGGINS	Gates, Earl	EGATES
Bishop, Norma	NBISHOP	Gibbs, George	GGIBBS
Boose, Rhonda	RBOOSE	Gillespie, Gael	GGILLESPIE
Borton, Dick	DBORTON	Gilliland, Sandy	SGILLILA
Bower, Kerry	KBOWER	Graves, Kathy	KGRAVES
Boyd, Esther	EBOYD	Haines, Sally	SHAINES
Brandt, Sandra	SBRANDT	Hamilton, Susan	SHAMILTO
Bromberg, Nicolette	NBROMBER	Hamlin, Luceil	LHAMLIN
Brow, Judy	JBROW	Hargis, Rex	RHARGIS
Buckner, W. Gregg	GBUCKNER	Harman, Norm	NHARMON
Burchill, Gaile	GBURCHIL	Harsh, Bayliss	BHARSH
Burchill, Mary	MBURCHIL	Hawkins, Sherry	SHAWKINS
Burich, Nancy	NBURICH	Hawkins, Mary	MHAWKINS
Cisternino, Michelle	MCISTERN	Hewitt, Sue	SHEWITT
Clark, Marilyn	MCLARK	Hill, Annamarie	SP69*
Clement, Rick	RCLEMENT	Hitchens, Susan	HITCHENS
Cook, Kristi	KCOOK	Hoff, Julie	JHOFF
Cook, Muriel	MCOOK	Hollingsworth, Nancy	NHOLLING
Copp, Linda	LCOPP	Hoyt, Jane	JHOYT
Couch, Sarah	SCOUCH	Hu, Marilyn	MHU
Craig, Susan	SCRAIG	Husic, Geoff	GHUSIC
Crank, Rich	RCRANK	Hyde, Ann	AHYDE
Crowe, William	WCROWE	Jaeger, Nancy	NJAEGER
Cundiff, Hope	HCUNDIFF	Jeffries, Carol	CJEFFRIE
Cunningham, Sue	SCUNNING	Jones, Barbara	BJONES
Dandridge, Deborah	DDANDRID	Kingsbury, Patrick	SP78*
Dibben, Carole	CDIBBEN	Kipp, Donna	DKIPP
Dienes, Jennie	JDIENES	Kirby, Chanette	CKIRBY
DiFilippo, Paulette	PDIFILIP	Knox, Lorraine	LKNOX
Doll, Vicky	VDOLL	Koepp, Donna	DOCSMAP
Dyal, Diana	DDYAL	Kottman, Miloche	MKOTTMAN

Lathrom, Kathy	KLATHROM	Susott, Gary	SP46*
Leon, Lars	LLEON	Swartz, Denise	DSWARTZ
Lodwick, Malcolm	MLODWICK	Symons, Eleanor	ESYMONS
Lohrentz, Ken	KLOHRENT	Taylor, Toni	TTAYLOR
Lynch, John	JLYNCH	Traxler, Joanna	JTRAXLER
McLaughlin, Leslie	LMCLAUGH	Waters, Julie	JWATERS
Marvin, Bob	BMARVIN	Weller, LeAnn	LWELLER
Mason, Alexandra	AMASON	Williams, Annie	AWILLIAM
Mauler, Al	AMAULER	Williams, Sherry	SWILLIAM
Melton, Rob	RMELTON	Wilson, Margaret	MWILSON
Michaels, Barbara	SP72*	Wilson, Mike	MIWILSON
Miller, John	SP05		
Miller, Kent	KMILLER		
Miller, Mary	MAMILLER		
Miller, Rachel	RMILLER		
Miller, Shelley	SMILLER		
Miner, Carol	CMINER		
Mitchell, Bill	BMITCHEL		
Moore, Lorraine	LMOORE		
Murrell, Dawn	DMURRELL		
Neeley, Jim	JNEELEY		
Neeley, Kathleen	KNEELEY		
Orth-Alfie, Carmen	CORTHALF		
Owens, Brenda	BOWENS		
Pardue, Beverly	BPARDUE		
Powell, Connie	CPOWELL		
Proctor, JoNell	JPROCTOR		
Programming requests	PROGREQ*		
Rake, Nancy	NRAKE		
Reed, Marianne	MREED		
Revenew, Janet	JREVENEW		
Rhodes, Saralinda	SRHODES		
Richardson, John	JRICHARD		
Ring, Richard	RICHRING		
Roach, Mary	MROACH		
Roberts, Wendy	WROBERTS		
Rosenbloom, Mary	MROSENBL		
Saile, Cherrie	CSAILE		
Samuelson, Gary	GSAMUELS		
Schaffner, Brad	BSCHAFFN		
Schulte, Becky	BSCHULTE		
Science Reference Desk	SCIREF*		
Siegmund, Marianne	MSIEGMUN		
Simmons, Kendall	KSIMMONS		
Slater, Alex	JASII		
Slater, Geri	GSLATER		
Smith, Jim	JSMITH		
Snow, Ann	ASNOW		
Starr, Inge	ISTARR		
Stephens, Elizabeth	ESTEPHEN		

Local library discussion lists:

KULIB-L -- everyone on this list except those marked with an *
 editor: John Miller (SP05)
 closed membership (contact editor)

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)

LAC-L -- Library Automation Committee
 editor: John Miller
 closed membership

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

SCILIB-L -- Science and Engineering Libraries
 staff
 editor: Julie Waters (JWATERS)
 closed membership (contact editor)

National lists based at KU Libraries:

TIGER-L -- TIGER test libraries
 editor: Donna Koepp (DOCSMAP)
 closed membership

MOUNTAIN-PLAINS CHAPTER, MUSIC LIBRARY ASSOCIATION
Annual meeting, 17-18 May, 1991
Albuquerque, NM

The 14th annual meeting of the Mountain-Plains chapter of the Music Library Association drew 30 members from 7 states throughout its region--Nebraska, Kansas, Oklahoma, Colorado, New Mexico, Arizona and Utah. It was a particularly outstanding conference, notable for the quality of presentations, as well as for the evocative Southwestern locale.

Papers of musicological interest that were presented included an investigation of the keyboard toccatas and *Fiori musicali* of Girolamo Frescobaldi, a presentation on the medieval European harp (including a live performance of several works), and an examination of the definition of lyric opera. A fascinating and disturbing paper examined 30 years of record album covers, using women as sexual stereotypes. Of topical interest was a presentation on government documents sources for tracing musical copyrights, an open forum on "The student reference librarian?!!!" and a panel discussion on aspects of media in the library. Rounding out the program were papers on OCLC cataloging using PRISM and a report on applying findings of Harvard Assessment Seminars to bibliographic instruction in the academic library. This last paper was especially interesting and thought provoking, and I am considering applying some of the ideas outlined to my own BI presentations for graduate music classes.

Although the schedule of the meeting left little time for sightseeing, fortunately there was time for a couple of field trips. I think that the greatest highlight of the conference was a trip to the Abo and Quarai mission ruins of the Salinas Pueblo Missions National Monument, which included a talk on the music in the Spanish missions of 16th and 17th century New Mexico. A ride on the Sandia Peak tram was followed by dinner at a very pleasant restaurant at the foot of the mountain and was extremely enjoyable. This dinner was followed by the world premiere performance of a composition commissioned by the Chapter from one of its members, *Prosit!*, for 8 wine glasses (or groups of 8) and fireplace. The premiere was chaotic but satisfying, with nearly 30 cheap wine glasses ringing at various pitches and times, and then all hurled into a fireplace with great abandon.

I very much appreciate the support I received from the Staff Development Committee to attend this fascinating meeting.

Submitted by Susan Hitchens

FYI

University of Kansas Libraries

Number

1131

July 25, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

PERSONNEL

Lisa Vits has been appointed as a temporary Data Entry Operator I in the Government Documents and Map Library's Map Grant Project, effective July 24 through September 30, 1991. Lisa will be inputting data from index forms prepared by the grant's four research assistants who are indexing maps from the U.S. Congressional Serials Set.

Sandy Gilliland

LIFELINE: STATE OF KANSAS EMPLOYEE ASSISTANCE PROGRAM

All library staff should have received in the mail recently a copy of the State's new brochure describing its LIFELINE program, a free counseling service for state employees and their immediate family members. This program offers free counseling for state employees who need help coping with family, work or financial problems. Staff or immediate family members can call the toll free number, 1-800-284-7575, 24 hours a day, for help with any personal problem. An appointment will be made with a professional counselor in your area (the first visit is free). Further visits may be paid in full or in part by your health insurance plan if they are mental health related. Contact Sandy Gilliland if you did not receive a copy of the brochure. Additional questions regarding LIFELINE may be directed to Sandy Gilliland, or by calling LIFELINE at the number listed above.

Sandy Gilliland

TGIF AND KULSA SUMMER PICNIC

Here we are in the last week of summer school. What about going over to the Union on Thursday afternoon (7/25) to relax for a little bit. (Besides the Union will be closing early starting Friday). We'll go about 4:30...

The KULSA summer picnic is Saturday evening out at Clinton Lake and that should be lots of fun. Note that there will be wine as well as iced tea and beer -- and lots of ice for your soda pop, too. Be sure to invite your student assistants to attend. (Call Sandy Gilliland if you need additional copies of the invitation.)

This year's picnic includes a special celebration of the Cataloging Department's 53,904 titles cataloged. Cataloging couldn't have done it without all the other folks in the system who selected the books, acquired them, bound them, shelved them, put them on hold and reserve, and all that other good stuff.

If you think Saturday will be too hot, come Thursday; or if Thursday will be too cold, come Saturday; or live dangerously and come both times!

Annie Williams

CLASSIFIED CONFERENCE MEETING

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CLASSIFIED CONFERENCE MEETING

There will be a General Meeting of the Classified Conference on Thursday, July 25, at 2:00 p.m. in the Watson Conference Rooms. All classified employees are encouraged to attend.

Verna Froese/Jane Hoyt

HOWY READING ROOM HOURS

The Howey Reading Room will be open 10am-5pm M-F (closed weekends) during the break period (July 27-August 25). Howey will also be closed August 5-7. Cherrie Saile

WATSON LIBRARY PAPER RECYCLING PROGRAM

The KU Environmental Ombudsman's Office and University Housekeeping will be conducting a paper recycling pilot program in Watson Library. The pilot program will begin in early August (an exact date is not yet known, but all library personnel will be informed in advance) and will operate for eight weeks only. The paper will be collected in designated white cardboard boxes or blue plastic bins at every desk-side work station or shared workstation from library personnel only.

The full participation of all library personnel in the paper recycling pilot program will be essential in determining the operations for a permanent university-wide paper recycling program. Library personnel will only need to separate acceptable grades of paper from unacceptable grades of paper and other forms of trash. A list specifying acceptable and unacceptable grades of paper will be given to all library personnel and listed on every paper collection receptacle.

The paper will be collected and centralized on Tuesdays and Thursdays by University Housekeeping and picked up by Batliner Paper Stock Co. to be recycled into various paper products. The Environmental Ombudsman's Office will use information from the pilot program to eventually establish a functional university-wide paper recycling program.

Since approximately 70 percent of KU's waste stream is composed of paper (by weight), a comprehensive paper recycling program will divert our flow of paper waste from landfills. It will also have the effect of reducing significant amounts of water, energy and pollution, since it takes 64 percent less energy to produce a ton of recycled paper than to produce a ton of virgin paper. The pilot program in Watson Library will serve as a beginning towards KU's environmental goals for the future.

Kris Gottschalk, Environmental Ombudsman's Office

ATTACHMENTS

Administrative Conference Minutes--June 19, 1991
 Library Automation Committee Minutes--June 12, 1991
 LFA Executive Committee Minutes--July 15, 1991

(continued)

Minutes of the Administrative Conference
June 19, 1991

The Administrative Conference met at 1:00 p.m. in the Art and Architecture Library conference room. Present: Sandra Brandt, Nancy Burich, Sarah Couch, Susan Craig, William J. Crowe, Gaele Gillespie, Sandy Gilliland, Rex Hargis, Mary Hawkins, Jim Smith (for Susan Hitchens), Nancy Jaeger, Donna Koepp, Sandy Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Jim Neeley, Rich Ring, Mary Roach, Kendall Simmons, LeAnn Weller, Sherry Williams. Absent: Susan Hitchens, Kathleen Neeley.

Announcements

- 1) Crowe announced to the Committee that the administrative office would try to have the minutes circulated via e-mail as soon as possible before the next meeting.
- 2) Regarding budgetary matters, Crowe said it looked like the Library would get \$180,000 year-end money, with a possibility of \$149,000 in additional funds.
 - a) The Library would continue to watch the currency exchange rate (which had improved significantly).
 - b) The Library had received funding for the LAN extension to Watson. The paperwork for installation had been turned into the Computer Center.

There was further discussion about what the LAN extension would do to enhance the Libraries digital information access. Crowe responded that there would be additional terminals installed in Watson for the LAN, which will provide expanded capability for database access. J. Miller elaborated on the exact capabilities of the extended LAN. Watson would be connected to Anschutz Science Library which would enable the sharing of some CD-ROM databases between libraries (these connections would also include access to Internet).

- 3) J. Neeley asked if there was any news on the student assistant budget. Crowe responded that the number of hours allocated overall probably would be approximately the same as last year (approximately what was asked for). Hawkins interjected that the allocations to each department may vary some over last year.
- 4) Crowe speculated that the Hoch fire almost certainly would affect the availability of year-end money, and that there was a scramble for classroom space, in particular to accommodate the large lecture classes. The Union was adjusting its schedule to accommodate as many classes and scheduled events as possible. Based on the inspection of Anschutz on Saturday, Sunday, and Monday, there appeared to be no damage. The students on duty the day of the fire did a fine job. Scheduling Anschutz operations would be on a day-to-day basis, dependent on word from Facilities Planning. Crowe had been assured that as soon as the Hoch wall was down, it would be back to business as usual. Crowe announced that he had sent a letter to the editor of the Journal-World commending the actions of the firefighters and emergency workers. He also said that he had sent a memo to Facilities Operations inquiring about lightning protection for Spencer and Watson Libraries.
- 5) Regarding the special July 5th holiday proclaimed by Governor Finney, Crowe said that unclassified staff would be scheduled since classes were in session. Requests for classified staff who would be required to work would need to be forwarded by department heads to the administrative office for review.
- 6) Crowe announced that the Photographic Services unit of the School of Fine Arts might be discontinued due to budgetary constraints. Crowe had had discussions with the Dean of the School of Fine Arts who said he had not been aware of how heavily the Libraries relied on usage of the service. The Dean of the School of Fine Arts promised to work with the Libraries to come up with a plan to continue to service the Libraries' needs.

- 7) Crowe passed out a number of handouts including:
 - a) a copy of an article by Richard Dougherty from the Chronicle of Higher Education,
 - b) information from the May 14th ABEU meeting, in particular regarding ILS "cooperation".

The ILS information prompted considerable discussion about the need for review of the ILS mission at KU, and how to prioritize and respond to the multitude of requests received by ILS, and any resulting complaints which will arise from the unmet needs of various user groups.

8) Crowe announced that at the next Administrative Conference there would be discussion about organizing an agenda committee to review issues which should be placed on the AC conference agenda for the next year. He encouraged the Committee members to review the original memo which was circulated when he reactivated the committee.

9) Weller announced that the Engineering Library had installed and was running their first CD ROM product (NTIS & Compendex).

10) Crowe announced that he was working with the Friends of the Library to establish a Benefits Committee to which Library staff could apply on a scheduled basis for one-time money for special use items (acquisitions, materials, equipment, etc.)

11) Crowe informed the Committee that early plans for the Hoch renovation project had included 75,000 sq. ft. for library purposes. He said that he had discussed his concerns over the outcome of the project in light of the Hoch fire with Brower Burchill. Burchill said Crowe would be a member of the Hoch space planning committee.

12) Crowe said he would continue to be soliciting requests for one-time expenditures for equipment, with an anticipated response date of late August.

13) Crowe extended special thanks to members for all their work and efforts over the past year, especially with heavy committee assignments.

The meeting adjourned at 2:30 p.m.

Submitted by,



Rhonda L. Boose

LFA Executive Committee: Minutes
July 15, 1991

Present: K. Miller, Schulte, S. Miller, Clement, Roach, Gilliland, Husic, Crowe (guest)

Minutes of the following committee meetings were reviewed and accepted: LFA Executive Committee of June 24, Nominating and Ballot Committee of June 26, Budget and Planning Committee of June 20, Salaries and Benefits Committee of June 21, Staff Development Committee of May 16.

I. Kent explained that we would be continuing the tradition (begun by last year's Exec) of Dean Crowe's regular attendance at the first Exec meeting of the month. The chair of LFA will also continue the practice of meeting with the Dean each week. Dean Crowe made it clear that he would of course be available at other times as well.

When asked what issues he was interested in Exec pursuing, Dean Crowe named three items: the Unclassified Professional Staff report, evaluation criteria, and the role of the Budget and Planning Committee.

Kent also brought up the fact that there were several LFA Code changes which required the Dean's concurrence before a revised code could be produced.

Several other issues of interest to Dean Crowe were the inclusion of Sandy Gilliland on the Staff Development Committee as an ex-officio member. He suggested that it would facilitate the mechanics of the payment of money for travel, etc. The comment was made that she could be appointed as an ad hoc member until this issue could be brought before the full membership since her addition to the committee would involve a change to the code.

In addition, the Dean inquired about membership on LCPT since two members of that committee had resigned at the end of the last fiscal year. In response to that inquiry, Kent distributed an LFA Committee Appointments Working Document which he had prepared. Everyone agreed that the two openings on LCPT should be filled as soon as possible. It was pointed out that co-option was the procedure mandated by the code. Kent will pursue this avenue with the two people who had run in the most recent election but were not chosen. The possibility of a special election was discussed at length.

Another item which Dean Crowe felt warranted attention was the establishment of an orientation program for student assistants. He suggested that perhaps the study of this proposal be given to the Staff Orientation Committee as a charge for the upcoming

year. A member of Exec suggested that the student orientation be scheduled more than once a year. Dean Crowe is investigating the possibility of producing a video.

Dean Crowe made several announcements relating to the upcoming year. He will be visiting every department again this year. He is planning to continue this practice in the future. He is also planning to hold brown bag lunches and will explore the possibility of scheduling "early bird" sessions held before work begins in the morning.

(Dean Crowe left the meeting at this point.)

II. It was agreed by Exec members to meet at 10:00 A.M. on Monday mornings. We will plan to meet on a weekly basis through July and begin meeting again about the third week of August when committee members have returned from vacation.

III. Kent returned to the LFA Committee Appointment Working Document which he had distributed earlier in the meeting. Committee appointments were discussed and recommendations made. Kent will notify appointees and report back to the group at the next meeting.

IV. Copies of last year's LFA committee charges were distributed. He requested that Exec members peruse these documents in preparation for issuing committee charges for the upcoming year.

V. Annual reports for CESR, Staff Orientation, Salaries and Benefits and Nominating and Ballot were then distributed. These should also be read for future discussions relating to committee charges. Annual reports which have not yet been submitted to Exec are: Staff Development Committee, Budget and Planning and LCPT. Kent also brought to the meeting several documents which had been produced by past committees. They are as follows: "Measuring Library Service: A Report on the Pilot Project," "Library Planning Groups" produced by B&P and a large file of materials relating to employee benefits which had been gathered by the Salaries and Benefits Committee. These documents will be kept in Kent's office if anyone is interested in looking at them.

VI. Other agenda items were discussed. It was decided to delay action on the CESR election until August or September since that group does not meet until later in the year.

We will continue to explore our relationship with the Classified Conference.

Kent will discuss the issue of who will represent the Library on the Senate Library Committee during the next year with the Dean and report back at our next meeting.

VII. The next meeting will be held Monday, July 22 at 10:00 A.M. in Meeting Room A.

Submitted by Becky Schulte

Library Automation Committee
Minutes
June 12, 1991

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

A. Standard Business

1. The following meetings were scheduled: Thursday, July 18; Wednesday, July 24; Wednesday, July 31 (tent.); all 1:30-3:00 p.m. in Watson A.
2. Approval of minutes was postponed until later in the meeting.
3. Programming status report

a. PROGREQ

- i. A circulation request to modify the patron address record to handle larger names and addresses was discussed. It was presented as a small project (1-2 days programming) that could be done in small chunks as time allowed over a few weeks, with no effect on the current programming project. Some discussion concerned on how to decided on projects such as this without knowing all other similar possible similar requests. This, as is the case with other discussions, is awaiting a consolidated list of needed fixes and enhancements. In the end, there were no objections to the programmers proceeding with the changes as time allowed.

b. Ongoing projects

- i. Both Patrick and Barbara are on schedule in the "documents" project (completion goal is November of this year).
- ii. Serials claims -- Annamarie continues to work on it.

B. Other reports

1. INQUIRE/Text: Contract has been signed. Gary is working with their technical staff on specs with the anticipation of installing the software in late July. Annamarie will be going to a two-week training session in August.

C. Projects under consideration

1. Minutes from the 5/31/91 meeting were amended and approved (after four drafts). John distributed a draft of the memo to library staff that he had been asked to write in the 5/31 meeting and asked for comments. A number of suggestions for changes were made. John requested and received approval from the committee to publish the memo in FYI with the 5/31/91 minutes without further review.
2. John distributed a draft "format" of the proposed "project tracking system" for review. He defined these three categories: I. Fixes/maintenance = something is broken or working incorrectly, or a system needs adjustment or modification to cope with changes that are happening outside of our system; II. Enhancements = functional improvements, additional modules or capabilities, and other changes that enhance the power and/or use of a system but do not require substantial structural changes; III. Redesign = structurally important changes with possible ramifications in many systems and programs.

The committee also suggested that the categories of Mainframe Databases, Interlibrary Loan, and Systemwide Concerns be added to the original categories of Acquisitions, Cataloging/authority control/retrocon, Circulation, Online catalog, Serials/serials accounting, and Work stations/Networking. An accompanying acronym list was also requested. John will do a revision of the proposed format for review via e-mail. He will then try to incorporate all current project requests into the approved format for the discussion, prioritization, and an approval process.

FYI

University of Kansas Libraries

Number 1132

August 1, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

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 noon, Thursday, August 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

HOWEY READING ROOM HOURS

The Howey Reading Room will be open 10am-5pm M-F (closed weekends) during the break period (July 27-August 25). Howey will also be closed August 5-7.

Cherrie Saile

ELECTION FOR LIII REPLACEMENT ON LCPT

Ballots for this position were distributed around July 29 to all LFA members eligible to vote in Library Committee on Promotion and Tenure (LCPT) elections. Two LIII incumbents resigned from LCPT this spring, leaving two 1-year vacancies. One of the vacancies has been filled through co-opting one of the runners-up in the spring 1990 LCPT election. The second vacancy must be filled through a vote. We encourage you to mail or bring your marked ballot to Saralinda Rhodes, Secretary pro tem of Nominating & Ballots, Watson Reference, by Tuesday, August 13, 5:00 p.m.

Mike Biggins

OCLC SURVEY

Concerned at the continuing increase in the costs of OCLC services, particularly searching and "display holdings," Dean Crowe has asked me to recommend measures which would reduce our OCLC costs without unduly disrupting work done throughout the Libraries. I am surveying all of the OCLC terminal installations and ascertaining how each is used. As part of my work, I am eager to have suggestions from the staff at large about how we might reduce our OCLC costs. Please call, write, or email me with your ideas. I would appreciate hearing from you by August 15.

George Gibbs

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

KULSA

Many thanks to everyone who helped make this year's summer picnic a success, especially Susan Craig, Kendall Simmons, and Sandy Gilliland. About 75 people enjoyed the fantastic food and great volleyball.

KULSA has received the following note of thanks from Maxine Hack and her husband, John, who celebrated their 50th wedding anniversary on July 12 (Maxine worked for the KU Libraries from 1975-1988:

*We thank you for the beautiful flower arrangement. Means a lot to be remembered by your friends. What a lovely surprise.
John and Maxine Hack*

ATTACHMENTS

Fall Semester Schedule of Hours, dated 8/1/91
 Minutes of the July 18 and July 24 Library Automation Committee meetings
 Minutes of the June 25 Classified Conference Executive Board meeting
 Minutes of the July 25 Classified Conference General Meeting
 Minutes of the July 22 Library Faculty Assembly Executive Committee meeting
 Workshop announcement from the Northeast Kansas Library System (NEKLS): "The ABCs of the MBTI for Effective Communication"

Colorado Library Association ANNUAL CONFERENCE PARALIBRARIAN DIVISION PROGRAM

October 4-8, 1991
Beaver Creek, Vail, Colorado

"The Time Has Come," the Walrus said, "to talk of many things..."



Workshop Topics:

- "What do I do - is this a career or just a job?"
- "Now is the time to get involved"
- "Who am I - respected colleague or subordinate worker?"

For more information contact: Gwendolyn E. Henderson, Pikes Peak Library District, P.O. Box 1579, Colorado Springs, CO 80901-1579, (719) 531-6333 ext. 2062.

Library Automation Committee
Minutes
July 18, 1991

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

A. Standard Business

1. The following meetings are still on the schedule: Wednesday, July 24; Wednesday, July 31 (tent.); both 1:30-3:00 p.m. in Watson A.
2. Minutes from the 6/12 meeting were approved.
3. Programming status report
 - a. PROGREQ -- nothing new to report
 - b. Ongoing projects
 - i. Having team meetings about the project -- everything on schedule.
 - ii. Serials claims -- looking at completion by the end of September rather than the end of August

B. Other reports

1. INQUIRE/Text: Documentation has been received and looks good. Installation is planned for Tues./Wed., July 23-24. Annamarie is confirmed for "Camp Infodata" in Falls Church, VA for two weeks of training in August. John mentioned that there was a lot talk at ALA about full text searching, including a program at the LITA Programmer/Analyst Interest Group meeting.
2. Announcements:
 - a. SAVEIT (interlibrary loan management software) training in ILS has begun. Sandra says it looks good;
 - b. The specs for ILS data and telephone configuration in the West Reading Room are now on their way -- aiming for Christmas;
 - c. The data service tracking forms for LAN expansion in Watson (both bridge and initial concentrator and circuits) were signed in late June -- completion expected by the end of the year. Micros have been ordered and CD-ROM equipment will be bid soon;
 - d. John distributed some statistics on growth of the public catalog -- pointing out the 90,000 increase in FY91 is mostly in full records. (A version of these statistics appears at the bottom of these minutes.)

C. Projects under consideration

1. Online shelf list proposal: John distributed handouts containing comments (only two) he received following the publishing of LAC minutes and memo regarding this project.
2. Project tracking proposal: John distributed a revised outline of system development categories (new entries include ILS and System-Wide Concerns.) He has input part of the list of requests and already it is eight pages long. He will distribute copies to committee members when it is complete (he hopes by next week.) He will also create and distribute the requested acronym list.
3. Kent, Mary, Margaret and John held a meeting to begin talking about the "copy problem" (the many ways we currently use the concept of a "copy" within the Libraries.) They will begin by trying to fully document the uses currently in practice.

D. Issues for discussion

1. Nothing new on committee restructuring but the committee expressed interest in continuing the conversation. We will wait for Bill to return and to distribute copies of his proposed committee charges.
2. Bill has asked John to draft a charge for a committee that would decide what should be loaded on Inquire/Text. Due to the interrelatedness of the various kinds of access to electronic data, he is writing the charge to include consideration of such items and what CD-ROM databases should be made available on the LAN and what kinds of remote databases (including those on the Internet) should be investigated and/or used. Since we will often have a choice of format (mainframe vs. CD-ROM vs. remote) for an individual database, a unified approach seems to make sense. All committee members were encouraged to send their comments to John on this issue.

E. Other announcements:

1. Sandra announced that the State-Wide Resource Sharing Committee had their first meeting via conference call. They will be meeting in McPherson on July 25.
2. Mary Hawkins would like to hold a discussion (Library-wide) of the need to continue publishing the COM Catalog & the microfiche Central Serials Record. She will prepare written information explaining the full costs involved. Discussion brought out that given the database restructuring being done as part of the Documents project, continuing to produce new copies or updates of the COM catalog and the CSR would require reprogramming.
3. Bill Crowe has okayed the purchase of two wands for Government Documents to use to input their collection onto the Circ system. There is no way for automatic load onto Circ from the original tapes for lack of OCR numbers.
4. Note was made of the breakdown of talks between OCLC and RLG that might have led to a merger of the two bibliographic databases and a centralization of processing services on OCLC. An agreement was negotiated between OCLC and RLG, but the RLG membership voted it down unanimously.
5. There was a reprise of the discussion on the Documents project, centering on when and at what speed documents records from MARCIVE would begin to be loaded into the system. Loading of bibliographic records should begin in December. Authority records may be loaded before that. The schedule for loading new monthly tapes and retrospective tapes has not yet been determined -- programming staff will investigate the speed at which records can be loaded. This depends mostly on the amount of batch processing time now available, meaning at time where the library files are closed both to online activity and to normal nightly update processing.

 Size of the Machine-Readable Public Catalog

Date	Full records		Brief Records		Grand Total	1-year's growth
	books	serials	books	serials		
July 1, 1985	172,358	57	14,223	--	186,638	---
July 1, 1986	251,117	2,388	26,388	--	279,893	93,255
July 1, 1987	332,009	7,263	36,702	--	375,974	96,081
July 1, 1988	436,918	11,235	42,718	--	490,871	114,987
July 1, 1989	540,474	12,779	54,637	--	607,890	117,019
July 1, 1990	637,089	14,778	62,928	45,766	760,561	152,671
July 1, 1991	724,640	16,698	64,639	45,155	851,132	90,571

Library Automation Committee
Minutes -- July 24, 1991

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

A. Standard Business

1. Next meeting Wednesday, July 31, 1:30-3:00pm in Watson A.
2. Minutes from the 7/18/91 meeting were approved. John distributed two memos concerning the INQUIRE/Text installation: one from Dick Mann to Infodata stating KU's willingness to act both as a reference site and as a test site for the INQUIRE/Text software; the other from John to Annamarie and Gary suggesting and describing some generic beginning tasks and tests for implementing the software and understanding how we can use it.
3. Programming status report:
 - a. Annamarie relayed that Patrick estimated a request to attempt to display circulation status in the online catalog for brief records (especially new East Asian brief records) would take two weeks. There is some uncertainty how this relates to programming already done as part of the project to add new categories of brief records and whether or not this effects programs already being modified as part of the Docs project. Mary Roach, John, Annamarie and Patrick will meet next week to discuss this further before a decision is made on how to proceed;
 - b. Programming staff estimate that there will be sufficient batch processing time to load approximately 18,000 government document records per week (2,000 x 3 weekdays + 6,000 x 2 weekend days.) Annamarie will look into the time availability for the loading authority records;
 - c. The Cataloging Department will be changing to the new OCLC PRISM software late this year. This will involve changes to some screen displays, including authority record displays. Such screen changes likely will cause the Cat Burglar program to cease functioning unless it too is changed. Annamarie and Mary Roach will investigate -- Mary will provide Annamarie with screens from PRISM to see how the Cat Burglar programs might need to be changed.

B. System Development Possibilities

John distributed a incomplete draft (15 pages) of the System Development Possibilities document he has been working on. This list was constructed based on the following sources -- John's own files; maintenance and enhancement wish lists from Cataloging, Circulation, and Serials; other individual requests; and some from the 1989 survey. The draft includes all items from small changes to very large projects. It is not in any priority order. [The document also includes a draft of a glossary (emphasizing acronyms) that John is compiling.] As the document is being completed, John will distribute new drafts to the committee for 1) clarification and additional suggestions for the list; 2) to identify a specified number as priority projects; and (3) suggestions on how to get input from library staff on priorities. The committee was asked specifically to come to the next meeting with ideas, especially on the third issue.

The "Development Possibilities" document stimulated a number of questions and a lengthy discussion (for the rest of the meeting) on the viability of continued local system development.

Perhaps the central issue is whether or not the setting of development priorities and scheduling based on such a list assumes that the decision has been made to continue with our locally designed system and not to consider the possibility of buying a commercially available system. This issue was discussed at some length a year ago and emerges each time a new major system development is considered. In particular, the consideration of programming a new circulation system based on the task force design, integrated with our other existing systems, will certainly raise the issue again.

The discussion produced many issues and opinions and problems (opportunities??), but no answers at this point except that we again do need to seriously consider the central question. The following are some of the comments made during the discussion (without attribution): (1) given changes in technology and distributed processing, if we look at outside systems we should not confine our search to software that would run on our current hardware; (2) how do we plan and implement in order to stay in step with developing technology and networking -- the ability to network with other libraries is becoming a preeminent system requirement; (3) local system development allows us more flexibility in system design, but that flexibility can use up a lot of staff time and energy; (4) using a commercial system means we to a much greater degree would have to adapt our local practice to the system rather than vice-versa -- we become merely one member of a user group that can petition for changes and enhancements; (5) some very good functionality in some of our systems would not be matched in a commercial system; (6) overall integration could be superior in a commercial system, eliminating some of the redundant input and processing that occurs in our system; and (7) one cannot wait to migrate to a new system until money falls into our lap -- step one is to decide for how long local development is viable, and based on that assessment to pursue simultaneously at the right time both funding and a workable commercial system.

MINUTES, Classified Conference Executive Board
June 25, 1991

PRESENT: K. Bower, G. Buckner, S. Couch, C. Dibben, P. Donaldson, V. Froese, B. Harsh, J. Hoyt, M. Kottman, K. Lafferty, J. Revenew, K. Simmons, A. Slater, M. Wilson

The minutes of the May 28 meeting were approved with corrections.

Election results were announced, followed by the introduction of group representatives and committee representatives. Names of the new Executive Board members will be listed in an upcoming issue of the FYI.

Administrative Conference: Kerry Bower read notes received from Rex on the last Administrative Conference meeting. This was supplemented by comments from Kendall Simmons, who was in attendance.

Budget and Planning: (1) A proposal has been made to allow Nancy Jaeger to be an ex officio member of the committee, because of her extensive work with the Library budget process. (2) Discussion continues on lengthening the term of committee members to three or four years. Currently, members serve two-year terms. (3) The results of the survey conducted in the Art Library, Anschutz Library, and Watson Library have been turned over to Dean Crowe. The committee is reviewing and modifying the questions as necessary and suggests that other departments do a similar survey.

Personnel: The Personnel committee is continuing to analyze the working conditions survey.

Committee on Staff Orientation: In their annual report, the Committee on Staff Orientation reported that the program is generally successful. They recommend talking with supervisors of those who had gone on the tours to see how a broader knowledge of the library system had impacted the employee and his/her work.

The Executive Board will meet the last Tuesday of each month (except for December) at 1:30 p.m. A monthly meeting with Dean Crowe will be scheduled beginning in August. The chairperson, vice-chairperson, and secretary will meet one week prior to the Executive Board meeting to create an agenda. Jane (chair) asked that if there are any items you know which should be on the agenda, please contact her.

The minutes of the Executive Board's meeting with Dean Crowe on June 11 were approved as corrected.

Verna Froese
Secretary
Classified Conference

MINUTES, Classified Conference General Meeting
July 25, 1991

Susan Hewitt called the meeting to order in Jane Hoyt's absence. Kent Miller was in attendance as chair of the LFA. Executive Board members were introduced.

Suggestions for dealing with the shortage of person-hours to meet the demand of ILS lending should be directed to Dean Crowe.

Dean Crowe requested feedback on the Brown Bag Lunches. Some suggested a clearer definition of the purpose of these meetings. Others thought they would attend if there was a subject pertinent to their role.

Dean Crowe has suggested having a faculty member available to consult on an environmental study (a sort of environmental ombudsman). KU-Med has agreed to provide assistance as needed (providing information on medical impacts of environmental concerns, for example). Some concerns addressed in the past by an ad-hoc Classified Conference committee included ergonomics, mold and dust, and low-level radiation from VDTs. Those who are interested in being on a committee to pursue this idea should contact Jane.

A job re-assignment policy has been sent to Ola Faucher, Personnel Office, for her approval. The document will then be distributed to the LFA and Classified Conference Executive Boards.

The Student Employee Task Force has sent a survey to peer institutions and Regents institutions. Another survey is being formulated for distribution to students and full-time staff.

The chairs of LFA and the Classified Conference will be eligible to apply for funds to attend appropriate conferences. Reports will be made to the respective Executive Board.

Janet Anderson-Story encouraged those who have not filled out the survey from the Northeast Kansas Library System (printed in the July 18 FYI) to do so. If you have disposed of that issue, Janet will provide copies for anyone who calls her.

Verna Froese
Secretary
Classified Conference

LFA Executive Committee: Minutes
July 22, 1991

Present: K. Miller, Schulte, S. Miller, Clement, Roach,
Gilliland, Husic

Minutes from the LFA Executive Committee meeting of July 15, 1991 were approved as amended.

Annual reports for LCPT were distributed.

I. The subject of Classified Conference participation in the process of issuing LFA committee charges was introduced for discussion. It was proposed that a letter be sent to the Classified Conference asking for their input regarding charges for the Committee on Staff Development, Committee on Budget and Planning, and the Committee on Staff Orientation. It was suggested that we also send copies of committee charges from last year, the annual reports from those committees and appropriate sections of the LFA Code. Kent will prepare a draft of the letter for our next meeting.

II. The next topic raised for discussion was LFA committee appointments. All but two committee appointees were contacted. Everyone who had been contacted had agreed to serve. A continued effort will be made to reach the last two appointees.

It was reported that we were not successful in our effort to co-opt two more members needed for LCPT. It seems that at this point, a special election is our only alternative. Since the code specifies that the first meeting of this committee should be called no later than the first week of August, a special election should be held as soon as possible. Nominating and Ballot will be instructed to compile a ballot of candidates at the Librarian III rank from which two people can be elected to serve a one year term. Since one member of Nominating and Ballot is on vacation, Shelley Miller was asked to serve on the committee on a temporary basis until this ballot has been sent. The instructions for N&B will be sent to Exec members for their approval this week.

III. It has been proposed that the Budget and Planning and Staff Development Committees consider the addition of the Assistant to the Dean for Budget and Finance and the Assistant to the Dean for Personnel, respectively, to their committees as ex-officio members. Discussion centered on the correct way to proceed with this proposal. It was pointed out that B&P intends to include the addition of the Assistant to the Dean of Libraries for Budget and Finance as an ex-officio member as one of their recommendations in their annual report. Exec also concurs with the Dean that the Assistant to the Dean of Libraries for Personnel be added to Staff Development as an ex-officio member. A past practice has been the distribution of letters to all

committee members at the beginning of the year notifying them of their appointments and instructing them to meet and elect a chair and secretary. It was decided to include these proposals in the letters being sent to members of these two committees for their consideration. A draft will be prepared for the next meeting of Exec.

IV. A new topic was introduced for discussion, that of the publication of the full LFA committee annual reports in the FYI. Is this a problem since these documents can be quite lengthy and may not be of interest to everyone who receives a copy of the FYI? It was suggested that the annual reports be produced as a special supplement to the FYI and be sent to a staff mailing list. It was also proposed that a special supplement be produced on a weekly basis and include regular meeting minutes and other items which may have a more limited audience. Advantages could be seen to both plans. Sandy will investigate the possibilities.

V. The last item discussed was the review of LFA committee annual reports and issuance of charges for the upcoming year. It was decided to table these topics for our next meeting. The order for discussion will be as follows: 1) LFA Executive Committee from 1990-91 2) Committee to Evaluate Service and Research and 3) Nominating and Ballot. Be prepared to discuss in detail and consider possible charges.

The next meeting is scheduled for Monday, July 29 at 10:00 a.m. in Meeting Room A.

Submitted by Becky Schulte

Northeast Kansas Library System

The ABCs of the MBTI for Effective Communication A Workshop for Librarians Employed in Any Type Library

Thursday, September 26, 1991, 9:00 a.m.-12:30 p.m.
Registration and coffee at 8:30 a.m.

Auditorium, Topeka Public Library, 1515 W. 10th, Topeka, KS 66604

WHO IS THE WORKSHOP PRESENTER? Jeanne Tucker is a certified consultant on the MBTI Process. She has worked with the State Library, individual libraries, and library systems, and with various churches to enable staffs to better understand each other using the Myers-Briggs Type Indicator as a resource tool.

WHAT IS THE MBTI? WHAT WILL I LEARN? The Myers-Briggs Type Indicator is an organized scientifically validated approach to personality preferences. It is used by groups in diverse settings as an aid to understanding how personality affects communication.

In the use of the MBTI for effective communication, participants will learn what are the communication styles of the 16 personality types; how the characteristics of Sensing, Intuition, Thinking and Feeling affect interpersonal communication; and how the MBTI helps to identify the personality of the group. Library staffs using the MBTI find it is a self-affirming tool that permits participants to accept themselves and others and to maximize strengths within the staff.

WHAT DO I NEED TO DO TO ENROLL IN THIS WORKSHOP?

1. Fill out the registration form below and mail by Thursday, September 5, 1991 to: Billie Saunders, 10000 W. 75th, Suite 130, Shawnee Mission 66204. The MBTI questionnaire form will be mailed back to you.
2. Fill out the MBTI Questionnaire Form and mail it back by Monday, September 16, 1991 to: Billie Saunders, 10000 W. 75th, Suite 130, Shawnee Mission, KS 66204.
3. Jeanne Tucker will then process your form along with other participants. An analysis of your personality preference will be given to you at the workshop, and will help you understand how your personality type tends to interact with others.

Registration Form

Name _____

Mailing Address _____

Type of Library. Check One: Public _____ School _____ Academic _____ Special _____

THE UNIVERSITY OF KANSAS LIBRARIES
FALL SEMESTER SCHEDULE OF HOURS: AUGUST 26, 1991 - JANUARY 14, 1992

<p>ANSCHUTZ SCIENCE LIBRARY (864-4928)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 10pm Sun 1pm - midnight</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26 8am - 8pm Nov. 27 8am - 5pm Nov. 28 Closed Nov. 29 8am - 5pm Nov. 30 10am - 5pm Dec. 1 1pm - midnight Dec. 20 8am - 5pm Dec. 21-22 Closed Dec. 23 8am - 5pm Dec. 24-25 Closed Dec. 26-27 8am - 5pm Dec. 28-29 Closed Dec. 30-31 8am - 5pm Jan. 1 Closed Jan. 2-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>EAST ASIAN LIBRARY (864-4669) 5th Level Watson</p> <p><u>Staffed:</u> Mon-Fri 8am - 5pm <u>Not Staffed:</u> Nov. 29 <u>Closed:</u> Sept. 2, Nov. 28, Dec. 21-22, Dec. 28-29, Jan. 1, Jan. 4-5, Jan. 11-12</p> <p>(East Asian bookstacks are open on the same schedule as Watson Library bookstacks)</p> <p>FINES OFFICE (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am - 4:30pm Sat 10am - 1pm Sun Closed</p> <p><u>Closed:</u> Sept. 2, Nov. 28-30, Dec. 14, Dec. 21, Dec. 24-25, Dec. 28, Jan. 1, Jan. 4, Jan. 11</p>	<p>HOWEY READING ROOM (BUSINESS & ECONOMICS) 864-3404, 103 Summerfield</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun noon - 10pm</p> <p><u>Closed During Class Holidays</u></p> <p>INTERLIBRARY SERVICES (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> Sept. 2, Nov. 28-29, Dec. 23-27, Jan. 1</p>	<p>MUSIC LIBRARY (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26-27 8am - 5pm Nov. 28-30 Closed Dec. 1 5pm - 10pm Dec. 21-Jan. 5 Closed Jan. 6-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>REGENTS CENTER LIBRARY (841-2147) 9900 Mission Rd., Overland Park, KS</p> <p>Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 10am - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> Mon-Fri 9am - 5pm Sat & Sun Closed <u>Closed:</u> Sept. 1-2, Nov. 28-30, Dec. 24-25, Jan. 1 <u>Open:</u> 9am - 5pm Nov. 27 9am - 5pm Nov. 27</p>	<p>SPAHR ENGINEERING LIBRARY (864-3866)</p> <p>Mon-Thu 8am - 11pm Fri 8am - 8pm Sat 10am - 5pm Sun 1pm - 11pm</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26-27 8am - 5pm Nov. 28-30 Closed Dec. 1 1pm - 11pm Dec. 20 8am - 5pm Dec. 21-29 Closed Dec. 30-31 8am - 5pm Jan. 1 Closed Jan. 2-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>SPECIAL COLLECTIONS (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Sept. 2, Nov. 28-30, Dec. 14, Dec. 21, Dec. 24-25, Dec. 28, Jan. 1, Jan. 4, Jan. 11</p>	<p>WATSON LIBRARY (864-3956) (Hours: 864-8900)</p> <p>CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS READING ROOM (864-3950)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 5pm Sun 1pm - midnight</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26 8am - 8pm Nov. 27 8am - 5pm Nov. 28 Closed Nov. 29 8am - 5pm Nov. 30 10am - 5pm Dec. 1 1pm - midnight Dec. 20 8am - 5pm Dec. 21-22 Closed Dec. 23 8am - 5pm Dec. 24-25 Closed Dec. 26-27 8am - 5pm Dec. 28-29 Closed Dec. 30-31 8am - 5pm Jan. 1 Closed Jan. 2-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p>*Circulation/Reserve desks close 15 min. before Library closes. Bookstacks close 1/2 hour before Library closes.</p> <p>COPYING SERVICES (864-4209) Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.</p>	<p>REFERENCE DESK (864-3347)</p> <p><u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 1pm - 5pm Sun 1pm - 9pm</p> <p><u>During Class Holidays:</u> <u>Staffed:</u> Mon-Fri 9am - 5pm <u>Not staffed:</u> Nov. 28-29 <u>Closed:</u> Sept. 2, Nov. 28, Dec. 21-22, Dec. 24-25, Dec. 28-29, Jan. 1, Jan. 4-5, Jan. 11-12</p>
<p>ART & ARCHITECTURE LIBRARY (864-3020) 1st Level, Spencer Museum of Art</p> <p>Mon-Thu 8am - 10pm Fri 8am - 6pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26-27 8am - 5pm Nov. 28-30 Closed Dec. 1 1pm - 10pm Dec. 20 8am - 5pm Dec. 21-29 Closed Dec. 30-31 8am - 5pm Jan. 1 Closed Jan. 2-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>GOVERNMENT DOCUMENTS & MAPS (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat 10am - 5pm Sun 1pm - 10pm</p> <p><u>Exceptions:</u> Sept. 2 Closed Nov. 26-27 8am - 5pm Nov. 28-30 Closed Dec. 20 8am - 5pm Dec. 21-22 Closed Dec. 23 8am - 5pm Dec. 24-25 Closed Dec. 26-27 8am - 5pm Dec. 28-29 Closed Dec. 30-31 8am - 5pm Jan. 1 Closed Jan. 2-14: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>KANSAS COLLECTION (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Sept. 2, Nov. 28-30, Dec. 14, Dec. 21, Dec. 24-25, Dec. 28, Jan. 1, Jan. 4, Jan. 11</p> <p>LAW LIBRARY (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 11pm Fri 7:30am - 6pm Sat 10am - 5pm Sun noon - 11pm</p> <p>(Hours vary during holidays)</p>	<p>UNIVERSITY ARCHIVES (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> Sept. 2, Nov. 28-29, Dec. 24-25, Jan. 1</p>					

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3555.

FYI

University of Kansas Libraries

Number

1133

August 8, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

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 noon, Thursday, August 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

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 October, November, or December, 1991, you must submit a request by the deadline, August 15th. Application forms may be requested from Janet Anderson-Story.

Linda Evans

SUMMER STUDENT EMPLOYMENT APPLICATIONS

Please send all applications for student employment for summer job ads (both successful applicants and unsuccessful applicants) to the Administrative Office by Wednesday, August 14. If you have any questions, please give me a call. Rex Hargis

SCHEDULE OF LIBRARY HOURS--FALL SEMESTER

Attached to last week's FYI was the fall semester schedule of library hours. This explanation of operative dates was mistakenly omitted, and is as follows:

1st day of fall classes:	Monday, August 26
Labor Day (state holiday):	Monday, September 2
1st day of Thanksgiving Recess:	Wednesday, Nov. 27
Thanksgiving (state holidays):	Thursday & Friday, Nov. 28 & 29
Classes resume:	Monday, Dec. 2
Last day of fall classes:	Monday, Dec. 9
Final exams:	Wednesday, Dec. 11-Friday, Dec. 20
Christmas (state holidays):	Tuesday & Wednesday, Dec. 24 & 25
New Year's (state holiday):	Wednesday, Jan. 1
1st day of spring classes	Wednesday, Jan. 15

We are, at this time, planning to extend Watson and Anschutz Science Library hours for the period December 6 through December 19 as follows: 8am-10pm Friday, 9am-10pm Saturday, and noon-midnight Sunday. However, these hours cannot be finalized or published until the University's FY92 budget has been received. If you have corrections or changes to report in the hours schedule, whether now or later in the semester, please notify me (4-3601).

Mary Hawkins

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CIVIL SERVICE EXAMINATION CALENDAR

Attached to this issue of FYI is a copy of the Civil Service Testing Calendar for the month of August. Library student assistants and persons not presently employed by the University of state must take a civil service examination to be considered for employment. Within the Libraries, the majority of civil service positions are classified at the Office Assistant III and Library Assistant I and II classifications. Therefore, to become eligible for employment within the Libraries, one must take an Office Assistant III and/or Library Assistant I/II examination. The Library Assistant examinations are offered twice during the month of August and may not be offered again for several months. Contact the Department of Human Resources, 4-4946, to apply for examination. Certain minimum qualifications are required; contact Rex Hargis or Sandy Gilliland in the Library Administrative Office, 4-3601, or the Department of Human Resources, for additional information.

Sandy Gilliland

VOLUNTEERS WELCOME!

The Reference Department is once again offering an expanded schedule of Watson Library tours from Monday, August 19 through Thursday, September 19. If any Library staff, classified or unclassified, are interested in giving one or more such tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. Volunteers may receive training by taking one or two custom tours themselves conducted by experienced Reference Department staff. The tours you would give last about 45 minutes. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. If you are interested in participating, please contact Saralinda Rhodes as soon as you can. Thank you!

Reference Department

KUDOS ANNOUNCEMENTS

Meg Winchell, Slavic Department, attended "Perestroika: The Restructuring of the Soviet Union," in Tulsa, Oklahoma, February 21 and 22.

Penny Donaldson and Carole Dibben have been awarded Continuing Education Grants from the North East Kansas Library System to help cover tuition costs while attending Emporia State University, School of Library and Information Management classes.

Janet Anderson-Story

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

WRONG LOCATION FLAGS NEEDED

Please send extra "Returned at Wrong Location" flags to the Circulation Department, Watson. Thanks!

Janet Anderson-Story

PAINTING EXHIBITION

The University of Kansas Regents Center Library is exhibiting paintings by members of Johnson County Mental Retardation Center (JCMRC) August 1-31, 1991. Hours: Monday through Friday - August 1-24, 9am-5pm (closed Sat and Sun); Monday through Thursday - August 27-30, 9am-9pm; Friday - August 31, 9am-5pm. More information is available in the Administration Office.

Chris Scott

CHANGE OF ASSIGNMENT ANNOUNCED

Channette Kirby, Library Assistant II, has accepted a permanent change of assignment to Watson Library's Reference Department from the Anschutz Science Library. This change of assignment was requested by Assistant Dean Mary Hawkins to address a serious need for additional staffing in the Reference Department. The Science Library will be able to internally reassign the work of Channette's position without an increase in Science Library staffing.

Within the Reference Department, Channette's responsibilities will include reference desk duty and assistance with bibliographic instruction, reporting to Department Head Jim Neeley. Channette's change of assignment is effective August 18, 1991.

Sandy Gilliland

ATTACHMENTS

NEKLS Continuing Education Grant Information

University of Kansas, Department of Human Resources Testing Calendar-August 1991

"First Impressions" Public Service Workshop Sign-up (NEKLS)

"I work in a Library, but I'm not a librarian..." Workshop Sign-up (NEKLS)

Have You Heard ?

**Northeast Kansas Library
System**

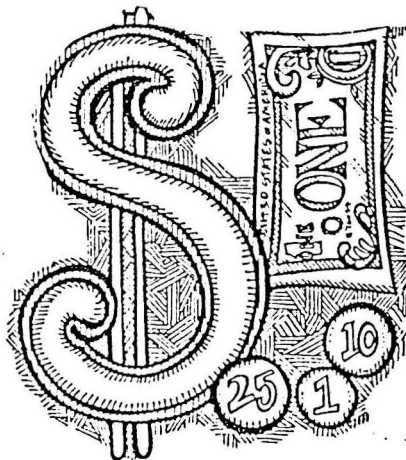
**Continuing Education Grant
Program**

**Grants up to \$200 are being awarded for
staff and trustee continuing education
activities.**

**Please call: NEKLS Office
(913) 831-4996**

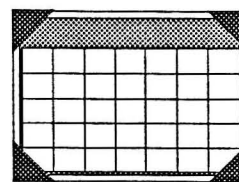
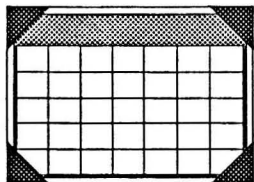
**or write: Grant Application
NEKLS**

**10000 W. 75th, Suite 130
Shawnee Mission, KS
66204**



UNIVERSITY OF KANSAS

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



AUGUST 1991

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 Secretary I&II 1:15	8 Keyboard Operator I&II 8:30	9
12	13	14 Office Assistant II&III 1:15	15 Keyboard Operator I&II 1:15	16 Written Examinations 8:30
19	20	21 Keyboard Operator I&II 8:30	22 Secretary I&II 8:30	23
26	27	28 Written Examinations 1:15	29 Keyboard Operator I&II 1:15	30

WRITTEN EXAMINATIONS OFFERED: Cook, Food Service Supervisor I&II, Library Assistant I&II.

JNASSEMBLED EXAMINATIONS OFFERED: Dietitian I&II, Electrician I&II, Medical Technologist I, Radiologic Technologist I&II (Diagnostic X-Ray).

First Impressions

A workshop designed for public services
library staff, their supervisors and
employers

Sponsored by Northeast Kansas Library System

Leavenworth Public Library, 417 Spruce, Leavenworth, KS

Thursday, September 12, 1991, 1:00 - 5:00 p.m.

Friday, September 13, 1991, 9:00 - 4:00 p.m

Presenters:

Dr. Martha Hale, Dean, School of Library and
Information Management, Emporia State University
Dr. Roger Greer, Professor, School of Library and
Information Management, Emporia State University.

This workshop was designed to encourage library front-line workers to recognize the critical role they play in library service. The content of the workshop will concentrate on the jobs of the public service staff in the library and challenge the staff to provide outstanding "customer service" as they interact with library users.

Just how important are the public service people in the library? What makes an organization good at service? How can you enhance your customer service image?

Join us for one and one half days of Encounters of the best Kind and a terrific "First Impression" of your library's public service staff and their dedication to quality service. Enrollment limited to 60. Lunch will be provided for September 13, 1991.

Registration forms must be received by Monday, September 9th, 1991. Mail form to:

Suzie Mohrmann
Leavenworth Public Library
417 Spruce
Leavenworth, KS 66048 (913) 682-5666

Name _____ Library _____

Address _____ Registration for Lunch Yes ___ No ___

Northeast Kansas Library System

A Workshop for Paraprofessionals

Thursday, August 22, 1991, 9:30-3:00 p.m.
Lawrence Public Library, 707 Vermont, Lawrence, KS

"I work in a library, but I'm not a librarian...What about me?"

Asking the questions. In this workshop you will:

- explore evolving paraprofessional roles and functions in your library and the library field
- examine some of the life choices which have led you to librarianship
- gain greater understanding of some of the factors affecting you on the job and in librarianship
- meet people who have similar responsibilities in other libraries
- learn about state and national activities which may affect paraprofessionals
- discuss ways in which issues you raise might be addressed

Finding the answers. You will go home with:

- an increased understanding of librarianship as a profession
- enhanced awareness of the importance of your work
- new contacts who may be able to serve as resources for you

Kathleen Weibel

will guide the group to use your own experiences and insights (as well as those of others) to answer the questions:

- "How did we get where we are?"
- "What do we do?"
- "What are we going to do?"

REGISTRATION FORM

NAME _____

LIBRARY _____

TYPE OF LIBRARY: PUBLIC ___ ACADEMIC ___ SCHOOL ___ SPECIAL ___

MAIL TO: LOIS ADRIANCE, 1436 LAWRENCE AVE., LAWRENCE, KS 66049

REGISTRATION DUE BY WEDNESDAY, AUGUST 14, 1991

Library Automation Committee
Minutes -- July 31, 1991

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

A. Standard Business

1. Meetings were scheduled for the following Wednesdays at 1:30pm: August 21 (either Watson B or the Anschutz Conference Room) and September 11 (Watson A). Members were also asked to keep the normal time open on September 18 and 25.
2. Minutes from the July 24 meeting were approved.
3. Programming status report:
 - a. PROGREQ
 - (1) Research over the last week shows that a large percentage (90%) of the programming necessary to display circulation status for brief records would be changes to sections of online programs not scheduled to be changed as part of the Docs project. A project to make those changes will be moved to consideration along with other possible mainframe development projects. The other 10%, batch programs that will need to be altered anyway as part of the Gov Docs project, will be modified now for future compatibility. It was pointed out that in order for this proposed link to work in the future, a standard must be created and adhered to for inputting brief record numbers into circulation records in a consistent manner;
 - (2) Circulation has submitted a request for wandable ID numbers on overdue notices. This would require changing from the computer center's impact printer to its xerox laser printer in order to print satisfactory OCR characters. This change would require reprogramming and would be more expensive per printed sheet. It was decided to not approve the request for action now, but to add it to the list of development possibilities. It was suggested and generally agreed upon that this request should be considered in combination with requests from the University Environmental Ombudsman and others to combine multiple items on a single overdue book notice in order to save paper;
 - (3) John distributed copy of a e-mail message received from the Law Library requesting programming to allow government document tapes received by the Law Library from OCLC to be converted to standard IBM format (like OCLC archive tapes) and to have records from them added to the cataloging record tapes already being created for Law. This appears to require very little programming and was approved.
 - b. Ongoing projects
 - (1) Adding programming to load authority records from MARCIVE before beginning to process incoming bibliographic records will add approximately 2 weeks to the project timeline; making changes to the online catalog full record display will add 1 week (these were missed in the original project plan). The projects still probably will be finished by the very end of November;
 - (2) The serials claims project is still moving forward.

B. Other reports and announcements

1. INQUIRE/Text installation went fine;
2. SAVEIT training is under way in ILS;
3. Margaret Wilson has produced a document on the use of "copy" for review by the sub-committee working on that issue;
4. John's draft description of and charge for a "Shared Electronic Resource Committee" was faxed to Bill. As reported to the committee last week, it takes a broad approach, attempting to address all formats of electronic library information shared throughout the library and the university.

C. Project tracking system

John distributed a list of questions he received from Jim regarding the use and scope of the "System Development Possibilities" list distributed at the last meeting. There is confusion over its use: is it a scheduling tool? will it serve a communication function with other Library staff? It is clear that no one product will be perfect for all audiences. John intended the list he drafted to be used to help this committee view the breadth and scope of possible projects and initially to make priority decisions about requested projects (fixes/maintenance, enhancements, redesign) and ultimately to send recommendations to the Dean on what should be done. There is also confusion over its scope: should it contain only mainframe projects (i.e., those to be worked on by OIS programming staff?). Should there be a separate non-mainframe list? The committee acknowledged that, at least for now, it will be an internal working document for the committee and that it should be identified as principally a mainframe document. John will add a couple sentences of clarification at the beginning of the list and change its name to "Mainframe Development Possibilities."

The word "possibilities" was defended (in response to a question) since the document is really a listing of the universe of possible projects. It is too large to be a real working document that could be used to solicit opinion from other library staff. The next step is thus to make an initial cut to get a list that is manageable to work with. Decisions need to be made for projects to follow the current serials accounting and documents projects.

The most immediate concern is to develop a list of projects that should be worked on after the completion of the Gov Docs project in late November. Committee members were are charged to pick 5 small and 5 larger projects from this list at top priorities -- Library-wide. In order to help make these decisions, members were instructed to look at impact of the project (with implicit limited resources.) This will only serve to allow the committee to begin to construct a smaller and more a manageable list. Members are to send written list of priorities to John before August 21 meeting. He will make a composite list. (John will explain this to Bill; George to Mary Hawkins.) John will also meet with Kendall to get some added comments on circulation-related requests.

On E-Mail, Etiquette, and ALA
Report from ALA Annual Conference, Atlanta, June 29-July 2, 1991

Jim Neeley

In previous reports I described how I got "involved" in ALA. Once you become involved, much of your conference time is taken up with committee meetings, as opposed to presentations. Presentations include such things as the prophecies of futurists, the admonishments of moralists, and show-and-tells by people who are doing clever or unusual things back home. Presentations are given by entertaining people and play to large crowds. Committee meetings, on the other hand, are for taking care of business, and are not nearly so entertaining either to attend or to report. In Atlanta I chaired two committee meetings and attended four more, including one that ran till 10:30 Saturday night! I will spare you the details.

Two other types of professional activities at ALA are discussion groups and exhibit-going. Both allow the "audience participation" missing in the presentations without requiring the between-conference commitment and at-conference tedium involved in serving on committees. In Atlanta, I spent about eight hours going to exhibits, concentrating specifically on vendors of electronic business information products.

I also attended two discussion groups: reference services in large research libraries (RASD) and the heads of readers'/public services (ACRL). The topics in both meetings were similar: the promise versus the reality of e-mail. (The term e-mail, I have recently read, inadequately reflects the scope of what is better termed "computer mediated communication," which includes computer conferencing and interactive messaging as well as e-mail.) The reference group concluded that LIBREF-L, the reference librarians' LISTSERV list has so far failed to even begin to live up to its huge expected potential as an instrument for assisting with reference questions. Besides a surprisingly low volume of traffic, there was concern over the duplication of effort as reference librarians from coast to coast all scramble to answer the same question broadcast over LIBREF-L. The head of one reference department even told of discovering that two librarians in her own department were working on the same LIBREF-L question, each unaware of the other! On the other hand was the concern that no one at all was responding since everyone figured someone else would do it. Pending solution of these and other practical questions, the group agreed that the list was immediately useful for discussion of reference issues.

The heads of readers'/public services were less concerned about the various LISTSERV lists' uses than they were the amount of staff time being consumed in list reading. To avoid rampant duplication of readership, should access to a given list within a given library be controlled? Should there be a designated local monitor for each list, for instance? (No kidding; right there at ALA this possibility was actually suggested!) Of what value were the lists, anyway? In what ways did list reading actually benefit the library employer? Someone offered that LIBADMIN, the administrators' own list, was of almost no value whatever. Other lists were judged better, particularly the long-running and widely-read PACS-L. But the bottom line was that little hard evidence exists to indicate the value of list reading despite the large and growing amount of time being devoted to the activity.

Both groups also considered the use of e-mail on campus networks as a means of submitting and responding to reference questions within a single university setting. There was little experience to share, however. Where it has been tried the extremely low use has not lived up to reference staff's high initial optimism and/or apprehension. One suggested reason: as with fax technology in interlibrary lending, the patron's expectation of an immediate response to an e-mail reference question ignores the essential role real people, moving at something less than the speed of light, play in delivering these services at the other end. Dashed initial expectations, however unwarranted, may undermine continued use.

An unexpected bonus for attending the heads of readers'/public services group was a handout on "e-mail etiquette." Although this topic was only briefly discussed in the meeting, I found it so interesting that I have since done some additional reading and would like to share with you what I have learned.

There are a couple of good publications on e-mail etiquette. One is a paper from the 1990 meeting of the American Society for Information Science [1]. It reviews and summarizes the research literature on computer mediated communication (CMC). Among the findings:

CMC occurs in a much narrower channel of communication which removes or suppresses the verbal and visual cues, especially facial expression and eye contacts

Rules that govern face-to-face interaction, such as turn taking, the obligation to immediately answer a question, the avoidance of interruptions and the display of deference to others of higher status do not apply...

There is also a quality of impersonality to computer networking...

CMC may increase the chances that interactions will be more uninhibited and impulsive and less socially desirable. Users may be less committed to existing guidelines of propriety

Users may engage in the expression of negative affect, or "flaming", or they may take advantage of the constraints of CMC to establish some [uninvited] very warm and personal relationships [pp. 318-319]

Based on such findings, the authors offer CMC users some brief "points for effective computer mediated communication" [Table 3, pp. 308-309]

The other publication I have enjoyed has a less formal style and is much more detailed in its prescriptions [2]. It starts with a discussion of differences between spoken and written communication, with which we have long experience, and e-mail communication, with which we have little. The rules for the former, it argues, do not serve us very well with the latter. "Meanings are misunderstood. Tempers flare and cause ill-conceived responses to be written. Many recipients' time is wasted reading content-free or irrelevant messages." [p. 11]. The following suggestions are made:

Sending messages

Create single-subject messages whenever possible. They are more easily filed, retrieved, and forwarded; their subject lines are more descriptive and easily scanned. Replies can be made more specific, and can be more easily copied to others.

Assume that any message you send is permanent. It will be sitting in someone's files or on some other computer you may not know about, able to be reprinted at any time in the future. If this has a chilling effect on the content of your informal, chatty messages, that's probably appropriate.

Separate opinion from non-opinion, and clearly label each.

If you must express emotion in a message, clearly label it. Anger, sarcasm, humor and irony often do not work in a message. A "smiley face" symbol, typed as ":->" or ":-)" (turn the page a quarter-turn clockwise for maximum effect) indicates the author intends something as a joke. The annotation "Flame! Flame!" alerts the reader to the fact that the writer knows he or she is being emotional.

In sending a message to a bulletin board or interest group, identify yourself and your affiliations clearly.

Receiving and responding to messages

Avoid responding while emotional. It is easy to immediately fire off a response that will only exacerbate the situation. Wait 24 hours, and reconsider in the light of a new day.

If a message generates emotions, look again. What at first glance was offensive can often be interpreted, on rereading, as merely a poor choice of words in a hasty message--words that might have been casually used, then forgotten, in a face-to-face conversation, but that linger on the printed page (or CRT screen).

Assume the honesty and competence of the sender. He or she is probably not an idiot; you just might not understand the context or intent of the message, or the sender's attempt at humor or irony has gone awry.

Consider alternative media. Can you walk down the hall, or pick up the phone, and respond better? [All indented text is quoted or closely paraphrased from pp. 11-27.]

As one who has made all of the mistakes examined in these two publications, I sincerely hope that by writing about them here I will become a more sensitive and better behaved e-mail correspondent. More cautious, at any rate! I hope readers of this report find it useful as well.

The reference discussion group concluded by making arrangements for dinner that evening. The heads of public services group concluded by choosing the topic for their next meeting. Voice votes were taken on a range of issues, dramatically revealing ambient anxieties. The overwhelming but ominous favorite: "downsizing" public services in the face of library budget cuts!

Thank-you for the staff development funds which partially supported my attendance at the ALA Conference.

Notes:

1. Howard Rosenbaum and Gregory B. Newby, "An Emerging Form of Human Communication: Computer Networking" In *ASIS '90: Proceedings of the 53rd Annual Meeting of the American Society for Information Science*. v. 27. Toronto, Ontario, November 4-8, 1990, pp. 300-325. [Z 1008 .A4616 v.27 Watson Stacks].
2. Norman Z. Shapiro and Robert H. Anderson, *Towards an Ethics and Etiquette for Electronic Mail*. Santa Monica: Rand Corporation. (Report R-3283-NSF/RC) July 1985. [Watson Periodicals Uncat. Range 122].

August 3, 1991

TO: Staff Development Committee
FROM: Nancy Burich
RE: Report on ALA

7/19/91

110th. ALA Annual Conference, Atlanta, June 29-July 4, 1991

This was my first ALA Convention in many years; usually I find ACRL conventions more focused and relevant. But this year I went to see the exhibits and to participate in the meetings of a new ACRL section--the Extended Campus Library Services Section--as a member of its Planning Committee.

The exhibits were nearly overwhelming. However, I was able to contact several furniture, copier and reader/printer, and information service vendors. But most interesting were conversations with four companies marketing one-card systems--one card which permits patron identification; building security; payment for use of copiers, reader/printers, CD-ROM use and printing, OCAT printers, vending machines, and much more.

Planning Committee and ECLSS meetings concentrated on strategies for marketing library services, accreditation standards and their impact on the level of off-campus library resources, and the creation of a newsletter, database, and discussion list available through Bitnet.

In addition to these activities, I attended several interesting meetings. At the Silver Platter Information User Group meeting the talk centered around their "strategic alliance" with OCLC. OCLC will concentrate on full-text databases and turn over to Silver Platter their other databases (i.e. ERIC, etc.). These companies plan to introduce an online link between CD-ROM and EPIC databases as well as connections to OCLC's ILL and document ordering systems. Details were sketchy and there were many questions about pricing of the CD-ROM databases.

The next meeting was presented by the Video Roundtable. There was a plea to lobby ALA to continue to fund its video information office, then slated for dissolution to cut costs. There followed a presentation by CNN/TNT executives called "News Wars/Media Frontiers: VRT at CNN." These men discussed CNN/TNT efforts to digitalize, collect, and catalog information which can then be retrieved by pc. However, there were no suggestions for ways to acquire the hardware and connections necessary to access these marvels. A tour of CNN the next day helped to visualize current methods used to gather and disseminate news.

A standing-room-only crowd listened to "Staff vs. Collections: Budget Priorities for the 1990's." Harry Campbell, Duke University, said that we must favor collections and reduce the ratio of staff to books to 40:60. However, the staff who are employed should be encouraged, rewarded, and "developed", not all of which requires large

sums of money. An interesting contrast was presented by Patrick O'Brien, Dallas Public Library, who said most public libraries have a staff:books ratio of 15:85, and 40% for staff would be wonderful.

The LITA Artificial Intelligence/Experts Systems Interest Group meeting was concerned with new retrieval strategies. The first speaker dealt with the theory of thesaurus-building. Clearly, I was out of my depth. But when the second speaker was introduced, I knew I would get something out of this meeting. Tamas E. Doszkocs works at the National Library of Medicine.. His career goal--early retirement. His topic--"Near-Death Experiences in Citation Searching" using the Information Retrieval Knowledge Synthesizer (IRKS!). He has been examining failed searches (about 25%) of those using the NLM database. From information gained, he has developed "Greatful Med" which offers the searcher alternatives whenever searches fail. The problem is in translating patron needs into terms the computer can comprehend--a user interface. He cited early attempts at machine translation of human language from English to Russian and back to English. An example--"The spirit is willing, but the body is weak," became "The booze is OK, but the meat is rotten."

The ultimate benefit of attending ALA is hard to quantify. It involves gaining new information, new associations, peer commiseration, seeing old friends. It is hectic rushing from session to session and relaxed conversations. It is also a chance to spend time with KU colleagues free of any agenda. For all this, I want to thank the Staff Development Committee for the funds which got me to Atlanta.

FYI

University of Kansas Libraries

Number

1134

August 15, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

PERSONNEL

Marianne Siegmund, Cataloging Librarian, has requested a personal leave of absence for six months, beginning August 5, 1991.

Sandy Gilliland

WATSON LIBRARY REFERENCE DEPARTMENT INTERNSHIP

A one-quarter time internship is available in the Watson Library Reference Department beginning as soon as possible and lasting for one year with possible reappointment for a second year. Interested library staff, both classified and unclassified, are invited to apply. Weekday, evening and weekend hours will be required. Only internal applicants will be considered.

Duties will include service at the Reference Desk, including nights and weekends, and may also include participation in library orientation and instruction and/or support of bibliographers' collection development activities.

Required Qualifications: Ability to establish and maintain effective working relationships with staff and public; ability to work with detailed and complex procedures effectively and independently. Preferred Qualifications: Knowledge of library systems as public service tools, especially OCAT, LSER, LIBC, and Innovacq; knowledge of LC and DDC classification; recent knowledge of reference resources, including CD-ROM, in the humanities and social sciences; broad knowledge of services and resources throughout the University Libraries system.

If an internship arrangement can be mutually agreed upon, the intern's home department may be financially compensated, depending upon the needs of the department.

The performance of the intern will be taken into consideration in his/her annual performance evaluation.

Any Library staff member interested in this opportunity is encouraged to contact Sandy Gilliland by 5:00 p.m. Friday, August 23, 1991, to express interest in this option, (at the same time, of course, informing his/her department head). Department heads will, of course, be consulted before any action is taken. Questions regarding the responsibilities of the internship may be addressed to Jim Neeley.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CROWE RETURNS FROM UCLA SENIOR FELLOWS PROGRAM

Still shaking the dust of California from my heels (the water shortage of the last several years has taken a toll on the Los Angeles area). I am wading through the paper on my desk, which, thanks to George Gibbs and others in the Administrative Office, was well under control. Our daily telephone and regular e-mail exchanges worked quite well to promote rapid action on timely issues.

I am preparing to begin my second year at KU with another series of informal meetings--both at the department level and in brown bag lunches and "early birds". Watch for announcements in FYI and word from department heads. We have many sensitive and important issues before us this year.

At two of the early general sessions of Fall Semester, I will focus on what I learned during the Senior Fellows program--formally and informally, including comments on my visits to the UCLA Libraries, the USC Libraries, CalTech, and the Huntington (not to mention Venice Beach). I will of course also attempt to answer questions on any other subject which staff wish to raise. This year, I will attempt to lead off each session of this type with a brief report on a topic of general interest, announced in advance.

I bring warm greetings to KU Library Staff from Robert Vosper, with whom I met twice while I was in residence at UCLA, and from Franklin Murphy, who generously gave me more than an hour of his time late one afternoon last week.

It is very good to be home.

W. J. Crowe

SAVING PAPER...AND MONEY

To explore additional means of saving paper, the FYI will be further reduced in size, on a trial basis, by providing copies of library committee minutes and reports in an FYI Supplement, issued weekly to each library staff member, rather than copied in the weekly newsletter, which is distributed more widely. Doing so should reduce the number of copies made for FYI, on an average of 5 two-sided pages per week, by over 27,000 copies per year. The FYI will continue to be sent to everyone on the mailing list, and certain individuals and offices (Office of Academic Affairs, Chair of the Senate Library Committee, etc.) will also receive the supplement mailing. Others who regularly receive the FYI may view committee minutes and reports by consulting the FYI Supplement that will be available on Reserve in Watson Library and the Anschutz Science Library, along with each FYI newsletter. Other cost-saving measures related to the FYI may be tested within the next few months. Comments and suggestions on this experiment and suggestions for additional cost-saving measures are always welcomed!

Sandy Gilliland

(continued)

PAYMENT OF HONORARIA FOR SPEAKING ENGAGEMENTS

In a July, 15, 1991 memo to faculty and staff, Executive Vice Chancellor Del Shankel described changes to state law governing governmental ethics made during the 1991 legislative session. The memo provided an explanation of the change in the statute and the University's interpretation. Library staff who have questions regarding this change should consult the July 15th memo and the Handbook for Faculty and Other Unclassified Staff, section D.28 (page 91).

If additional explanation is needed, please contact Sandy Gilliland, 4-3601, for assistance. She may suggest consulting the Office of the General Counsel in some cases.

Sandy Gilliland

HEALTH INSURANCE UPDATE

The state Health Care Commission has accepted health coverage bids for the January 1 - December 31, 1992 contract year of HMO Kansas and Blue Cross and Blue Shield. According to the University's benefits office, health premiums paid by staff will either remain the same in 1992 as in the current year, or slightly decrease. Additional information regarding the 1992 health benefit will be forthcoming as it becomes available.

Sandy Gilliland

CAMPUS STEAM SERVICE

During the period of August 26-29, Facilities Operations and a private contractor will be working on a replacement of steel gas lines serving the main campus. During this four day construction period, a small possibility exists that there may be a loss of high pressure steam; however, Facilities Operations will do everything possible operationally to limit the possibility of pressure loss. The effects of loss of steam, should it occur, would disable the air conditioning in two Library locations (Engineering and Government Documents/Maps) and there would be no hot water in any main campus buildings.

The Libraries Administrative Office will alert staff to any developments of which we are informed as this work proceeds.

Nancy Jaeger

VOLUNTEERS WELCOME!

The Reference Department is once again offering an expanded schedule of Watson Library tours from Monday, August 19 through Thursday, September 19. If any Library staff, classified or unclassified, are interested in giving one or more such tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. Volunteers may receive training by taking one or two custom tours themselves conducted by experienced Reference Department staff. The tours you would give last about 45 minutes. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. If you are interested in participating, please contact Saralinda Rhodes as soon as you can. Thank you!

Reference Department

(continued)

LOST PERIODICALS

The following periodicals have disappeared from the shelves in the Periodicals Reading Room. Please check your desks to see if you have these issues, and if so, please return them **AS SOON AS POSSIBLE!** We do have requests from other library staff wanting to see these issues.

CD Rom Professional: v. 3: 6, November, 1990
 v. 4: 1, January, 1991
 v. 4: 2, March, 1991
 v. 4: 3, May, 1991

Janet Revenew

BROWN BAG AND "EARLY BIRD" SESSIONS

You are invited to attend a Brown Bag lunch, August 23, at noon in Watson Conference Room A or an "Early Bird" session, September 5, from 7:30 am to 8:30 am, in Watson Conference Room A. Dean Crowe will be relating information from, and answering questions about his experiences as a Senior Fellow at UCLA this summer.

Rhonda Boose

RECOGNITION RECEPTION

Mark your calendars on August 29 from 4:30 pm to 6:00 pm as the date and time for a reception to be held to recognize the accomplishments of Sandra Brandt, Rick Clement, and Mary Roach. The reception will be held in the Adams Alumni Center, Summerfield Room. Please make plans to attend.

Rhonda Boose

PHONE NUMBERS FOR EMPORIA STATE

The prefix for all phones at Emporia State University will change from 343 to 341 on August 1. All campus extensions will remain the same. Also, the main University phone number will remain 343-1200. The 343 prefix will remain in use through October 1, 1991.

Penny Donaldson

ATTACHMENTS (See FYI Supplement)

Budget and Planning Committee Annual Report, July 1990 through June, 1991
 1990-1991 Committee to Evaluate Service and Research (CESR), Final Report
 LFA Executive Committee Minutes--July 29, 1991
 LFA Executive Committee Report, 1990-91
 Libraries Committee on Promotion and Tenure Annual Report 1990-1991
 Library Emergency and Disaster Plan Committee Minutes--June 24, 1991; July 8, 1991
 Nominating and Ballot Committee Annual Report, 1991
 Salaries and Benefits Committee Annual Report, 1990 - 1991
 Staff Development Committee Annual Report, 1990-1991
 Staff Orientation Committee Annual Report, July 1991-June 1992

LFA Executive Committee: Minutes
July 29, 1991

Present: K. Miller, S. Miller, M. Roach, G. Husic, S. Gilliland,
R. Clement, B. Schulte

Minutes of July 22, 1991 meeting were approved as amended.

The Budget and Planning Committee annual report was distributed.

1. One LIII has agreed to be co-opted from the last election to serve a one year term on LCPT. A special election will be required in order to fill the one remaining LIII vacancy on LCPT. The ballot will be sent directly.
2. Drafts of two letters were distributed. One to the Classified Conference giving them the opportunity to suggest charges for the three LFA committees with Classified Conference representation. The second was a model letter being sent to LFA committee members informing them of committee membership and other committee issues. Both of these letters were discussed, the second letter at some length. They will be revised as suggested and sent to the appropriate parties.
3. The remaining meeting time was spent reviewing the annual report of the previous LFA Executive Committee. That committee had made 14 recommendations to be considered by this year's Exec. Each item was discussed, a few at great length. We will make an effort to get through all committee reports at the next meeting and set priorities for the up-coming year.

The next meeting will be Monday, August 12 at 10:00 a.m. in Meeting Room A.

Submitted by Becky Schulte

LFA Executive Committee
Annual Report, 1990-91

The LFA Executive Committee members for 1990-91 were: Sheryl Williams, Chair; Kent Miller, Vice-Chair/Chair-Elect; Kathy Graves, Secretary; Gene Carvalho, Librarian III representative, July-March; Margaret Wilson, Librarian III representative, April-June; Ken Lohrentz, Librarian II representative; Rebecca Schulte, Librarian I representative; Deborah Dandridge, Unclassified Professional representative.

The Committee's first meeting was held July 18, and beginning in August, weekly meetings were held throughout the year. It's last formal meeting was held June 24, 1991. Seven general LFA meetings were also held throughout the year, specifically on the following dates: Oct. 31, Jan. 23, March 5, April 4, April 23, April 30, and June 12.

The Committee's first activities for the year included making the standard committee appointments; and collecting, and reviewing annual reports from the previous year's LFA standing committees. The 1989-90 Executive Committee's annual report included a number of recommendations which were also reviewed and discussed.

Among the first orders of business was a meeting, held with the new Dean of Libraries, William Crowe, to meet him, and to acquaint him with the organization and operation of the LFA, and to identify issues of concern to LFA members. At this meeting a number of concerns were briefly identified, including: 1. the need for clearer standards of evaluation of performance, service, and research, both for the annual evaluation process, and for promotion, and tenure 2. the past failure to codify a committee to evaluate service and research, and the ongoing dilemma of identifying evaluation procedures on a year-to-year basis 3. the need to address apparent inequities raised in the Unclassified Professionals report, prepared at the request of Jim Ranz in 1989 4. the role of the Dean of Libraries on the Promotion and Tenure Committee 5. the dire need for increased support for staff development 6. the past difficulties, and continued need to define the role and purpose of the Budget and Planning Committee.

In order to foster good and efficient communication with the Dean of Libraries, the Executive Committee, and the Dean, at a later date, agreed to meet regularly, at the first Executive Committee meeting of each month. In addition, the Chair of the Executive Committee also began meeting weekly with the Dean. These arrangements have worked out well, and next year's Committee might wish to follow the same pattern.

The Committee, after discussion, chose to issue several additional charges to various standing committees, supplementing

the standing charges. Specifically, the Committee charged the Budget and Planning Committee to: 1. Review the notebook compiled by the previous year's committee, and prepare a narrative summary of the current committee structure within the Library, for distribution to the LFA 2. Working with the Dean of Libraries, and in response to his request, consider implementing a study to measure overall library performance, in light of a recent ACRL study; - the Committee on Promotion and Tenure: 1. Reexamine the Dean's ex-officio membership on LCPT 2. Consider the feasibility of an intermediary check of each untenured librarian's progress toward tenure 3. Review the professional performance criteria, and standards for annual professional performance merit ratings as proposed by CREEP, and approved by the LFA in 1989. Report on the adequacy of these standards as they apply to LCPT procedures; Nominating and Ballot Committee: 1. Establish and document procedures for use in the nominating process 2. Specifically review Section 3.1.2 of the Bylaws, and consider whether or not changes need to be made, in view of balloting problems encountered in the past; - Salaries and Benefits: 1. Compile a central file on benefits for LFA members 2. Prepare a summary statement on existing benefits for distribution to LFA members.

An early issue of concern to the LFA Executive Committee was the potential illegality of the previous year's election of L III representatives to LCPT. Four candidates had run for 3 positions, when the LFA Code requires 2 candidates for each position. There was concern that the election might need to be rerun. The University Counsel advised the Committee that if every effort had been made to contact all L III's to run, and no more were willing, then things were "probably alright." It was suggested that a revision to the LFA Code would avoid problems in the future. It was concern over this issue that prompted the Executive Committee's charge to the Nominating and Ballot Committee concerning the Code revision referenced above.

Early in the year, the Executive Committee also had to grapple with annual evaluation procedures for the upcoming evaluation period. In the absence of a codified committee, the Executive Committee opted to follow last year's practice and establish an ad hoc committee to evaluate service and research. This plan was presented at the Oct. 31 LFA meeting, and modified by the membership to be an elected committee, rather than an appointed one. Elections were held for the Committee to Evaluate Service and Research (CESR), and Mike Biggins, Sandra Brandt and Susan Craig were elected as LI, II and III representatives.

The issue of whether or not grant-funded librarians were to be evaluated for service and research was raised with the Executive Committee. After extensive discussion, and consultation with the Dean, it was decided that while grant-funded librarian's files would be forwarded to the CESR, they

would not be rated, as these librarians had not been given the opportunity to engage in research and service activities, and may be contractually prohibited from doing so.

The CESR was issued a charge, which included producing a report for distribution to LFA members, summarizing its activities, and criteria used in assigning ratings. They completed their work by mid-February, and each LFA member received their report with the notification of ratings assigned.

In November, the Executive Committee invited the Classified Conference Executive Board to a joint meeting to discuss issues of common interest. Both groups expressed interest in periodically continuing joint meetings, and it was hoped that this would become a regular function. Classified Conference Executive Board members expressed interest in LFA membership on Classified Conference committees, and the possibility of joint committees. Much later in the Spring the Executive Committee received a proposal from the chair of the Classified Conference to form a joint committee on joint committees. The LFA Executive Committee, while agreeing that this was an important issue, conferred with the chair of Classified Conference, and proposed that this be explored more fully, and with wider discussion, by next year's Committees, given the press of many issues already placed on LFA meeting agendas.

The January 23 LFA meeting was devoted to Dean Crowe's "State of the Library" address, which was also presented separately to the Classified Conference. It is the Executive Committee's understanding that Dean Crowe may institute delivering a state of the library address on a yearly basis.

Issues related to the Unclassified Professionals Report occupied a great deal of the Executive Committee's time throughout the year. As Dean Crowe considered his response to the report, he met with the Executive Committee, and asked how the faculty would feel about placing persons in tenure-track positions who did not hold the MLS degree. Other issues discussed included the possible use of the Academic Staff category, and the need, in the future, to establish guidelines on credit for prior service.

It was decided to hold a forum on the question of academic qualifications with LFA members, and a subcommittee prepared a detailed summary of the issues, for distribution to LFA members (which was first reviewed by Academic Affairs) prior to the meeting.

This issue was placed on the agenda of the March 5 meeting, and a lengthy discussion took place, with strong views expressed on both sides of the issue. (See LFA minutes, March 5, 1991). As a result of the meeting the Executive Committee drafted a ballot

on academic qualifications which was sent to all library faculty. Sixty three ballots were distributed, and of 47 votes cast, 29 were opposed to appointing individuals to tenure-track positions who held "equivalent" degrees to the MLS, other than non U.S. library degrees (recognized by ALA); 18 were in favor.

The results of the ballot were given to Dean Crowe, and as indicated at the March 4, and subsequent LFA meetings, he is examining other options, as he considers his response to the concerns raised in the Report. More discussion on this issue will be forthcoming.

Early in the Spring the Executive Committee realized that a number of additional issues needed to be raised with the entire LFA. The issues included the need to codify the Committee to Evaluate Service and Research, or do something else vis a vis the evaluation process; consider extending length of terms for Committee members on B&P, and LCPT; a proposed Code change to remove the Dean from ex-officio membership of LCPT, discuss procedures, proposed by the Nominating and Ballot Committee, to be used when forming a ballot for election to committees; consider a proposed change to Section 3.1.2 of the Bylaws concerning the number of candidates necessary to run for positions in elections; and a proposed Code change to include grant-funded librarians in the defined membership of the LFA. Again, the Executive Committee prepared and distributed background information on those issues needing explanations, prior to the discussions at LFA meetings. The results of discussing these issues were as follows:

Membership of Dean on LCPT

Following discussion at the April 4 meeting, the LFA voted approval for a Code change that would remove the Dean of Libraries from ex-officio membership on LCPT. Dean Crowe was in support of this change.

Committee to Evaluate Service and Research

After a lengthy discussion by LFA members at its April 23 meeting, the LFA voted in favor of codifying the Committee to Evaluate Service and Research. From the discussion it was clear that much work is still needed to improve the evaluation process, and much concern continues over procedures. Especially critical is the need to continue working on clearer standards of evaluation for job performance, service, and research.

Code change on membership in LFA

Responding to questions from the Nominating and Ballot Committee concerning membership in LFA, the Executive Committee realized that while grant-funded, non tenure-track librarians had, in practice, been included as members of the LFA, the Code did not provide for their membership. This issue was discussed and approved for mail ballot at both the April 30, and June 12 LFA meetings. The proposed Code change was subsequently approved by the LFA. As the Executive Committee worked on the proposed Code change it was recognized that the entire Code needs to be examined for inconsistencies and ambiguities in content and form.

Longer Terms for B&P, and LCPT Members

A general discussion was held at the April 23 LFA meeting concerning the possibility of extending terms for committee members on B&P, and LCPT. Dean Crowe had initially suggested this, and the Executive Committee felt that wider input was needed. Some members felt that longer terms would be of benefit, allowing committee members to build more expertise and understanding, especially with budget and planning issues. Other members did not agree, and felt that longer terms would provide opportunity for fewer people to serve on committees. Various alternative suggestions were made. (See minutes LFA meeting, April 23.) The Executive Committee, after discussing this issue further, did not feel that it was appropriate to propose longer terms at this time, but would advise that the issue should be reexamined at a later point.

Election Procedures

A general discussion was held at the April 23 LFA meeting concerning the Nominating and Ballot Committee's intent to allow everyone who wanted to run for an LFA committee position to do so, even if that resulted in a number of candidates running for one position. This approach had been followed the previous year, and the Executive Committee had noted that this method could result in a candidate being elected without receiving a simple majority of votes cast. Strong interest was expressed at the meeting for run-off elections to be held if one candidate did not receive a simple majority of votes cast.

Following this discussion, the Executive Committee instructed the Nominating and Ballot Committee to hold run-off elections this year, if one candidate did not win by a simple majority of votes cast.

The Nominating and Ballot Committee, in response to one of this year's charges, also proposed to LFA membership that Section

3.1.2 of the Bylaws be changed so that whenever possible two candidates would be required for each position, thus avoiding potential legal problems if two candidates could not be found. The membership discussed this at length, and ultimately rejected putting the issue to a mail ballot. Several compromises were suggested, but no clear consensus emerged from the meeting. (See LFA minutes, April 4, 1991.)

After further discussion, the Executive Committee felt that changing the rotation of LIII's on LCPT might be the best way to address this problem. Currently three LIII's are replaced one year, and one LIII the next year.

At the time of elections for next year's committees, the Executive Committee received two resignation letters from LIII representatives on LCPT. It was first thought that these positions would be filled through election, but the Executive Committee later realized that, according to our Code, they must be filled by co-option. It was somewhat frustrating to not be able to take advantage of the election process already going on, and the Executive Committee is recommending that the use of co-option to fill committee vacancies be studied next year.

Some thought was given to changing the rotation schedule of LIIIs on LCPT at this point, but it was decided that legal counsel was needed on this, and we did not wish to hold up the election process.

Other Issues

The Executive Committee had received a request from Vice Chancellor Brinkman, requesting that each unit determine its own procedures for selecting faculty members to a dean's review committee. This was discussed at the April 23 LFA meeting. The Executive Committee proposed an addition to the bylaws providing for the election of review committee members, which was slightly modified by the membership, and approved by a subsequent mail ballot.

The guidelines were submitted to Dean Crowe, who in turn submitted them, with the Classified Conference's guidelines, to Vice Chancellor Brinkman.

Throughout the year the Executive Committee responded to various requests for input from the Dean concerning the appointment of various committees, and the reallocation of resources to fund an assistant position for the Automation Librarian. These issues were referred to the Budget and Planning Committee, and discussed with the Dean.

Other activities included the review, and approval of Staff Development guidelines; a comparison of the LFA membership list with mailing labels, at the request of the Nominating and Ballot Committee, who thought there were inconsistencies; and response to the latter's questions concerning various categories of membership in LFA.

At the suggestion of an LFA member, the Executive Committee pursued with Dean Crowe the possibility of providing some support to the Chair of LFA, as an incentive to encourage people to run for the office, and in recognition of the heavy workload. The Executive Committee is pleased to report that Dean Crowe has generously offered to provide \$500, beginning next year (1991-1992), to the Chair of LFA for travel to a professional meeting. He will discuss parallel options for support for the Classified Conference Chair.

One of the last issues that the Executive Committee has dealt with has been a continuation of the effort to further define the role of the Budget and Planning Committee. A joint meeting between the two committees was held on June 10. The committee had previously submitted to the Executive Committee a revised planning notebook, begun by last year's committee, and a narrative summary of planning work in the Library. Copies of the notebook will be placed on reserve at Watson and Anschutz Libraries. The Budget and Planning Committee made several recommendations to the Executive Committee in the narrative summary that are being referred to next year's committee.

The consensus of the joint meeting was that the role of the Budget and Planning Committee is an evolving one, and that while the committee has had a very active year, another year is probably needed before a firmer definition of the purpose of the committee can be determined.

Some concern was expressed over the fact that the committee is an appointed one, and if its role was to be expanded perhaps it should be an elected committee. It was also requested that the Assistant to the Dean for Budget and Finance be made an ex-officio member of the Budget and Planning Committee. The Executive Committee believes that this is a good idea, but felt it should be discussed by LFA members before voting, and is recommending this to next year's committee.

Summary

This has been a very demanding and busy year for the Executive Committee. Some important issues have been resolved, others have progressed, but continue to demand attention. The LFA has codified, for the first time in its history, a peer review committee for service and research. However, much more

remains to be done in connection with the annual evaluation process, especially regarding evaluative standards. The LFA has determined the library faculty majority viewpoint on academic qualifications for faculty positions within the library, but the problems raised in the Unclassified Professionals report have not been solved. We think the Budget and Planning Committee is on the "road to recovery" but much more evaluation to define its role needs to take place. Despite the fine efforts of the Salaries and Benefits Committee, we have not made progress in improving salaries, and the projected studies, completed and proposed, will undoubtedly aid us next year, as we must continue to press for improved salaries.

The Executive Committee wishes to commend all the LFA standing committees for their fine work. Each committee has been very active, and worked hard to represent LFA concerns. We also wish to thank Dean Crowe for his willingness to meet frequently with us, exchange ideas, and hear our viewpoints.

Lastly, the Chair wishes to thank each Executive Committee member for his or her hard work. It has been an incredibly demanding year, and each member has admirably risen to the occasion.

Recommendations

1. Continue to define the role of the Budget and Planning Committee, working with the Dean of Libraries, building upon discussions held this year, and upon the work of this year's committee. Issues related to the role of this committee that have surfaced this year, and require more consideration include 1) expanded terms for committee members 2) overlap with the Executive Committee 3) appointment versus election of committee members
2. Study and consider acting upon the recommendations included in B&P's planning notebook, prepared this year. Those recommendations are:
 - a. recommend to the library administration that appointments to administrative committees more often be made for specific terms, and that some consideration be given to professional development considerations, particularly for untenured, tenure-track librarians.
 - b. form an ad hoc committee concerned with the working environment.
 - c. work with the administration toward improving the institutional commitment to preservation.
 - d. consider whether the B&P committee should be permanently charged with updating the planning notebook.
3. Review the ex-officio memberships on library committees, and consider a code change to allow the Assistant to the Dean for Budget and Finance to serve ex-officio on Budget and Planning, as well as other ex-officio memberships that might be needed on other committees.
4. Ask the Assistant to the Dean for Budget and Finance to informally serve ex-officio on the B&P Committee, beginning July 1, until a Code Change can be voted upon by the membership.
5. Continue to meet at least once, preferably early in the year, with the Classified Conference Executive Board to discuss issues of joint concern.
6. Continue discussions begun this year, with the Classified Conference Executive Board to examine their proposal to establish a joint committee on joint committees.

7. Building upon the comments made at the LFA meeting of April 30, 1991 (See LFA minutes), continue to address the following:
 - a. the critical need for clearer standards for evaluation of job performance, research, and service, both for annual evaluation, and for promotion, and tenure.
 - b. procedures followed by the CESR, and the timetable, and instructions provided for the annual evaluation process.
 - c. clarification of the criteria to be used in determining the significance of service and research to job performance. *emphasis*
8. Support the continued efforts of the Staff Development Committee to increase support and funding for staff development activities.
9. Continue to work with the Dean of Libraries, in addressing issues raised by the Report on Unclassified Professional Staff.
10. Consider appointing an ad hoc committee to examine the LFA Code for inconsistencies and ambiguities in content, and in form, and to prepare a revision of the Code, if needed.
11. Consider changing the rotation of L III's on LCPT so that two L III's would be elected every year, thus cutting down the larger number of candidates needed to run every other year.
12. Work with the Dean of Libraries to clarify issues surrounding the place of grant-funded librarians, in the evaluation of service and research.
13. Examine the method the LFA uses to fill committee vacancies during the year, i.e. co-option, and determine whether this is the most advantageous way of doing so.
14. Urge the library administration to issue a revised Staff Handbook.

BUDGET AND PLANNING COMMITTEE
Annual Report July, 1990 through June, 1991

Members of the Budget and Planning Committee for FY 91 were Susan Craig, Julie Waters, Saralinda Rhodes, Nancy Jaeger, and Lorraine Moore (appointed by the LFA Executive Committee) and Penny Donaldson and Susan Hewitt (elected by the Classified Conference). Lorraine Moore served as chair and Susan Craig as secretary.

The committee received two initial charges from the Executive Committee:

Review the notebook compiled by last year's committee, and prepare for distribution to the LFA a narrative summary of the current committee structure within the Libraries. Given the multiplicity of committees involved in planning, consider the adequacy and appropriateness of the present committee structure in meeting the Libraries [sic] overall planning needs. Recommend a specific course of action for change, or recommend further study, if needed....

and

Dean Crowe has expressed strong interest in embarking upon a study to measure overall performance in light of a report recently issued by ACRL concerning library performance measures. We are requesting that Budget and Planning study this report ... and, working with the Dean, prepare recommendations for implementing a similar study to measure library performance at KU.

In order to fulfill the first charge the committee reviewed the notebook prepared by last year's committee and decided to use it as the data for a new edition. The definition of planning group was refined and the list of groups narrowed to those that fit that definition. Information was gathered for each of the remaining groups and compiled on forms prepared for the new notebook. A narrative summary with conclusions and recommendations was written, and the notebook was submitted to the LFA Executive Committee. Copies of the notebook were given to the Executive Board of the Classified Conference and to the Dean of Libraries; copies were put on reserve in Watson and Anschutz.

A subcommittee of Susan Craig and Julie Waters undertook to supervise a pilot assessment project using the user satisfaction questionnaire from the ACRL manual. With the help of Kendall Simmons they conducted pilot surveys in Watson, Anschutz and the Art and Architecture Library. They prepared a report of their findings and the committee as whole worked with them to make recommendation for further work with assessment to next year's Executive Committee.

The standing charge of the committee as expressed in the LFA code states that the committee, "in consultation with the library administration and the Library Faculty Assembly, shall formulate

recommendations on general priorities in budget distribution within the Library and on long-range planning for the Library." In January, after the Dean had received the call for the Libraries' budget document for FY92 and FY93 from Academic Affairs, Sherry Williams, chair of the Library Faculty Assembly Executive Committee met with the committee to plan for the committee's role in the budget process for this year. At Dean Crowe's request she asked the committee to sponsor two budget hearings in January in order to give the Dean an opportunity to discuss the budget documents with the staff. At this time the committee talked about the need to devise a more structured process for long range planning. It was pointed out that an important part of the process would take place in the Spring when the Library would begin to plan for the use of the resources to be available to it in FY92. Sherry and, later, Mary Hawkins, requested that the Department Heads be given an opportunity to present the priorities and needs of their departments in an open hearing. It was decided that because of the urgency of the Academic Affairs budget deadline the January meetings would be very general ones explaining the overall budget priorities for the budget document and that hearings involving presentations by department heads would be held in the Spring. Use of resources for FY92 would be discussed in the Spring hearings.

Two budget meetings were held on January 23, both open to all staff. At these meetings Dean Crowe described the resources available to the Libraries including non-state funds and discussed the budget issues facing the Library in the next fiscal year, particularly staffing problems involving the increase in the minimum wage and the substantial shrinkage obligation. He outlined positions being held vacant as well as funding sources other than state funds and described the priorities he was proposing to present in his budget request to Academic Affairs. At both meetings there were questions for the Dean and discussion of the issues raised.

After the Libraries' budget document had been submitted to Academic Affairs Dean Crowe reported on it in two meetings sponsored by the committee and held on February 19 and 22.

By the time the committee started to plan for the previously proposed Spring budget hearings for Department Heads it had become clear that the issue in the coming fiscal year would more likely be how to manage with fewer resources rather than distribution on additional funds. Under these circumstances there was some question about whether presentations by the Department Heads was the appropriate planning procedure. A majority of Department Heads recommended, in a survey conducted by the committee, that the hearings be held, and Dean Crowe prepared a memo asking each unit head member of the Administrative Conference to prepare a presentation outlining the effects on his/her department of a 5 to 10 per cent loss in resources. These hearings were held at three Administrative Conference meetings during the week of May 6. The library administration began planning for the use of funds during the

next fiscal year with the information gathered from these meetings as well as from individual conferences with Department Heads.

Other matters referred to the committee during the year were the transfer of an unclassified position from the Cataloging Department to become an assistant for the Automation Librarian and the formation of an administrative committee for emergency and disaster planning.

Budget and Planning Committee -- Recommendations

At the request of the LFA Executive Committee and Dean Crowe we discussed among ourselves and at a meeting of the Executive Committee with Dean Crowe attending a number of recommendations intended to strengthen the Budget and Planning Committee and make it better able to play a substantive role in library planning. Most of these recommendations were intended as means to provide continuity in the Budget and Planning Committee and to make it easier for the committee members to deal with the complex issues that arise as part of the budget process. The committee's recommendations are:

1. That the LFA code be changed in order to add the Assistant to the Dean for Budget as an ex officio member of the Budget and Planning Committee. We also recommend that for FY 92 the Executive Committee appoint the Assistant to the Dean as a resource to person to serve on an ad hoc basis until the code change can be made.

The expertise of the Assistant to the Dean is very helpful to the committee. Often the committee is working with reports supplied by her. If she meets with the committee she is able to understand the committee's needs immediately and provide needed information quickly.

2. That a member of the LFA Executive Committee serve as a member of the Budget and Planning Committee in order to provide a liaison between the two committees.

We worked very closely with the Executive Committee this year. On occasion we had a member of that committee meet with us, and at other times a representative of Budget and Planning met with them; at times the Budget and Planning Committee as a whole met with the Executive Committee. We found that liaison essential to the work of the committee and recommend that it be strengthened in the future.

3. That the code be changed so that the chair of the Budget and Planning Committee be appointed by agreement between the LFA Executive Committee and the Classified Conference Board rather than selected by the committee.

By the time the committee meets, often the most experienced people, who might best be able to perform the function of chair, have already made substantial commitments for the year or are reluctant but reluctant to put themselves forward in a meeting. Appointing the chair as the committee is selected may be useful to LFA in appointing other members who may want to know who will chair the committee.

In addition we were asked to review the standing charge of the committee as expressed in the LFA code and consider the role the committee should be playing in library planning. We understand that this question has been a concern to the LFA and successive committees for several years. It is our conclusion that one year of (intensive) work with the new administration has not given us time to study this question nor enough experience to make recommendations with any confidence. As the committee and LFA continues to work with Dean Crowe recommendations, based on experience, will develop from the committee.

Submitted by Lorraine Moore
July 26, 1991

February 21, 1991

TO: LFA Executive Committee

Mike Biggins for CESR

FROM: 1990-1991 Committee to Evaluate Service and Research (CESR)

FINAL REPORT

Attached is a copy of CESR's report distributed to librarians on February 15 together with their service and research rating. It outlines CESR's procedures and the criteria used for determining ratings. Grant-funded librarians were not evaluated, and a statement acknowledging their exemption from the process was entered in the comments section of the service and research portion of their FASARs.

Our committee wishes to submit a number of recommendations for LFA's consideration in anticipation of next year's service and research review process. We are also willing to meet with Exec to clarify any of these points. Our recommendations fall into several categories:

I. POSSIBLE CHANGES IN FASAR INSTRUCTIONS.

1. The FASAR instructions should clearly state that service/research are reviewed separately from job performance per se, that CESR does not see librarians' statements relating to job performance and is therefore unaware of any references made to service/research there (e.g., library working committees) that are not repeated in the service/research section of the FASAR.
2. We suggest that sections IV and V of the FASAR instructions be made more specific by encouraging librarians to provide explanations of their contributions, i.e., not simply list committees served on or professional organizations to which they belong. The instructions should include a list of relevant types of service at various levels to assist librarians in completing the FASAR. This list would be similar to that found in the instructions to parts II and III.
3. We recommend that the last sentence of section II of the FASAR instructions be amended to read: "New staff members are requested to furnish such data for their entire career in the first annual report submitted, in the interests of keeping their personnel file complete; however, all staff members will be evaluated only on the strength of contributions made during the year under review."
4. FASAR instructions should explicitly state that grant-funded librarians will not be evaluated by the CESR, but that those staff members should complete the service/research portions of the FASAR as they apply to them to keep their permanent files complete.

II. POSSIBLE CHANGES IN THE PROCEDURE ITSELF.

1. The committee felt that a concise description of each librarian's primary job responsibilities included in the service and research section of the FASAR would be invaluable in evaluating service and

research contributions. This may be a verbatim duplication of the description of the individual's job assignment provided in part I of the PASAR. In many cases such a statement would help to confirm the extraordinary nature of an individual's service or research contributions (such as when they go well beyond the librarian's job requirements), and in some cases it may serve as a reminder to both the librarian and the evaluators that certain types of contributions are more properly viewed as part of the primary job assignment. (NB: Implementation of this change may make alter somewhat our proposal under I.1.)

2. The matter of criteria used in evaluating service and research is a weighty issue that may need to be addressed by the LFA. Written criteria exist for the section of the PASAR dealing with librarians' primary job assignment. Criteria for evaluating service and research must be established anew each year by the CESR, as it draws on previous Committees' reports and what limited documentation exists. If LFA prefers to have standard evaluation criteria that do not change from year to year, it will be necessary to establish these by a vote of the entire Assembly.

3. We recommend that the phrasing of a level 2 rating be changed from "adequate" to "satisfactory" for both the job performance and the service/research ratings.

III. OTHER RECOMMENDATIONS

1. A historical file of CESR reports should be maintained in the Library Administrative Office for the benefit of future service and research evaluation committees.

2. A single date should be established when librarians are to receive both their service/research rating and their job performance rating so that one does not precede the other. This would avoid the possibility (or the appearance of the possibility) that one rating may influence the assignment of another. Furthermore, it will provide the librarian with a more balanced picture of the evaluation process and forestall undue agitation over the significance of the service/research rating.

1990-1991 Committee for Evaluation of Service & Research
Report

This year's Committee drew heavily on the experience of the 1989-1990 Service and Research Committee as outlined in its final report, which was distributed to librarians with their service and research evaluations in March 1990.

A. PRINCIPLES OF THE EVALUATION PROCESS:

1. It has been established that the professional assignment of each librarian carries by far the greatest weight in the annual evaluation process. Service and research contributions are awarded less weight overall.
2. Both service and research contributions are taken into account for each librarian, with the overall rating including both components.
3. Service, in view of its importance to the functioning of the Libraries, is generally given more weight than research.
4. Overall, the evaluation standards for LIIs are more demanding than those for LIIs. Similarly, LIIs are evaluated on a more demanding scale than LIs.
5. The evaluation takes into consideration service performed and research in progress, completed or published in the course of the year under review.

B. SERVICE. Types of service evaluated this year and evaluation criteria:

1. Library. Memberships on library committees whose scope extends beyond the librarian's job assignment. Evidence of substantial contribution by the individual to the committee. Providing library instruction that is not included in the librarian's primary responsibilities.
2. University. Service on non-library committees, whether departmental, college, or university-wide, whose scope extends beyond the librarian's job assignment. Teaching university courses. Advising honors papers, theses, dissertations. Guest lectures for university courses or symposia.
3. Professional service. Membership at the regional, national or international level in professional organizations that are library- or subject specialty-related. Evidence of substantial contribution by the individual to the organization. Organizing or hosting workshops, training sessions for professional improvement. Professionally-related community activities.

C. RESEARCH. Types of research/creative activity and evaluation criteria:

Credit was given for work in progress, with more credit for work completed and accepted for publication or scheduled for presentation; most credit was given for work published or presented.

1. Publications: evidence of scholarly productivity in the form of authored books, articles, reviews; edited books, periodicals; translated books or articles; indexing; theses; in-house library publications.

2. Conference papers delivered before local, regional, national or international audiences.
3. Exhibits giving evidence of scholarship and/or originality of presentation.
4. Funded grant proposals.

D. PROCEDURES.

1. Before the committee began deliberations, each member read the files for all librarians and assigned preliminary ratings.
2. Three preliminary ratings were given--one for service, one for research, and an overall rating for both.
3. Librarians within a given rank--LIs, LIIs, LIIs--were evaluated relative to their peers at that rank.
4. The committee then met for deliberations, reviewing each file separately and agreeing to a preliminary rating by the committee as a whole.
5. After all files had been evaluated, they were reviewed once again before a final rating was assigned.

E. Range of research and service evaluations:

1. Poor. 2. Adequate. 3. Good. 4. Very good. 5. Exceptional.

February 14, 1991

Committee to Review Service & Research:

Michael Biggins (LI)

Sandra Brandt (LII)

Susan Craig (LIII)



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045-2800

TO: Kent Miller, Chair
LFA Exec

FROM: Jennie Dienes, Chair
Nominating and Ballot Committee

RE: Annual Report

DATE: July 8, 1991

on the following elected committees: Service and Research Committee, LFA Exec, LCPT, and Grievance. Runoffs were necessary for the membership of the Grievance Committee as well as for the Librarian I positions on LFA Exec and LCPT. For one reason or another several ballots were corrected and rerun.

Having one overlapping term on the Nominating and Ballot Committee could help alert new members about procedures, membership voting privileges, the requesting of mailing lists, and about problems encountered in the previous year. (Shelly was serving her second year.) That member's experience and advice can be very helpful.

Respectfully submitted: Jennie Dienes, chair.
Nominating and Ballot Committee

NOMINATING AND BALLOT COMMITTEE
ANNUAL REPORT, 1991

The Nominating and Ballot Committee members for 1990-91 were: Jennie Dienes, Chair; Nicholas Eschelman, Secretary; and Shelley Miller. The charge to this committee for the 1990-91 year included two issues: 1) Establish and document procedures for use in the nominating process and 2) Specifically review Section 3.1.2 of the Bylaws, and consider whether or not changes need to be made, in view of the balloting problems encountered in the past. {3.1.2--segment: Ballots must include at least two nominees for each vacant position and space for write-in candidates.}

The Nominating and Ballot Committee has documented the procedures followed in this year's balloting. Attached to this report is a copy of those procedures. This check-list should be useful to future committees in preparing ballots.

Last year, it was not possible to find six Librarian III's to run for three LCPT vacancies. This year it appeared there might be three more LIII vacancies. Ultimately there was only one LIII vacancy on LCPT, due to the expiration of a term. Other candidates will be co-opted for two vacancies opened up by July 1991 resignations. This issue could be re-studied next year.

N&B presented an option to the LFA membership concerning the requirement of two nominees for each vacant position, suggesting that the Code be changed to read that "Whenever possible ballots will include at least two nominees for each vacant position. Space for write-in candidates must always be provided." This option was voted down by the membership.

In addition to the two charges to the committee, N&B struggled with clarifications of LFA membership and voting rights. N&B consulted with LFA Exec concerning the interpretation of the various categories of members in Article I of the LFA Code of Governance. Before the end of the year, the question was brought before the entire membership. After some discussion concerning the status of grant-funded and non-tenure track librarians, a ballot was prepared which spelled out which members of LFA could vote under which circumstances. This ballot was the last one prepared this year.

Several additions and changes were made to the LFA Code. A new section, 2.2.9, was added to codify the Committee on Evaluation of Service and Research. Article V, Selection of Representatives for External Committees, Section 1, Committee for the Review of the Dean was also added. The LFA membership voted that the Dean be excluded as an ex officio member of the LCPT (Section 2.2.3.5). Changes to Article I have already been noted.

Ballots were prepared, and votes were counted, for positions

To: Exec
From: Nicholas Eshelman for N&B
Date: June 18, 1991
Re: N&B procedures

As per our charge we have documented our procedures. The question of how nominees or self-nominees are obtained will no doubt remain controversial. The rest of this document can perhaps be used by future committees as a check-list of the more routine procedures for preparing ballots.

NOTES ON N&B PROCEDURES

NOMINATING

Allow everyone the chance to self-nominate. If there is enough time put a notice in FYI soliciting self-nominations. If not enough are received, begin calling eligible LFA members. Keep track of who has been called. Go through the entire list. If not enough people self-nominate start again from the top of the list.

PREPARING BALLOTS

Find portions of the LFA code which pertain to N&B and its activities. Read them and keep them handy. (Rules of balloting, members and rights of voting and serving on committees, etc.)

It is N&B's responsibility to help keep the list of LFA members current for balloting purposes. Keep an eye out for newly hired staff in FYI.

Request labels from Administrative Office. Check labels against list of LFA members for accuracy and completeness.

Labels are used both as simple mailing labels and also as a way of making sure that only those who are eligible vote and that ballots are official.

Ballots returned without labels are invalid.

Allow at least five days for people to return ballots.

On ballot always state that labels must not be removed from ballot.

On ballot always state that labels will be removed before counting to insure anonymity.

On ballot always state date and time when ballots must be returned and to whom ballots must be returned.

Minute the counting and mailing of the ballots, even if that's all that happens at the meeting.

If the deadline for returning ballots is 5:00, do not accept anything that comes in after 5:00. Mail received in the mail room (in Watson) in the afternoon (around 3:00) is delivered to departments that day.

Be careful to place labels on ballots so that they can be cut off without removing any important portion of the ballot.

A runoff will be necessary if no one candidate receives the majority of votes cast. Choose the top two vote-getters for the runoff.

Be aware of who is eligible to vote before mailing ballots. For some ballots all LFA members can vote, for others only certain classes of members. It may be necessary to consult the LFA code or Exec.

LIBRARIES COMMITTEE ON PROMOTION AND TENURE
ANNUAL REPORT 1990-1991

Members of the Libraries Committee on Promotion and Tenure for 1990-1991 included Marilyn Clark (secretary), Sally Haines, Susan Hitchens, Barbara Jones, Jim Neeley, Mary Roach (chairperson), Mary Rosenbloom, and Dean Crowe (ex-officio).

At the first organizational meeting of the LCPT for FY90-91 Sandra Brandt resigned from the Committee because of the likelihood that she would be a candidate for promotion. As a result of Sandra's resignation, Susan Hitchens was co-opted to complete the final year of Sandra Brandt's term of office.

The following items of business took place during the year:

Consideration of the LFA Executive Committee's charges to LCPT

The charges for LCPT for the year included:

1. Continue to review and examine the recommendations included in the 1989-1990 Annual Report of LCPT, specifically:
 - a. Reexamine the issue of the Dean's ex-officio membership on LCPT due to the change in administration;
 - b. Consider the feasibility of an intermediary check of each untenured librarian's progress toward tenure.
2. Review the professional performance criteria, and standards for annual professional performance ratings as proposed by CREEP, and approved by the LFA in 1989, and report to LFA on the adequacy of these standards as they apply to LCPT procedures.
3. Develop guidelines for crediting prior service.

Dean's Membership on LCPT:

The LCPT met with Dean Crowe to discuss his presence on the committee. The Dean suggested that he attend meetings in which policy matters are discussed, but not attend meetings in which individual candidates are being discussed and voted upon, unless the committee requests consultation with him. The members of LCPT agreed with this approach. The Dean also noted that he would support a code change that would remove the Dean of the Libraries from ex-officio membership on LCPT. At the April 4, 1991 meeting of the LFA, the chairperson of LCPT submitted a code change to the membership for consideration. (The code change was approved by the membership in a mail ballot.)

Intermediary check of each untenured librarian's progress toward tenure:

At a May 7, 1991 meeting with untenured librarians the LCPT solicited input on the idea of mid-career review and mentorship. There was mixed reaction in the meeting and in written comments submitted later concerning the question of a mid-career review. The LCPT recommends that the LFA Executive Committee continue to pursue the feasibility of a mid-career review and mentorship program.

Review of professional performance criteria and merit ratings:

The LCPT reviewed the current professional performance criteria and decided not to make any recommendations to amend the criteria, but rather to recommend to LFA Executive committee that periodic workshops be held for supervisors to review the criteria and the process with a view of promoting more consistency of approach to the evaluations. The Committee

also reviewed the system of merit rating levels. After some discussion, it was decided not to recommend changes.

Guidelines for crediting prior service.

At the request of the LFA Executive Committee the LCPT discussed the topic of what group should make recommendations concerning credit for prior service, and where in the hiring sequence such recommendations should be made. The LCPT agreed upon 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 the Search Committee Chair will forward its recommendation to the Dean of the Libraries, who may consider this recommendation as advisory and may negotiate with the candidate and/or Vice Chancellor of Academic Affairs as necessary.

No specific guidelines were developed concerning credit for prior service pending the Dean's further discussion of the topic with the Vice-Chancellor for Academic Affairs.

Consideration of LFA Exec. Proposal to use LCPT Members to Review Service and Research

The Libraries Committee on Promotion and Tenure 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 1) the review by LCPT of research and service each year and then in the tenure/promotion process would constitute a double jeopardy situation, and 2) peer review is based on the principle of broadly based reviews rather than repetitious reviews by one group.

Review of Promotion and Tenure Files

The Committee met eight times during Dec. 3 - Dec. 13 to review and make recommendations on two files, one file for promotion from Librarian I to Librarian II with tenure, and another file for promotion from Librarian II to Librarian III. The University Committee on Promotion and Tenure granted the promotions and tenure.

Spring Meeting for Untenured Librarians

On May 7, 1991 the LCPT held an informational meeting for untenured librarians. Eighteen untenured librarian were invited and all attended. In addition to the untenured librarians and the members of the LCPT, the Dean, Susan Craig (because of her recent experience on UCPT), and Sandy Gilliland were also present. The agenda for the meeting included: a review of the qualifications for promotion and tenure, a general overview of the promotion and tenure form, and a discussion of supporting documentation needed for an individual's promotion and tenure file. At the meeting the LCPT also explored whether or not there was any interest in a mid-term review of untenured librarians. The responses to the meeting were very positive. The LCPT recommends to the LFA Executive Committee that similar informational meetings for untenured librarians be held on an annual basis.

Term of Office of LCPT members

The Committee discussed the term of office of LCPT members, in particular, 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 the term of office were compelling. It was felt that most of the recent problems related to the natural progression being out of sync for one reason or another. In discussing the issue it was noted that 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. It was also felt that the difficulties of finding Librarian III's willing to serve would also be increased. Several options, including changes to the Code to permit consecutive terms of office were discussed, but no recommendations regarding Code changes were made. However, the LCPT does recommend that the LFA Executive Committee do what ever is necessary to bring the voting for Librarian III representatives on LCPT back in synchronization.

Summary of Recommendations

The LCPT recommends that the LFA Executive Committee:

1. Continue to pursue the feasibility of a mid-term review and mentorship program.
2. Pursue the idea of periodic workshops to be held for supervisors to review the application of the professional performance criteria with the view of promoting more consistency of approach.
3. Request that the LCPT hold annual informational meetings for untenured librarians.
4. Do whatever is deemed appropriate to bring the voting for Librarian III representatives on the LCPT back into synchronization.

Submitted by Mary Roach
Chairperson LCPT
July 22, 1991

ANNUAL REPORT OF THE LFA COMMITTEE ON SALARIES AND BENEFITS

1990 - 1991

The LFA Committee on Salaries and Benefits for 1990-1991 included Kathleen Neeley (Chair), Sandy Gilliland (Ex-officio), John Richardson, and Brad Schaffner (Secretary).

This year the Committee reviewed the salary range and discussed the salary offer for one professional librarian position, the Assistant Government Documents and Map Librarian.

In preparation for the Libraries' annual budget request, the Committee studied KU librarians' and teaching faculties' salaries and compared them to salaries at peer institutions. It looked initially as though the librarians were at a lower level with respect to their peers than were the faculty. Further analysis provided by KU's Office of Institutional Research and Planning, which included the most current salary data, showed the differences to be insignificant.

After consulting with the Committee, Dean Crowe commissioned a confidential analysis of KU librarian salaries as compared to our peers from the Association of Research Libraries. The Dean felt that such an analysis might identify possible inequities in the salary structure. The results of this analysis were shared with the Committee by Dean Crowe. The report confirmed that librarians at KU are generally underpaid in comparison to their peers. The Committee felt that there were no glaring inequities revealed as a result of the study.

The Committee conducted the annual review of merit salary distribution as stipulated by the LFA Bylaws. The results of the ballot were discussed with Dean Crowe.

The LFA Executive Committee requested, as a special charge, that the Committee on Salaries and Benefits compile a central information file on benefits for LFA members to be kept and updated by the Committee and to prepare a summary statement of existing benefits for distribution to LFA members, to be included in information provided to new staff members. The Committee completed this charge, compiling a list of available benefits and locating a box of benefits information in Sandy Gilliland's office.

Submitted by Kathleen Neeley for the Committee
June 30, 1991

THE UNIVERSITY OF KANSAS LIBRARIES

SUMMARY OF BENEFITS FOR ELIGIBLE STAFF*

(Please refer to the LFA Salary and Benefits Committee's "Employee Benefits" file, located in the Library Administrative Office, for additional information regarding these benefits)

LIFE INSURANCE

Insured Death Benefit
Optional Group Life
Teachers' and Employees' Association Group Life

HEALTH INSURANCE

HMO Kansas
Blue Select
(Other options, depending upon location of employee's residence)

RETIREMENT PLANS

TIAA/CREF
AETNA
UNUM
Lincoln National } (librarian/unclassified staff plans)

KPERS (classified staff plan)

PAID LEAVES

Vacation Leave
Sick Leave
Sabbatical Leave (librarians only)
Professional Leave
Holidays
Funeral Leave
Jury Duty
Military Leave

MISCELLANEOUS BENEFITS

Leave without Pay
Staff Fee Eligibility
Tuition Assistance Program
Disability Insurance
KU Dependent Care Referral Service
U.S. Savings Bonds
American Express Card
Research Opportunities
Employee Assistance Programs/State Helpline/Lifeline
Parking
Employee Suggestion Award Program
KanElect
Robinson Gymnasium
Worker's Compensation/On-the-job Injuries
Concerts/Chamber Music/Theatre Performances
Libraries
Internship Opportunities within the Libraries
Athletic Events

*Staff employed in positions of at least half-time (50%); some benefits are restricted to full-time staff only.

STAFF DEVELOPMENT COMMITTEE
ANNUAL REPORT 1990-1991

Members of the LFA Staff Development Committee for 1990-1991 included Janet Anderson-Story (Newsletter editor), Richard Clement (chairperson), Linda Evans (Travel coordinator), Lorrie Knox (site visits coordinator and liaison to the Staff Orientation Committee), Connie Powell (secretary and workshops coordinator), and Rich Ring.

Building upon the accomplishments and the recommendations of last year's committee, this year's committee spent a number of meetings early in the year writing a document that addressed the present needs and future directions for staff development (see Appendix 1). Dean Crowe's response was supportive and positive, but he asked that we compose guidelines for all our present and future activities. Though the committee has operated in a traditional and equitable manner, it has not generally had the benefit of written comprehensive guidelines. Thus the formulation of these guidelines (see Appendix 2) became the major task and accomplishment of the year. The guidelines have been reviewed by LFA Exec and the Dean. They have also been distributed at a general LFA membership meeting and in the Staff Development Newsletter.

In spite of the arduous task of drafting guidelines, the committee continued to perform its regular functions: out-of-state travel money was allocated, workshops were funded, speakers were sponsored, the Staff Development Newsletter was issued, and other continuing-education programs were promoted.

Staff Development Funding

This year saw an increase in funding (which runs from October 1-September 30) from \$5000 to \$7000, a significant increase, but still a woefully inadequate total. Early in the year, Dean Crowe met with the committee and explained that staff development is very important to him. Unfortunately, given the present budgetary constraints, he is unable to fund staff development at an appropriate level. The total funds available were divided between Out-of-State Travel, \$5000, and Workshops and Speakers, \$2000. In addition, Dean Crowe donated \$125 to the travel fund.

Out-of-State Travel

For the period 10/1/90-9/30/91, 39 out-of-state trips to professional and scholarly meetings were funded by the committee. These included the Midwest Archives Conference (Des Moines), American Slavic Association (Washington, D.C.), Depository Library Council (Washington, D.C.), European Depository Library Council (Washington D.C.), British Studies Conference (Austin), Oral History Conference (Cambridge, MA), ALA Midwinter (Chicago), Midwest Archives Conference (Chicago), Bibliographical Society of America (New York), Music Library Association (Indianapolis), Cartographic Users Advisory Council (Washington, D.C.), Latin America Studies Association (Washington, D.C.), Organization of American Historians (Louisville), Conference on Library Support Staff (Lincoln), International Congress on Medieval Studies (Kalamazoo), Mountain Plains Music Association (Albuquerque), Medical Library Association (San Francisco), Special Libraries Association (San Antonio), ALA (Atlanta), and Midwest Medieval Association (Warrensburg, MO). The average share was about \$65.00, thus the maximum possible award for three shares was about

\$200.00 regardless of actual expenses. Needless to say, the level of funding is still far too low and many people did not even apply for committee funding knowing the low level of funding and their inability to make up the difference. On the other hand there were a number of people who, because of the low level of funding, did not bother to apply, and simply used their own funds for their professional travel.

Workshops

The committee did not begin to publicize in a significant manner the availability of workshop funding until about February 1991. The response from staff members was immediate and significant thus indicating the substantial need for workshops and workshop funding. The committee funded 16 staff members who attended workshops from February-August 1991. This number would have been considerably larger had not the Libraries Administration generously provided a significant number of staff members with vouchers for workshop attendance. Attendance at the following workshops was funded by the committee: Orbit (Oklahoma City), First Impressions (Emporia), MS-DOS Batch Files (KU), Patents on STN (Kansas City), WordPerfect (BCR-KU), WordPerfect Desktop Publishing (BCR-KU), WordPerfect Macros and Tables (BCR-KU), Drawing New Patrons (Kansas City), Preservation Decisionmaking for Printed Materials (San Francisco); Photography (Snowmass, CO), and BCR Training (Denver).

Speakers

The committee sponsored the following speakers: Nancy Deyoe, Margaret Fast, and Sue Weiland, librarians at Wichita State University, spoke on October 29, 1990, on "Collegial Leadership and Management in a Cataloging Department"; Arly Allen, Director of the Allen Press, spoke on November 29, 1990, on the 1990 Frankfurt Book Fair and on serials publishing and pricing; Kathleen Weibel spoke on March 19 on "I Work in a Library, but I'm not a Librarian"; and on April 15 Marcus McCorison, President and Librarian of the American Antiquarian Society, spoke on "Humanists and Byte-Sized Bibliography, or, Can We Digest Expanding Sources of Information."

Site Visits

The committee sponsored a site visit on May 23 to three Topeka libraries: the Kansas State Library, the Kansas State Historical Society Library, and the Topeka Public Library. About 30 KU staff members participated and the evaluation forms indicated the high level of usefulness and professional interest derived from the visit.

Other Initiatives and Programs

White House Conference on Libraries and Information Services

In July the committee began to publicize the regional meetings in preparation for the Governor's Conference, and organized a general meeting for KU staff to prepare and plan. A sizable number of KU staff attended the meetings, held at Johnson County Community College and Washburn University in September. We were very pleased that Sandra Brandt was elected as a delegate to the Governor's Conference in November. Before the Governor's Conference, an open meeting was held for KU staff to discuss the issues facing academic libraries with Sandra. At the Governor's Conference there were a number of KU staff members in attendance, in addition to Sandra. By all accounts the Conference was a useful and successful experience. Growing out of KU's involvement in and commitment to the WHCLIS process, on May 29 KU served as a

site for the Kansas delegates to WHCLIS for an orientation to the issues and problems facing academic libraries in the state.

Continuing Education Program

The committee has continued to develop a continuing education program in conjunction with NEKLS and the State Library. For a full description of this program see Appendix 1, sec. 5, and Appendix 2, sec. III. Two members of the committee have served as members of the NEKLS Continuing Education Council and have served on several of its subcommittees. This liaison with the Continuing Education Council has enabled us to have a significant voice in shaping the NEKLS program.

Staff Development Newsletter

Under the able editorship of Janet Anderson-Story, four issues of the Staff Development Newsletter were published. The newsletter contained articles on issues relevant to the profession and to staff development activities. It has been a means for the committee to keep staff members informed of committee activities, calendar items, and upcoming events. In addition reports on sponsored events have been included for those unable to attend, and travel reports have also been included.

Recommendations

1. Next year's committee should work closely with Dean Crowe to increase the level of funding as much as possible.
2. As outlined in the Guidelines, the committee should formulate a full and coordinated program of sponsored speakers, workshops, and site visits.
3. The Continuing Education Program should be promoted and fully implemented. The committee's liaison with the NEKLS Continuing Education Council should be continued.
4. A brochure should be produced identifying all possible sources of funding for travel and staff development.
5. The Staff Development Newsletter should be continued.

Submitted by Richard W. Clement
Chairperson, Staff Development Committee, 1990-91
July 1991

Appendix 1

FUTURE DIRECTIONS FOR STAFF DEVELOPMENT

Staff Development Committee
KU Libraries
September 1990

According to the LFA Code (2.2.4) "The Committee on Staff Development shall be concerned with the improvement of library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research, and publication for and by the library staff." In addition, the Libraries' Mission Statement and Objectives states that an objective of the Libraries is "To encourage the continued educational and professional development of the Libraries' staff, their participation in teaching, research, and service activities of the University as a whole, and their involvement in professional organizations." The Committee believes staff development to include professional and career development; continuing education and coursework; job training; workshops for skills enhancement; panel and paper presentations; conference attendance and planning; professional reading; writing, editing and editorial board responsibilities; committee work and other types of service; and publishing and research of all types.

1. Out-of-State Travel Fund.

This fund is available to both classified and unclassified staff for out-of-state travel to professional and scholarly meetings. Funds are distributed quarterly and shares are distributed according to the level of participation. This has been the fairest method available given our small budget, but it has resulted in ludicrously low awards, e.g. \$40 to attend ALA, or at best \$120 to give a paper at a scholarly meeting. The fund contains \$4,000, but \$1,000 is allocated for speakers. During the last year, the Committee received 43 funding requests for out-of-state travel totaling \$26,337. The average request was for \$631, and the average award was \$85. Were the awards more significant there would, no doubt, be more requests as some people have not bothered to apply at the present level of funding. The survey undertaken by the Committee in January 1989 of KU's peer institutions demonstrates how very inadequate our present funding level is as compared to our peers. The University of Iowa allocates \$12,000 per year for travel; Oklahoma \$7,000; Colorado \$7,000; North Carolina at Chapel Hill \$19,500; and Kansas State University (not a peer) \$11,250. When this survey was conducted, the travel budget for KU was \$2,000. Even at the present increased level of \$3,000, KU is far behind its peers.

Recommendation: that the Out-of-State Travel Fund be increased significantly (to at least \$30,000) and that a formula similar to that used by the Graduate College¹ be adopted in allocating funds on an annual basis. Each applicant would be guaranteed one trip, and excess funds (should there be any) could be applied to other secondary travel. The level of participation would -----

1. First the standard coach (Y class) roundtrip airfare is determined. The Graduate College pays the actual discounted airfare and 50% of the difference between the standard airfare and the discounted one for other expenses. Example: the standard airfare is \$500, but the discounted fare is \$300. The difference is \$200. 50% of that is \$100. Thus the traveler gets \$300 for airfare and \$100 for expenses. Receipts are required.

be one factor in determining the level of the award. Applicants would be required to apply for funds from other appropriate university sources before applying to the Committee. Funds would be carried over from year to year.

2. Speakers Fund.

At present this fund is part of the Out-of-State Travel Fund. The current funding level is \$1,000. The Committee has instituted a Library Issues Forum which, given the limited funding available, draws upon expert speakers from KU and the region. Our speakers last year included Dean Martha Hale (School of Library and Information Management, Emporia State University), Ernestine Voss (Library Development Officer, State Library), Dan Barkley (Government Documents Librarian, KU), and Alvin Goldberg (Director Administrative Services, Kansas City Star) and Aurora Davis (Director of Information Services, Kansas City Star Library). Expenses per event have included a \$100 honorarium (though not for KU faculty), mileage (\$0.25/mile), and lunch. We try to take advantage of national experts who may be in the area for other reasons, but because of limited funds we are unable to bring in anyone from a distance.

Recommendation: that the Speakers Fund be increased to \$5,000 to allow for the funding of national and international speakers, in addition to regional speakers, and that the Speakers Fund be made separate from the Out-of-State Travel Fund. Funds should be carried over from year-to-year.

3. Workshop Fund.

This fund has been used to fund both classified and unclassified staff for in-state and out-of-state workshops that are directly related to one's job and have been approved by one's supervisor. \$1,000 was allocated to this fund last year. Because of the limited funding available, awards have been limited to registration fees. This has been adequate for local workshops, but most inadequate for regional and national workshops.

Recommendation: that the Workshop Fund be increased significantly (to at least \$5,000) to allow for full funding for travel and expenses (because the skills learned at these workshops are directly work related), and to allow for workshops to be sponsored at KU.

4. Professional Leave.

Although it is generally agreed that librarians are not expected to do research, in contrast to the teaching faculty, the Committee believes we should promote opportunities for research and scholarly publication for those who are so inclined.

Recommendation: that the Libraries administration endorse a policy of short-term professional leave so that librarians may take up to one week per year for the purpose of conducting research, or preparing scholarly or professional publications.

5. Continuing Education.

The Committee has agreed to coordinate its continuing education activities with the NorthEast Kansas Library System and the State Library's Continuing Education Program. In addition to our ongoing speakers program, we intend to promote and organize workshops and presentations by KU Libraries staff on a wide range of topics. While this program will primarily address our own needs and requirements, all Committee sponsored events will be open to NEKLS librarians. Conversely, all NEKLS sponsored events will be open to KU Libraries staff. In addition, KU staff may obtain continuing education credits through the State Library's Continuing Education Program for participating in or at-

tending any of these events, or other lectures, workshops, conferences, classes, etc. This aspect of the KU Libraries continuing education program will be administered by the Committee's Continuing Education Coordinator. The Committee's Chair and Continuing Education Coordinator are members of the NEKLS Continuing Education Council and are working closely with the Council to create a regional program. One contribution that KU will make is to help develop a directory of persons who have various kinds of expertise that can be useful to the NEKLS member libraries. Naturally KU librarians will feature prominently in such a directory.

Recommendation: that a continuing education program, coordinated with NEKLS and LEEP be expanded, and that the Libraries administration endorse the program and actively promote it.

6. Tours.

The Committee sponsors tours of regional library facilities and intends to continue this valuable activity. The committee sponsored two tours last year. The first was to the Linda Hall Library, the Clendening History of Medicine Library, and the Dykes Library at the Medical Center. The second was to the McAfee Memorial Library at Park College, an exceptionally interesting underground facility. In previous years there have been tours to the Eisenhower Library, the Truman Library, the Nelson-Atkins Museum Library, Kansas State University, the Kansas Historical Society, and the State Library. The cost of the motorpool vans has been borne by the Libraries and not by any funds administered by the Committee.

7. Newsletter.

The Staff Development News is a way to keep library staff informed of committee activities, calendar items, upcoming events, and to report on speakers and tours for those who did not get a chance to attend. The newsletter is distributed to the entire FYI mailing list; its frequency is irregular. We also want the newsletter to serve as a forum for issues relevant to the library profession and to our library activities. Topics which may be covered in the future include the state continuing education plan (LEEP), a column by John Miller on automation projects, travel reports, updates on the Governor's conference, professional activities of library staff, a question-and-answer section, some stimulating discussion pieces written by library staff members, and perhaps columns on such things as "Staff Activities," "The Library Workplace," or "Librarianship as a Career." We are now looking for contributors and hope to encourage staff from all departments to contribute.

8. PC Users Group.

Now that PCs are relatively common in the Libraries, the Committee hopes to initiate a PC users group that can then continue on its own.

Appendix 2

GUIDELINES FOR STAFF DEVELOPMENT COMMITTEE SPONSORED EVENTS, DISBURSEMENT OF FUNDS FOR TRAVEL AND WORKSHOPS, AND CONTINUING EDUCATION PROGRAM April 1991

I. Sponsored Events.

A. Speakers.

Each speaker's topic must be directly relevant to the KU Libraries. The Staff Development Committee will draft a statement demonstrating the topic's relevance to the Libraries, including anticipated costs, for the Dean's approval. There are three categories of sponsored speakers:

1. Local speakers are generally considered to be members of the KU Libraries staff, KU faculty and staff, or Lawrence residents. These generally require no honorarium or travel expenses, though the Committee, at its discretion, may provide modest refreshments. About six such speakers are anticipated per year.

2. Regional speakers are generally considered to have come from within about a three-hour driving distance (that would not require an overnight stay). A regional speaker may, at the discretion of the Committee, be offered an honorarium of \$100, mileage (at the state rate), lunch, a reception, etc. About four such speakers are anticipated per year.

3. National and international speakers will require resources beyond the means of the Committee alone. When possible speakers are identified, the Committee will coordinate with the Dean and other units on campus as appropriate. Every effort will be made to take advantage of the presence of suitable speakers who are already on campus or in the region for other purposes. Such a speaker's honorarium would be negotiable and expenses will vary according to the specific situation. About two such speakers are anticipated per year.

B. Site Visits.

1. Each site visit must be directly relevant to the KU Libraries. The Staff Development Committee will draft a statement demonstrating the site visit's relevance to the Libraries, including anticipated costs, for the Dean's approval. Upon approval, transportation will be arranged by the administrative office.

2. Site visits should take place within normal working hours.

3. Approximately three site visits per year will be planned.

4. Each site visit will attempt to take advantage of other appropriate nearby sites.

5. After each site visit an open meeting will be held to discuss the visit.

C. Workshops.

1. Each workshop must be directly relevant to the KU Libraries. The Staff Development Committee will draft a statement demonstrating the workshop's relevance to the Libraries, including anticipated costs, for the Dean's approval.

2. Because of the wide subject range and quality of workshops, and the highly variable costs, funding arrangements and levels will be determined on an ad hoc basis for each proposed workshop. The Committee will coordinate all workshop planning with the Libraries administrative office and any other appropriate offices or departments.

3. Participation in Staff Development Committee sponsored workshops will be on a first-come first-serve basis and open to all staff. For those workshops

with a registration fee, participants may apply to the Committee under section II.B. below.

II. Disbursement of Funds for Travel and Workshops.

A. Out-of-State Travel Reimbursements for Attending Professional and Scholarly Meetings.

1. Funds are distributed quarterly on the basis of requests received from staff members intending to travel to professional or scholarly meetings. The Staff Development Committee attempts to make the allocation of shares for each quarter equivalent and equitable. The amount of each share is determined by the total amount of money allocated for the quarter divided by the number of shares approved for the quarter. Shares are awarded as follows.

- a. Three shares. Major participation/involvement, e.g., officer, delivering a paper, chairing a meeting, session, panel, or a committee, or major involvement in substantial committee work, etc.
- b. Two shares. Minor participation/involvement, e.g., participant in a discussion panel, respondent to a paper, member of a committee or editorial board, etc. In order to encourage the attendance of new staff members at professional and scholarly meetings, the Staff Development Committee may award an extra share to a new staff member (within 24 months of initial appointment), the total award not exceeding two shares.
- c. One share. Attendance.

2. Applicants are encouraged to apply to other sources for additional funding, though total funding must not exceed 100% of reimbursable expenses. The Committee will attempt to help identify such sources.

B. Disbursement of Funds for Attending Professional and Scholarly Workshops.

1. Workshops must be directly related to the applicant's job. It is the applicant's responsibility, using the appropriate form, to obtain his or her supervisor's approval to attend the workshop. The supervisor's approval or denial must be made solely on the basis of the direct relevance of the workshop topic to the applicant's job and the availability of released time.

2. Funds are disbursed monthly on a first-come first-serve basis, with the limitation that during the Staff Development fiscal year (Oct.-Sept.) no individual shall be funded for more than four workshops or for a total of \$200, whichever comes first. Funding is at the following levels:

- a. Local workshops: registration fee only, not to exceed \$100.
- b. Non-Local workshops: registration fee and other expenses, not to exceed \$100.

3. Applicants are encouraged to apply to other sources for additional funding, such as the Faculty Development Fund, though total funding must not exceed 100% of reimbursable expenses.

III. A Continuing Education Program for the KU Libraries.

A. Purpose

This program is conducted in cooperation with the Kansas State Library's Continuing Education Plan. As a project of the Staff Development Committee, the continuing education program shall work for "the improvement of library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research and publication for and by the library staff" (LFA code 2.2.4). The State Library also recognizes the need for librarians and support staff to be well informed and able to respond to the constantly expanding information needs of the community. It is committed

to addressing the growing need for continuing education for all librarians and support staff (adapted from the "Continuing Education Policy for the Kansas State Library.") The Continuing Education Program for the KU Libraries will provide a means to achieve these goals by offering continuing education credit (in the form of CEUs [continuing education unit]) and recognition for attendance and participation in workshops, lectures, site visits, or any other event that will help meet the work related needs and professional interests of KU Librarians and staff. These events will be open to the entire library community (academic as well as public.) Reciprocally, events sponsored by the Kansas State Library and/or the Northeast Kansas Library System will be open to staff members of the KU Libraries.

B. The Program

The KU Libraries Continuing Education Program will use the recognition system implemented by the State Library. Any library employee may participate. For each ten contact hours of continuing education, one CEU will be awarded. The program has six levels of recognition with a certificate awarded after the designated number of contact hours (hours are cumulative with no time limit for completion of a level):

- 30 hours = Level One
- 60 hours = Level Two
- 120 hours = Level Three
- 200 hours = Level Four
- 400 hours = Level Five
- 600 hours = Level Six

C. Procedures

Participants may obtain forms documenting attendance from the Staff Development Committee's Continuing Education Coordinator, who shall approve attendance of the desired activity if it meets the criteria established by the Staff Development Committee. These forms will then be submitted by the Continuing Education Coordinator of the Staff Development Committee to the Library Development Officer at the Kansas State Library. The State Library Development Officer shall be responsible for all record keeping. This procedure will be followed until such time that the number of KU library staff participating in the program warrants our own record keeping.

Specific examples of the kinds of activities that may be included in the recognition program are (among others):

- workshops
- lectures
- academic classes
- practicums/internships
- site visits

D. Criteria for Activities

The criteria for activities to be valid for the recognition program shall be as follows.

1. The activity shall be related to the KU library staff member's development within the broad context of his/her current and future library assignments.

2. Any activity or program that does not meet the above criteria will be excluded from the recognition program, even though it may be sponsored by the Staff Development Committee or other group involved in continuing education.

ANNUAL REPORT OF THE COMMITTEE ON STAFF ORIENTATION
July 1991-June 1992

The members of the Committee on Staff Orientation during FY91 were Paulette DiFilippo, Bayliss Harsh, Susan Hitchens (Chair), and Carmen Orth-Alfie, regular members; Sandy Gilliland is an ex-officio member, and Lorrie Knox served as liaison from the Staff Development Committee.

The Committee began its second year of existence by seeking approval from Dean Crowe for a new program of staff orientation tours of Watson Library departments and branch libraries. This program was developed from a recommendation of the Orientation Task Force of 1987-1988 to provide tours to each new staff member and/or supervisor. It was intended that participants in the program would gain an integrated view of the library system, and that the Libraries will benefit when staff have a greater understanding of the system.

Upon receiving prompt approval from Dean Crowe to implement the program, the Committee presented tours of the entire library system in October and November over a two-week period during each month. Evaluation forms were sent to all participants and the members of the Committee also polled tour guides for reactions to the new program. Overall, the program was rated a success, and staff as well as the guides provided the Committee with constructive comments (the evaluation forms are summarized in attachment A). Participants frequently indicated their appreciation for being able to place faces with names, as well as for learning the reasons and rationale for many Libraries' and departmental policies. The Committee found that in some cases the guides needed more time, and was also concerned that attendance was not as high as expected. Much time was spent in evaluating, revising and reorganizing the program before it was repeated in the spring (see attachment B for revised tour grouping). The evaluation form was also revised (attachment C).

The new version of the program began in February with two tours sponsored each month during February, March and April. Although the Committee concluded that this schedule worked better, attendance was still low (see attachment D for evaluations). Although many staff expressed their interest in the tour program, it seems that they simply do not have enough time to participate. The Committee recommends that next year's Committee continue the program in its present format, but offer the entire program only once a year, either in the fall or the spring, or offer three groups of the program in the fall, and the remaining three groups in the spring. The Committee also recommends that next year's Committee conduct a survey of supervisors, seeking comments and reactions on the program, and soliciting information concerning their hopes for the program. It would be helpful to determine how useful and necessary supervisors think the program is before deciding the future of the program. Finally, it might be useful to request a statement of support for the program from Dean Crowe, to be published in FYI.

Although the Committee spent considerable time on the tour program, some additional activities were sponsored as well:

1. The two preservation slide shows were presented to student assistants in early February. The programs were presented a total of 5 times in Watson and Anschutz Science Libraries. Most showings were well attended, although the Committee concluded that the programs were somewhat dated and recommends acquiring or renting more current materials.
2. A brown bag luncheon was held to introduce staff to Library governance and administration. Although presenters outnumbered other staff, next year's Committee should consider holding another brown bag luncheon on this topic.
3. The Committee held one informal luncheon at the Union for new staff members. Since no new staff attended, the Committee decided to suspend these luncheons entirely. Committee members also contacted new staff and encouraged them to attend Library parties.

In addition, the Committee recommended that a brown bag luncheon on the subject of the history of automation in the KU Libraries be held, and asked Lorrie Knox refer this to the Staff Development Committee.

The work of this Committee during its second year of operation was groundbreaking and extremely time-consuming. It is not clear to members exactly how useful this work was, and it is hoped that a survey of the Libraries' supervisors on the subject of orientation and the tour program will shed light on the priority set on participation in orientation activities.

Each member of the Committee strongly supports the concept of a Library orientation program for all newly hired staff members. In addition, we affirm that orientation for continuing staff members is a very useful educational vehicle. Given the diverse and extended nature of the Libraries' departments and branches, a staff orientation program is an excellent mechanism to reinforce the fact although we all work in individual departments, we are also part of a large library system.

The Committee has prepared a calendar for next year's Committee, with a recommended timetable of activities (attachment E). This new Committee might also want to consider its charge and direction.

I appreciate very much all the time and effort spent by the members of the Committee on Staff Orientation organizing and sponsoring orientation activities for Libraries' staff.

Submitted by Susan Hitchens
Chair, Committee on Staff Orientation

STAFF ORIENTATION TOURS
October/November, 1990

EVALUATIONS

[1st no. = rating / 2nd no. = no. respondents indicating that rating]

GROUP I:	Length	Clarity	Use	Knowledge	Comments
KS Collection	5/1	5/2	5/2	5/1	
	4/4	4/3	4/1	4/4	
			3/2		
Spec. Coll.	5/1	5/1	5/1	5/2	extremely useful and informative
	4/4	4/4	4/3	4/4	
			3/1		
Archives	4/4	4/2	4/2	5/1	
	3/1	3/3	3/2	4/2	
			2/1	3/2	
Group II:					
ENGIN	5/3	5/3	5/2	5/3	too general; perhaps because substitute gave tour
	4/5	4/5	4/6	4/5	
	**/1	3/2	3/2	3/2	
	"too long"/1				
Music	5/4	5/7	5/2	5/5	
	4/6	4/4	4/5	4/6	
	**/1		3/2		
			2/1		
Science	5/3	5/6	5/3	5/4	needed more time-- would have preferred more emphasis on operations and staff than on physical plant
	4/5	4/4	4/5	4/5	
	**/1		3/2	3/1	
	"too short"/1				
Docs/Maps	5/4	5/5	5/3	5/4	who are the staff and what are their responsibilities? Need more auto systems, collection strengths, microfilm collections
	4/4	4/5	4/6	4/6	
	3/1	3/1	3/1	**/1	
	**/1		2/1		
	"too short"/1				

OVERALL: [Group II Tour was] just right, or maybe a tad too long; I was getting very tired by Documents; maybe could be combined with Group III?

** = No comment in this category

<i>GROUP III:</i>	<i>Length</i>	<i>Clarity</i>	<i>Use</i>	<i>Knowledge</i>	<i>Comments</i>
<i>Art</i>	5/1	5/1	5/1	5/1	
	4/1	4/1	3/1	4/1	
<i>SPLAT</i>	4/1	3/1	3/1	3/1	substitute gave tour
	2/1	2/1	2/1	2/1	
<i>Slavic</i>	4/2	4/1	3/2	4/1	
	2/1	3/1	2/1	3/1	
		2/1		2/1	
<i>East Asian</i>	4/1	3/1	3/1	3/1	Head of Dept. wasn't
	2/1	2/1	2/1	2/1	there; staff didn't know about tour; no organized tour
<i>GROUP IV:</i>					
<i>Cataloging</i>	5/3	5/3	5/2	5/5	Not enough time.
	4/1	4/4	4/4	4/2	Want more detail
	3/2	3/1	3/2	3/1	about processes.
	2/1				Would be nice to have time for hands- on. Very good demo of OCLC & OCAT
	"too short"/1				
<i>Acquisitions</i>	4/6	5/1	4/3	5/2	Too general & vague.
	2/1	4/3	3/2	4/4	More specifics on KU
		3/3	2/2	2/1	strengths & object- tives; less on processing & billing details.
<i>Serials/BP</i>	4/3	4/3	4/4	4/3	Time not used
	3/2	2/2	2/1	3/1	well. Too short.
<i>Hailroom</i>				2/1	Not well prepared; too general
<i>GROUP V:</i>					
<i>Reference/ILL</i>	4/4	4/4	4/3	4/4	Need more time;
	2/1	2/1	3/1	3/1	Too detailed (who sits where); too general (methods, resources)
<i>CIRC/RES</i>	4/3	4/3	4/3	4/3	Very good; Norma knows her stuff
<i>Perio/Micro/ Copy</i>	5/1			5/1	Microforms portion
	4/3	4/4	4/4	4/3	extremely useful & informative; Copy Services not much use.

LIBRARY ORIENTATION TOURS

Revised, 5/28/91

Group A:	Engineering	40 min.	(5 min. travel)
	Music	40 min.	(5 min. travel)
	Science	45+ min.	
Group B:	Kansas Collection	45 min.	(5 min. travel)
	Special Collections	55 min.	(5 min. travel)
	University Archives	55 min.	
Group C:	Art & Architecture	45 min.	(15 min. travel)
	Area studies: SPLAT	25 min.	(5 min. travel)
	Slavic	25 min.	(5 min. travel)
	East Asian	30 min.	
Group D:	Collection Development	30 min.	
	Acquisitions	60 min.	
	Cataloging	90 min.	
Group E:	Microfilms/Periodicals/ Copy services	60 min.	
	Serials/Bindery Prep/ Mailroom	60 min.	(15 min. travel)
	Govt. Docs./Maps	45+ min.	
Group F:	Circulation/Reserve/Fines	60 min.	
	Reference	60 min.	
	ILL	45 min.	

The University of Kansas Libraries
LIBRARY ORIENTATION TOUR EVALUATION

Please complete this evaluation form and RETURN IT

BY _____ TO _____

Your responses will be used to evaluate the strengths and weaknesses of the tours and will be anonymous. Thank you in advance for taking the time to share your comments with our committee!

The Committee on Staff Orientation

TODAY'S DATE: _____

WHAT IS YOUR CURRENT JOB CLASSIFICATION ? _____

DO YOU WORK IN: WATSON LIBRARY or A BRANCH LIBRARY
(please circle one of the above)

DO YOU WORK IN: PUBLIC SERVICES and/or TECHNICAL SERVICES
(please circle one or both of the above)

APPROXIMATELY HOW LONG HAVE YOU WORKED IN THE KU LIBRARY SYSTEM ?

- | | | |
|------------|------------------|------------|
| 0-6 MONTHS | 7 MONTHS-2 YEARS | 3-6 YEARS |
| 7-12 YEARS | 13-20 YEARS | 20 + YEARS |

(please circle one of the above)

ARE YOU INTERESTED IN GOING ON OTHER TOURS ? PLEASE INDICATE WHICH TOURS YOU HAVE NOT YET ATTENDED, BUT WOULD LIKE TO ATTEND IN THE FUTURE:

- | | |
|---|--|
| <input type="checkbox"/> KANSAS COLLECTION | <input type="checkbox"/> WATSON: REFERENCE |
| <input type="checkbox"/> SPECIAL COLLECTIONS | <input type="checkbox"/> WATSON: EAST ASIAN, SPLAT & SLAVIC |
| <input type="checkbox"/> ARCHIVES | <input type="checkbox"/> WATSON: CATALOGING |
| <input type="checkbox"/> ENGINEERING | <input type="checkbox"/> WATSON: ACQUISITIONS & COLLECTION DEVELOPMENT |
| <input type="checkbox"/> MUSIC | <input type="checkbox"/> WATSON: SERIALS, BINDERY PREP & MAILROOM |
| <input type="checkbox"/> SCIENCE | <input type="checkbox"/> WATSON: PERIODICALS, COPY SERVICES & MICROFORMS |
| <input type="checkbox"/> DOCUMENTS/MAP | |
| <input type="checkbox"/> ART | |
| <input type="checkbox"/> WATSON: CIRCULATION, RESERVE & FINES | |

OVERALL EFFECTIVENESS OF THE TOUR PROGRAM



(please circle one of the above)

On the reverse side of this form, please rate each library and/or department tour you participated in. Please feel free to provide additional comments.

(PLEASE COMPLETE THE FORM ON THE OTHER SIDE. THANK YOU.)

and/or department tour in which you participated:



TOUR DATES	<i>Length of Tour(s)</i>	<i>Clarity of Presentation(s)</i>	<i>Usefulness to Your Job</i>	<i>Increased Knowledge of Department Operations</i>	ADDITIONAL COMMENTS: i.e., too long, too short, too detailed, etc.
TOUR					
TOUR					
TOUR					
TOUR					
TOUR					

LIBRARY ORIENTATION TOUR EVALUATION

PLEASE EXPLAIN WHY YOU CHOSE TO ATTEND THE TOURS LISTED ABOVE:

ADDITIONAL COMMENTS:

(You may attach a separate sheet for comments or use the space below.)

(PLEASE COMPLETE THE FORM ON THE OTHER SIDE. THANK YOU.)

Attachment D

STAFF ORIENTATION TOURS February-April, 1991

EVALUATIONS

[1st no. = rating / 2nd no. = no. respondents indicating that rating]

<i>Dept. toured</i>	<i>Length</i>	<i>Clarity</i>	<i>Use</i>	<i>Knowledge</i>	<i>Comments</i>
<i>Engineering</i>	**	5/1	2/1	5/1	Most of this new information
<i>Music</i>	**	5/1	3/1	5/1	doesn't relate directly to my job-- but I like to know what's going on.
<i>Science</i>	5/1	5/1	5/1	5/1	Found this a perfect opportunity to tour the Anschutz Library.
<i>Cataloging</i>	4/1	5/1	5/1 4/1	5/1	Too detailed for non-catalogers, but very interesting
<i>Acquisitions</i>	**	3/1	4/1	**	Would have appreciated more detailed information
<i>Art</i>	5/1	5/1	5/1	5/1	SPLAT handout a nice touch. Good tours
<i>SPLAT</i>	5/1	5/1	5/1	5/1	and most helpful to me as I learn the KU
<i>Slavic</i>	5/1	5/1	5/1	5/1	Library system.
<i>East Asian</i>	5/1	5/1	5/1	5/1	

** = No comment in this category

FY 1991/92 CALENDAR FOR THE COMMITTEE ON STAFF ORIENTATION:

SCHEDULE OF EVENTS

July Summer picnic -- call and personally invite all new staff members to the annual library picnic.

August Orientation file -- review and update, if necessary. Consider whether or not to show slide/tape preservation programs to new student assistants; pursue identifying a more up-to-date program to rent or purchase?

Sept.- Orientation tour program (see addendum)
Nov.

Oct. Brown bag lunch to introduce new staff members to Library administration and governance committees.

Dec. Holiday parties -- personally invite new staff members

Jan. Collate and analyze evaluations of tour program.

Feb. Begin updating *Who's who in the KU Libraries--Lawrence Campus*.

May KULSA picnic -- call and personally invite all new staff members.
Prepare annual report.
Prepare recommended calendar for FY93 committee.

Events without set dates at this time:

1. New staff luncheons with COSO to be held as needed.
2. COSO meetings.
3. Orientation tours.

FY 1991/92 CALENDAR FOR THE COMMITTEE ON STAFF ORIENTATION:

ADDENDUM

Library orientation tours -- Fall 1991

Mid-August Contact Group A & B tour guides to set tour schedule for Group A & B tours in late September. Develop tentative schedule for Group C & D tours in October, and Group E & F tours in November. Consider a letter of invitation to all new staff, as well as a letter to supervisors, urging they recommend their staff attend tours. Solicit a statement from Dean Crowe supporting the tour program, to be published in FYI.

Early Sept. Announce Group A & B tours in FYI. Sign-up sheet to Rhonda Boose in Administration.

Mid-late
September Group A & B tours. Contact tour guides to set tour schedule for Group C & D tours in October.

Late Sept.-
Early Oct. Announce Group C & D tours in FYI. Sign-up sheet for Group C & D tours to Rhonda Boose in Administration.

October Group C & D tours. Contact tour guides to set tour schedule for Group E & F tours in November.

Late Oct.-
Early Nov. Announce Group E & F tours in FYI. Sign-up sheet for Group E & F tours to Rhonda Boose in Administration.

November Group E & F tours.

NOTE: A member of the Orientation Committee should accompany each group tour. Give an evaluation form to each participant upon completion of a group of tours, or if they leave a tour at the end of a component of the group tour.

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 24 June 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell
Absent: Becky Schulte, George Gibbs (Ex-off.), Mary Burchill

Approved minutes of 10 June meeting although, not surprisingly on account of the Hoch fire, we had not had any feedback from Mike Richardson on the accuracy of his quotes.

Anderson-S announced that Rhonda B. is still tracking the elusive University policy regarding summoning an ambulance.

Craig has tried (so far unsuccessfully) to get a copy of the University's general emergency response plan, developed in the Executive Vice Chancellor's office.

The Hoch fire--although not in a library, near enough to Anschutz to be both worrisome and disruptive--was post-mortemed; it proved instructive in several ways. Perhaps foremost is that it served as a reminder that the variety of emergencies is infinite: as this committee is planning for fire, flood, hazardous material spills, etc. in a library, we were presented with an unanticipated emergency: a conflagration in a nearby building. However much we plan, we can be sure that the next emergency will not follow a pre-planned script. The evacuation of Anschutz, although successful, was not without incident; it could have been initiated sooner and there was one somewhat recalcitrant patron. Lessons: 1) mechanisms need to be in place to insure timely responses to all manner of unpredictable emergencies and 2) in any given situation there are apt to be recalcitrant people whom we need to be prepared to handle. Although, relatively speaking, the Hoch fire had minimal impact on the Libraries, it usefully called attention to the post-disaster problem of staff displacement; imagine what those problems would have been had the fire been in Watson instead. Immediately following the fire, which is believed to have been caused by a lightning strike, Dean Crowe asked for a report on the status of lightning protection on Watson and Spencer Library. Just minutes before the Hoch fire, something (lightning?) caused the Watson fire alarm to sound (apparently not throughout the building)--which brought up the questions of 1) evacuating people into dangerous weather situations and 2) what caused the false alarm and the (related?) malfunctioning fire doors.

The Emergency Manual subcommittee had sent a draft of the Art Library emergency manual to each of us Friday; it was up for discussion. Craig explained that their goal was to prepare 3 manuals (Art, Watson, Anschutz), then to offer them to other units as models; it was their intention to make the manuals as simple, clear and direct as possible. At 5:00, needing to adjourn with discussion not yet finished, Craig asked that further comments be sent to her in writing, in order that the report of the Facilities Survey group could take place, as scheduled, at the next meeting, 8 July 1991.

Bill Mitchell, recorder

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 8 July 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell
George Gibbs (Ex-off.)

Absent: Becky Schulte, Mary Burchill

Approved minutes of 24 June 1991, with corrections.

Craig announced that she had received some comments and suggestions from the Library staff; since they seemed to bear more on what might be called "phase 2" of the committee's work, she will send us copies as well as filing a copy "in the box" for future consideration.

Craig reintroduced the idea of changing the committee's name from its present somewhat pedestrian appellation to one with a little more zing, one suggestion being "Calamity Committee"; a tidal wave of approbation not developing, and indeed hearing one small voice of disapproval, the matter was dropped.

The Facilities Survey subcommittee distributed the preliminary results of their survey of Watson, in the form of a narrative summary and recommendations, and asked for discussion and comments. The basis of this report is the survey sheet(s) and the follow-up "walk-through" by the subcommittee; its narrative form seemed preferable to a chart for both present (committee) and future (administrative) use; other units' reports will probably take a similar form. In response to a question regarding where a floor plan might fit in this report, it was suggested that we had been talking about incorporating so much information on a floor plan that perhaps two floor plans would be preferable: one in the Emergency Manual containing only what was essential for "simple" emergencies, another showing locations of such things as plumbing, breaker boxes, etc. That pests (insects and rodents) are seen to be a persistent problem elicited the comment that so long as food continues to be consumed throughout the building, the problem will persist. Emergency lighting--or lack thereof--was identified as the most important problem in Watson, followed by the probable inadequacy (and need for testing to determine adequacy) of fire alarm horns, followed by known water leaks; inadequate environmental controls, pests, possible hazardous materials (both stored and as part of the fabric or furnishings of the building), unmonitored door alarms, and staff complacency about various emergency alarms were also listed and discussed. The survey and walk-throughs were generally reckoned to be very worthwhile, serving, as they did, to increase our awareness of any number of things not known to be problems before because not known at all. (Emergency lights are a good example: before this exercise no one on the library staff knew where emergency lights were located or how they were supposed to work; now we know not only where they are but also, to our chagrin, that most do not work at all.) This report is not final; a walk-through with Facilities Operations staff should answer some questions--and perhaps raise others. Walk-throughs of other units will take place over the next two weeks and the subcommittee will report again at the next meeting.

Craig made another request for written comments on the Art Library emergency manual model and said that her subcommittee would be moving on to Watson and Anschutz next; drafts of those emergency manual models will be given to the committee members as they are completed.

Improvement of system-wide communication during an emergency or disaster was discussed: the need for a communications center and back-up (in case the primary post is put out of commission by the emergency), calling-trees, etc.

Craig will ask Fire Department and Police Department representatives to attend an August meeting to answer our questions.

Future meetings will be scheduled at the 22 July meeting (bring calendars); Directory of Services and Facilities Survey subcommittees will also report then.

Bill Mitchell, recorder

FYI

University of Kansas Libraries

Number

1135

August 22, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

WATSON LIBRARY REFERENCE DEPARTMENT INTERNSHIP

As a reminder, library staff interested in being considered for a one-quarter time internship in the Watson Library Reference Department should contact Sandy Gilliland by 5:00 p.m. Friday, August 23, 1991 to express interest. Please refer to FYI #1134, August 15, 1991, for additional information. Jim Neeley, 4-3366, is available to respond to questions regarding the responsibilities of the internship.

Sandy Gilliland

KU TELEPHONE DIRECTORY UPDATES

As a reminder, all library staff have been asked to provide the Library Administrative Office with their current home address and telephone number, and an indication of whether or not to print this information in the 1991/92 KU Telephone Directory of Faculty, Staff and Students. If you have not supplied this information, please contact Rex Hargis, 502 Watson, 4-3601.

Sandy Gilliland

BUDGET AND PLANNING COMMITTEE OPENING

Sarah Couch has resigned from the Committee on Budget and Planning. We need to hold an election of all classified staff interested in filling this 2-year term (through June 30, 1993). Please contact me by Monday evening, August 26, if you are interested in running.

Verna Froese

STUDENT TASK FORCE COMMITTEE

The Student Task Force Committee has been looking over responses that we have received to a survey which was sent to other university libraries. The committee has finished two surveys for internal distribution. One survey will be sent to all student employees. Another survey will be sent to all classified and unclassified staff. If you have not received a survey by next Monday, August 26, please give Lars a call in Acquisitions (3476, or e-mail = lleon). The committee will very much appreciate any responses we receive to our surveys.

Lars Leon

LCPT ELECTION

Earl Gates has been elected to fill the vacant seat for an LIII on the Library Committee on Promotion and Tenure. The term for this position will extend through FY 91/92.

Mike Biggins

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

KLA FORMS

KLA 1991-1992 membership forms are available in the Administration Office, Watson.

Janet Anderson-Story

KLOA PETITION

The Kansas Library Operation Associates invite all KLA members to sign the petition showing support for a KLOA Roundtable. The petition is available at the Watson Circulation Dept.

Janet Anderson-Story

FACILITIES REQUESTS

Please send written requests for assistance with equipment moving, repairs and sign-making to Denise Swartz in the Administrative Office. She will see that the appropriate response is made to take care of the request: she will assign Doug Hatton (student assistant) to carry out equipment moves and simple repairs, will contact Facilities Operations as needed, and may involve Kent Miller in the more complex situations which need his attention. Because Kent has handled facilities projects so expertly in the past, many library staff have continued to consult him automatically, but, given Kent's many commitments, including Chair of the Library Faculty Assembly this year, that is no longer practicable. If you have more general questions, please do not hesitate to contact me or Nancy Jaeger.

George Gibbs

PAPER RECYCLING

Related to Watson Library's current participation in an 8-week paper recycling project, a number of staff have suggested identification of a library staff coordinator for this project. However, we understand that assessment of the project can best be done by the Environmental Ombudsman's Office if Library staff questions and concerns are conveyed direct to that office (contact Kris Gottschalk or Sue Ask at 4-3208), without filtering through a Library coordinator. Don't hesitate to copy or otherwise inform you assistant dean of any of your concerns, however, since we want to keep abreast of the impact and assure that other Library priorities are not unduly compromised during the project. In this regard, we'll continue to have periodic meetings of Library staff and staff of the Environmental Ombudsman's Office, while the project is under way. Watson staff assistance in this effort is much appreciated.

Bill Crowe

BROWN BAG AND "EARLY BIRD" SESSIONS

You are invited to attend a Brown Bag lunch, August 23, at noon in Watson Conference Room A or an "Early Bird" session, September 5, from 7:30 am to 8:30 am (coffee and hot water will be provided), in Watson Conference Room A. Dean Crowe will be relating information from, and answering questions about his experiences as a Senior Fellow at UCLA this summer.

Rhonda Boose

(continued)

RECOGNITION RECEPTION

Mark your calendars on August 29 from 4:30 pm to 6:00 pm as the date and time for a reception to be held to recognize the accomplishments of Sandra Brandt, Rick Clement, and Mary Roach. The reception will be held in the Adams Alumni Center, Summerfield Room. Please make plans to attend.

Rhonda Boose

VOLUNTEERS WELCOME!

The Reference Department is once again offering an expanded schedule of Watson Library tours from Monday, August 19 through Thursday, September 19. If any Library staff, classified or unclassified, are interested in giving one or more such tours, we welcome your participation. Staff from any library department are invited. You need not have public service experience, but you should have a reasonably good knowledge of all aspects of Watson Library use. Tours are intended to welcome new users to the Library, to make them feel more at ease, and to give them basic instruction in using the Library. Volunteers may receive training by taking one or two custom tours themselves conducted by experienced Reference Department staff. The tours you would give last about 45 minutes. You are welcome to volunteer to give just one tour, or you can try one and then decide whether to do more. If you are interested in participating, please contact Saralinda Rhodes as soon as you can. Thank you!

Reference Department

ATTACHMENTS (See FYI Supplement)

Library Automation Committee Minutes--July 31, 1991

Staff Development Committee Minutes--July 19, 1991

Report from ALA Annual Conference ("On E-Mail, Etiquette, and ALA")--Jim Neeley

DPS Promotion and Transfer List--August 19, 1991

Library Automation Committee
Minutes -- July 31, 1991

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

A. Standard Business

1. Meetings were scheduled for the following Wednesdays at 1:30pm: August 21 (either Watson B or the Anschutz Conference Room) and September 11 (Watson A). Members were also asked to keep the normal time open on September 18 and 25.
2. Minutes from the July 24 meeting were approved.
3. Programming status report:
 - a. PROGREQ
 - (1) Research over the last week shows that a large percentage (90%) of the programming necessary to display circulation status for brief records would be changes to sections of online programs not scheduled to be changed as part of the Docs project. A project to make those changes will be moved to consideration along with other possible mainframe development projects. The other 10%, batch programs that will need to be altered anyway as part of the Gov Docs project, will be modified now for future compatibility. It was pointed out that in order for this proposed link to work in the future, a standard must be created and adhered to for inputting brief record numbers into circulation records in a consistent manner;
 - (2) Circulation has submitted a request for wandable ID numbers on overdue notices. This would require changing from the computer center's impact printer to its xerox laser printer in order to print satisfactory OCR characters. This change would require reprogramming and would be more expensive per printed sheet. It was decided to not approve the request for action now, but to add it to the list of development possibilities. It was suggested and generally agreed upon that this request should be considered in combination with requests from the University Environmental Ombudsman and others to combine multiple items on a single overdue book notice in order to save paper;
 - (3) John distributed copy of a e-mail message received from the Law Library requesting programming to allow government document tapes received by the Law Library from OCLC to be converted to standard IBM format (like OCLC archive tapes) and to have records from them added to the cataloging record tapes already being created for Law. This appears to require very little programming and was approved.
 - b. Ongoing projects
 - (1) Adding programming to load authority records from MARCIVE before beginning to process incoming bibliographic records will add approximately 2 weeks to the project timeline; making changes to the online catalog full record display will add 1 week (these were missed in the original project plan). The projects still probably will be finished by the very end of November;
 - (2) The serials claims project is still moving forward.

B. Other reports and announcements

1. INQUIRE/Text installation went fine;
2. SAVEIT training is under way in ILS;
3. Margaret Wilson has produced a document on the use of "copy" for review by the sub-committee working on that issue;
4. John's draft description of and charge for a "Shared Electronic Resource Committee" was faxed to Bill. As reported to the committee last week, it takes a broad approach, attempting to address all formats of electronic library information shared throughout the library and the university.

C. Project tracking system

John distributed a list of questions he received from Jim regarding the use and scope of the "System Development Possibilities" list distributed at the last meeting. There is confusion over its use: is it a scheduling tool? will it serve a communication function with other Library staff? It is clear that no one product will be perfect for all audiences. John intended the list he drafted to be used to help this committee view the breadth and scope of possible projects and initially to make priority decisions about requested projects (fixes/maintenance, enhancements, redesign) and ultimately to send recommendations to the Dean on what should be done. There is also confusion over its scope: should it contain only mainframe projects (i.e., those to be worked on by OIS programming staff?). Should there be a separate non-mainframe list? The committee acknowledged that, at least for now, it will be an internal working document for the committee and that it should be identified as principally a mainframe document. John will add a couple sentences of clarification at the beginning of the list and change its name to "Mainframe Development Possibilities."

The word "possibilities" was defended (in response to a question) since the document is really a listing of the universe of possible projects. It is too large to be a real working document that could be used to solicit opinion from other library staff. The next step is thus to make an initial cut to get a list that is manageable to work with. Decisions need to be made for projects to follow the current serials accounting and documents projects.

The most immediate concern is to develop a list of projects that should be worked on after the completion of the Gov Docs project in late November. Committee members were charged to pick 5 small and 5 larger projects from this list at top priorities -- Library-wide. In order to help make these decisions, members were instructed to look at impact of the project (with implicit limited resources.) This will only serve to allow the committee to begin to construct a smaller and more manageable list. Members are to send written list of priorities to John before August 21 meeting. He will make a composite list. (John will explain this to Bill; George to Mary Hawkins.) John will also meet with Kendall to get some added comments on circulation-related requests.

On E-Mail, Etiquette, and ALA
Report from ALA Annual Conference, Atlanta, June 29-July 2, 1991

Jim Neeley

In previous reports I described how-I got "involved" in ALA. Once you become involved, much of your conference time is taken up with committee meetings, as opposed to presentations. Presentations include such things as the prophecies of futurists, the admonishments of moralists, and show-and-tells by people who are doing clever or unusual things back home. Presentations are given by entertaining people and play to large crowds. Committee meetings, on the other hand, are for taking care of business, and are not nearly so entertaining either to attend or to report. In Atlanta I chaired two committee meetings and attended four more, including one that ran till 10:30 Saturday night! I will spare you the details.

Two other types of professional activities at ALA are discussion groups and exhibit-going. Both allow the "audience participation" missing in the presentations without requiring the between-conference commitment and at-conference tedium involved in serving on committees. In Atlanta, I spent about eight hours going to exhibits, concentrating specifically on vendors of electronic business information products.

I also attended two discussion groups: reference services in large research libraries (RASD) and the heads of readers'/public services (ACRL). The topics in both meetings were similar: the promise versus the reality of e-mail. (The term e-mail, I have recently read, inadequately reflects the scope of what is better termed "computer mediated communication," which includes computer conferencing and interactive messaging as well as e-mail.) The reference group concluded that LIBREF-L, the reference librarians' LISTSERV list has so far failed to even begin to live up to its huge expected potential as an instrument for assisting with reference questions. Besides a surprisingly low volume of traffic, there was concern over the duplication of effort as reference librarians from coast to coast all scramble to answer the same question broadcast over LIBREF-L. The head of one reference department even told of discovering that two librarians in her own department were working on the same LIBREF-L question, each unaware of the other! On the other hand was the concern that no one at all was responding since everyone figured someone else would do it. Pending solution of these and other practical questions, the group agreed that the list was immediately useful for discussion of reference issues.

The heads of readers'/public services were less concerned about the various LISTSERV lists' uses than they were the amount of staff time being consumed in list reading. To avoid rampant duplication of readership, should access to a given list within a given library be controlled? Should there be a designated local monitor for each list, for instance? (No kidding; right there at ALA this possibility was actually suggested!) Of what value were the lists, anyway? In what ways did list reading actually benefit the library employer? Someone offered that LIBADMIN, the administrators' own list, was of almost no value whatever. Other lists were judged better, particularly the long-running and widely-read PACS-L. But the bottom line was that little hard evidence exists to indicate the value of list reading despite the large and growing amount of time being devoted to the activity.

Both groups also considered the use of e-mail on campus networks as a means of submitting and responding to reference questions within a single university setting. There was little experience to share, however. Where it has been tried the extremely low use has not lived up to reference staff's high initial optimism and/or apprehension. One suggested reason: as with fax technology in interlibrary lending, the patron's expectation of an immediate response to an e-mail reference question ignores the essential role real people, moving at something less than the speed of light, play in delivering these services at the other end. Dashed initial expectations, however unwarranted, may undermine continued use.

An unexpected bonus for attending the heads of readers'/public services group was a handout on "e-mail etiquette." Although this topic was only briefly discussed in the meeting, I found it so interesting that I have since done some additional reading and would like to share with you what I have learned.

There are a couple of good publications on e-mail etiquette. One is a paper from the 1990 meeting of the American Society for Information Science [1]. It reviews and summarizes the research literature on computer mediated communication (CMC). Among the findings:

CMC occurs in a much narrower channel of communication which removes or suppresses the verbal and visual cues, especially facial expression and eye contacts

Rules that govern face-to-face interaction, such as turn taking, the obligation to immediately answer a question, the avoidance of interruptions and the display of deference to others of higher status do not apply...

There is also a quality of impersonality to computer networking...

CMC may increase the chances that interactions will be more uninhibited and impulsive and less socially desirable. Users may be less committed to existing guidelines of propriety

Users may engage in the expression of negative affect, or "flaming", or they may take advantage of the constraints of CMC to establish some [uninvited] very warm and personal relationships [pp. 318-319]

Based on such findings, the authors offer CMC users some brief "points for effective computer mediated communication" [Table 3, pp. 308-309]

The other publication I have enjoyed has a less formal style and is much more detailed in its prescriptions [2]. It starts with a discussion of differences between spoken and written communication, with which we have long experience, and e-mail communication, with which we have little. The rules for the former, it argues, do not serve us very well with the latter. "Meanings are misunderstood. Tempers flare and cause ill-conceived responses to be written. Many recipients' time is wasted reading content-free or irrelevant messages." [p. 11]. The following suggestions are made:

Sending messages

Create single-subject messages whenever possible. They are more easily filed, retrieved, and forwarded; their subject lines are more descriptive and easily scanned. Replies can be made more specific, and can be more easily copied to others.

Assume that any message you send is permanent. It will be sitting in someone's files or on some other computer you may not know about, able to be reprinted at any time in the future. If this has a chilling effect on the content of your informal, chatty messages, that's probably appropriate.

Separate opinion from non-opinion, and clearly label each.

If you must express emotion in a message, clearly label it. Anger, sarcasm, humor and irony often do not work in a message. A "smiley face" symbol, typed as ":->" or ":-)" (turn the page a quarter-turn clockwise for maximum effect) indicates the author intends something as a joke. The annotation "Flame! Flame!" alerts the reader to the fact that the writer knows he or she is being emotional.

In sending a message to a bulletin board or interest group, identify yourself and your affiliations clearly.

Receiving and responding to messages

Avoid responding while emotional. It is easy to immediately fire off a response that will only exacerbate the situation. Wait 24 hours, and reconsider in the light of a new day.

If a message generates emotions, look again. What at first glance was offensive can often be interpreted, on rereading, as merely a poor choice of words in a hasty message--words that might have been casually used, then forgotten, in a face-to-face conversation, but that linger on the printed page (or CRT screen).

Assume the honesty and competence of the sender. He or she is probably not an idiot; you just might not understand the context or intent of the message, or the sender's attempt at humor or irony has gone awry.

Consider alternative media. Can you walk down the hall, or pick up the phone, and respond better? [All indented text is quoted or closely paraphrased from pp. 11-27.]

As one who has made all of the mistakes examined in these two publications, I sincerely hope that by writing about them here I will become a more sensitive and better behaved e-mail correspondent. More cautious, at any rate! I hope readers of this report find it useful as well.

The reference discussion group concluded by making arrangements for dinner that evening. The heads of public services group concluded by choosing the topic for their next meeting. Voice votes were taken on a range of issues, dramatically revealing ambient anxieties. The overwhelming but ominous favorite: "downsizing" public services in the face of library budget cuts!

Thank-you for the staff development funds which partially supported my attendance at the ALA Conference.

Notes:

1. Howard Rosenbaum and Gregory B. Newby, "An Emerging Form of Human Communication: Computer Networking" In *ASIS '90: Proceedings of the 53rd Annual Meeting of the American Society for Information Science*. v. 27. Toronto, Ontario, November 4-8, 1990, pp. 300-325. [Z 1008 .A4616 v.27 Watson Stacks].
2. Norman Z. Shapiro and Robert H. Anderson, *Towards an Ethics and Etiquette for Electronic Mail*. Santa Monica:Rand Corporation. (Report R-3283-NSF/RC) July 1985. [Watson Periodicals Uncat. Range 122].

August 3, 1991

TO: Staff Development Committee
FROM: Nancy Burich
RE: Report on ALA

7/19/91

110th. ALA Annual Conference, Atlanta, June 29-July 4, 1991

This was my first ALA Convention in many years; usually I find ACRL conventions more focused and relevant. But this year I went to see the exhibits and to participate in the meetings of a new ACRL section--the Extended Campus Library Services Section--as a member of its Planning Committee.

The exhibits were nearly overwhelming. However, I was able to contact several furniture, copier and reader/printer, and information service vendors. But most interesting were conversations with four companies marketing one-card systems--one card which permits patron identification; building security; payment for use of copiers, reader/printers, CD-ROM use and printing, OCAT printers, vending machines, and much more.

Planning Committee and ECLSS meetings concentrated on strategies for marketing library services, accreditation standards and their impact on the level of off-campus library resources, and the creation of a newsletter, database, and discussion list available through Bitnet.

In addition to these activities, I attended several interesting meetings. At the Silver Platter Information User Group meeting the talk centered around their "strategic alliance" with OCLC. OCLC will concentrate on full-text databases and turn over to Silver Platter their other databases (i.e. ERIC, etc.). These companies plan to introduce an online link between CD-ROM and EPIC databases as well as connections to OCLC's ILL and document ordering systems. Details were sketchy and there were many questions about pricing of the CD-ROM databases.

The next meeting was presented by the Video Roundtable. There was a plea to lobby ALA to continue to fund its video information office, then slated for dissolution to cut costs. There followed a presentation by CNN/TNT executives called "News Wars/Media Frontiers: VRT at CNN." These men discussed CNN/TNT efforts to digitalize, collect, and catalog information which can then be retrieved by pc. However, there were no suggestions for ways to acquire the hardware and connections necessary to access these marvels. A tour of CNN the next day helped to visualize current methods used to gather and disseminate news.

A standing-room-only crowd listened to "Staff vs. Collections: Budget Priorities for the 1990's." Harry Campbell, Duke University, said that we must favor collections and reduce the ratio of staff to books to 40:60. However, the staff who are employed should be encouraged, rewarded, and "developed", not all of which requires large

sums of money. An interesting contrast was presented by Patrick O'Brien, Dallas Public Library, who said most public libraries have a staff:books ratio of 15:85, and 40% for staff would be wonderful.

The LITA Artificial Intelligence/Experts Systems Interest Group meeting was concerned with new retrieval strategies. The first speaker dealt with the theory of thesaurus-building. Clearly, I was out of my depth. But when the second speaker was introduced, I knew I would get something out of this meeting. Tamas E. Doszkocs works at the National Library of Medicine. His career goal--early retirement. His topic--"Near-Death Experiences in Citation Searching" using the Information Retrieval Knowledge Synthesizer (IRKS!). He has been examining failed searches (about 25%) of those using the NLM database. From information gained, he has developed "Greatful Med" which offers the searcher alternatives whenever searches fail. The problem is in translating patron needs into terms the computer can comprehend--a user interface. He cited early attempts at machine translation of human language from English to Russian and back to English. An example--"The spirit is willing, but the body is weak," became "The booze is OK, but the meat is rotten."

The ultimate benefit of attending ALA is hard to quantify. It involves gaining new information, new associations, peer commiseration, seeing old friends. It is hectic rushing from session to session and relaxed conversations. It is also a chance to spend time with KU colleagues free of any agenda. For all this, I want to thank the Staff Development Committee for the funds which got me to Atlanta.

FYI

University of Kansas Libraries

Number

1136

August 29, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

RETIREMENT PROGRAM COMPARISON CHART

All librarians and professional staff will soon receive a copy of a chart comparing the four retirement programs available to faculty and professional staff (AETNA, Lincoln National, TIAA/CREF, and UNUM). This chart was prepared by the University's Benefits Office using information obtained from the prospectuses and sales materials provided by the companies. This information is being distributed by the LFA Salaries and Benefits Committee. Please contact any member of the Committee (Brad Schaffner, Chair, 4-3957; Judith Emde, 4-4930; Barb Gaeddert, Secretary, 4-3038; or Sandy Gilliland, 3-3601) if you have any questions.

Sandy Gilliland

CLASSIFIED CONFERENCE BALLOT

Classified Conference members, please turn in your ballot for the position on the Committee on Budget and Planning to your group representative by noon Tuesday, September 3. Thank you.

Verna Froese

FALL WORK- STUDY

All student employees that are to be appointed to work-study for the fall need to pick up their work-study authorization cards at the Student Financial Aid Office and get them in to me as soon as possible. Summer work-study appointments ended 8/17/91.

Rex Hargis

FACULTY CONVOCATION

Faculty Convocation will be held on Tuesday, September 24, at 4:00 p.m. in Woodruff Auditorium. It will be followed by a reception for all faculty at the Chancellor's Residence.

Unlike Opening Convocation, this is not a formal ceremony. The platform party will consist of the speakers: the Chancellor, FacEx Chair Tom Beisecker, Del Shankel, and vice chancellors Brinkman, Ambler and Mossberg. The program will consist of remarks by the Chancellor, Professor Beisecker and Dr. Shankel, the presentation of the Higuchi/Endowment Research Achievement Awards, and the introduction of new faculty members.

[extract of memo from the Office of the Chancellor]

KULSA

"Thank you all for the beautiful plant and card sent while I was in the hospital. It is nice to be remembered. Your plant was the first one brought in after I woke up from surgery. It was nice. Thanks again..."

Hope Cundiff

ATTACHMENTS (See FYI Supplement)

Classified Conference Executive Board Minutes--July 30, 1991; August 15, 1991

Nominating and Ballot Committee Minutes--July 26, 1991; August 14, 1991

LFA Executive Committee minutes--August 12, 1991

DPS Promotion and Transfer List--August 26, 1991

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

MINUTES, Classified Conference Executive Board
July 30, 1991

PRESENT: J. Anderson-Story, D. Benjamin, K. Bower, V. Froese, S. Hamilton, S. Hewitt, J. Hoyt, M. Kottman, K. Lafferty, B. Owens (for B. Harsh), J. Revenew, W. Roberts, K. Simmons, A. Slater, I. Starr, M. Wilson

Minutes of the June 25 meeting were approved; the July 25 minutes were approved with corrections.

Jane Hoyt reported on the Administrative Conference meeting of July 15.

The classified members of the Committee on Budget and Planning are waiting for LFA to announce their members to this committee. The Dean hopes that this committee can facilitate a better organized budget plan.

The Personnel Committee is tabulating the results of the working conditions survey. The survey and recommendations will be presented to the Executive Board and then to Dean Crowe. Results of the survey on student awards will be discussed with the Executive Board and then passed on to the Student Employee Task Force. Gregg Buckner is the representative from the Personnel Committee on the Task Force.

Ola Faucher has agreed to speak with the Personnel Committee about potential job reassignments. The Executive Board recommended that the entire Board look at Ola's recommendations and comments after she returns the document. At that time, a decision would be made about the appropriate constituents for her to speak with, if any.

The Committee on Staff Orientation and the Committee on Staff Development have not met.

Sandy Gilliland suggested a clarification in the minutes of the May 28 Executive Board meeting regarding overtime. It should have read, "For each hour of overtime worked, the employee will receive 1 1/2 hours of comp. time." She added as an example, "...if a classified staff member works 45 hours in one week, s/he would earn 7.5 hours of compensatory time off."

Kent Miller, chair of LFA, has requested suggestions for charges for those committees with both LFA and Classified Conference representation. Gaile Burchill, Carole Dibben, Susan Hewitt, and Alex Slater, comprising the Joint Committee on Joint Committees, will discuss this and bring their proposal back to the Executive Board.

MINUTES, Classified Conference Executive Board
July 30, 1991
Page 2

In order to conserve paper, it has been suggested that the minutes not be printed in FYI. Rather, an FYI "supplement" could be distributed to departments/units, much like the State Transfer and Promotion List is now being distributed. The Executive Board suggested that each unit should receive a copy. Another suggestion was to look into the possibilities of putting the minutes on some sort of electronic medium or bulletin board.

Dean Crowe has suggested forming a committee to discuss environmental problems and potential solutions. Janet Anderson-Story and David Benjamin expressed an interest in serving on such a committee.

Verna Froese
Secretary
Classified Conference

MINUTES, Dean's Meeting, Classified Conference Executive Board
August 15, 1991

PRESENT: D. Benjamin, G. Burchill, C. Dibben, V. Froese, K. Lafferty, J. Revenew, W. Roberts, A. Slater, I. Starr

There is no new information on the budget. It has not been decided what percentage of cut the University will experience. At a 2% cut to the University, a .65% cut for the Libraries was being discussed. Some media have been saying that cuts may be less severe, perhaps only 1% to the agencies. If this occurs, it is unknown what percentage of cuts the Libraries will be expected to make. The Deans will be retreating with Budig in September. Crowe believes they will learn at that time the effect of the budget University-wide.

Ola Faucher, from Personnel Services, has reviewed the re-assignment document. She offered some suggestions and returned the document to Sandy Gilliland. After Sandy updates the document to include these suggestions, it will be made available to the Classified Conference Executive Board and the Administrative Conference.

Crowe has been selected to serve on a 6-person committee to discuss space use in Hoch and make a recommendation to the Executive Vice-Chancellor. Crowe's task is to persuade the committee of the need for more library space, while others will be promoting the need for classroom space. Crowe noted that, without any expansion, the University Libraries will be at 85% capacity (technically, "full") by 1996. Of course, some libraries already have reached this level.

Dean Crowe will report on his attendance at the meeting of Senior Fellows at Berkeley this summer during a Brown Bag lunch scheduled for August 23, noon, and an "Early Bird" meeting at 7:30 a.m. on September 5. Both meetings will be in Conference Room A, Watson.

Commendations were given to the cataloging department for the cataloging of 50,000 titles during the past year. Crowe also complimented the artist of the banner. Crowe suggested a news story about this accomplishment.

Dean Crowe has proposed a committee on environmental issues. The purpose of this committee would be to see how the environment affects the staff. He said that much attention has been given to how the workplace affects the environment. It is time to learn how it affects the workers.

Dean Crowe will be visiting each library department again as he begins his second year here at KU.

MINUTES, Dean's Meeting, Classified Conference Executive Board
August 15, 1991
Page 2

A pilot recycling project is in progress in the Watson staff areas for an 8-week period. Questions may be directed to the Environmental Ombudsman's Office.

After the fire in Hoch, Crowe asked whether there were lightning rods on Watson or the Spencer Research Library. "No, neither." A "guesstimate" of the cost of placing lightning rods on Watson was about \$60,000.00.

The Student Employee Task Force sent a survey to the libraries of our Peer- and Regents Institutions. They have received a good number of responses back.

Letters were sent to students who were eligible for Work Study, detailing jobs in the library and encouraging them to apply. The Library will also be represented at the Job Fair.

Verna Froese
Secretary
Classified Conference

LFA Exec Meeting: Minutes
Aug. 12, 1991

Present: K. Miller, S. Miller, Gilliland, Husic, Clement, Schulte
Absent: Roach

Minutes of July 29, 1991 were approved as written.

Copies of letters which had been sent to all LFA committees and to the Classified Conference concerning committee appointments and meeting particulars were distributed.

The chair will begin weekly meetings with Dean Crowe this Wednesday.

Exec spent the remainder of the meeting discussing LFA committee reports.

CESR Final Report Many questions arose concerning this report. Exec consensus was that the more substantive recommendations that were made should perhaps be discussed with the committee and with Dean Crowe. It was decided to bring some of these issues up during our next meeting with the Dean.

Nominating and Ballot It was noted that the documented procedures should be very helpful to future committees. The decision was made to request this year's committee to evaluate these procedures and build upon them if necessary. The report raised the issue of overlapping terms on the Nominating and Ballot Committee. This is something which Exec will consider.

Staff Orientation During discussion of this report, the issue of student assistant participation in Staff Orientation Committee sponsored events which had been raised in an earlier Exec meeting by Dean Crowe was again introduced. Exec decided to present this idea to this year's committee for their consideration. It was suggested that a response be elicited during this semester. In addition, Exec will ask this year's committee to study and respond to the recommendations made by last year's committee in their annual report.

Salaries and Benefits Exec will discuss Salaries and Benefits' charges with Dean Crowe at our next meeting.

It was announced that annual reports and committee minutes will be distributed in a supplement to the FYI. Hopefully this will cut down on the amount of paper used for each issue.

A tentative meeting schedule has been set for the next few weeks: 1:00 p.m. Tues. Aug. 27, 10:00 a.m. Thur. Aug. 29, 8:30 a.m. Fri. Aug. 30 and 10:00 a.m. Mon. Sept. 9. All of these meetings will take place in Meeting Room A.

Submitted by Rebecca Schulte

FYI

NOMINATING AND BALLOTS COMMITTEE

August 14, 1991

Present: Biggins, Dienes.

N&B met to tally votes cast in the ballot to fill the LIII
vacancy on LCPT.

Submitted by Mike Biggins

FYI

Minutes of the Nominating and Ballot Committee July 26, 1991

Present: Mike Biggins, Saralinda Rhodes, Shelley Miller (guest)

Absent: Jennie Dienes

The new Nominating and Ballot Committee met at 10:30 a.m. on July 24th to discuss procedures for putting out a special ballot to elect a fourth LIII to serve a one year term on the Library Committee for Promotion and Tenure. There is one vacancy remaining on LCPT due to the fact there were two resignations effective July 1, and one of the vacancies was not possible to fill through co-option.

Mike Biggins and Saralinda Rhodes met again on July 26th to create a ballot, prepare it and mail it out.

Submitted by Saralinda Rhodes

PROMOTION AND TRANSFER LIST

State of Kansas - Department of Administration
DIVISION OF PERSONEL SERVICES
 Landon State Office Building
 900 S.W. Jackson, Topeka, Kansas 66612-1251
 913-296-4278
 TDD 913-296-4798

August 26, 1991

Current state employees who qualify for promotion or transfer are encouraged to apply for the following vacancies by contacting the appropriate agency immediately.

Positions marked with an asterisk (*) are not restricted to applications from state employees only.

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.) Vacancies on this list must have been reported to the Division of Personnel Services by 5:00 p.m. on Wednesday of the previous week.

Applications will be accepted through Friday, **August 30, 1991.**

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
DODGE CITY		
19	Engineering Technician IV	Mike Ramirez (913) 296-3721 Department of Transportation
21	*Food, Drug and Lodging Surveyor II (Application Deadline: Friday, September 13, 1991)	Jo Ann Moran (913) 296-1290 Department of Health and Environment
EL DORADO		
18	Equipment Operator III	Mike Ramirez (913) 296-3721 Department of Transportation
GREAT BEND		
19	*Counselor I (Extensive Travel Required)	Marvin Tangney (316) 793-5445 Department of Human Resources
INDEPENDENCE		
16	Engineering Technician III	Mike Ramirez (913) 296-3721 Department of Transportation

SALARY RANGE

VACANT POSITIONS

CONTACT PERSON

LARNED

26	Corrections Specialist III (5 Positions - various shifts, varied hours) (Application Deadline: Friday, August 30, 1991)	Patricia Hassman (316) 285-2131 Larned Mental Health Correctional Facility
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Corrections Specialist III 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.

MANHATTAN

16	Equipment Operator II	Mike Ramirez (913) 296-3721 Department of Transportation
20	*Graphic Designer II (Application Deadline: Friday, September 6, 1991)	Kim Bowker (913) 532-6277 Kansas State University

TOPEKA

25	*Central Accountant II	Myrene Bears (913) 296-3146 Department of Administration Division of Accounts and Reports Payroll Section
25	*Central Accountant II (3 positions) (Travel Required)	Daryl Daniels (913) 296-2493 Department of Administration Division of Accounts and Reports Audit Section
13	General Maintenance and Repair Technician I	Linda Kraus (913) 296-3936 Youth Center at Topeka
36	*Information Resource Manager III (Application Deadline: Friday, September 6, 1991) (See Page 4)	Regina Aldrine (913) 296-3241 Dept. of Social and Rehabilitation Services
28	Institutional Business Administrator III	Dee Lowe (913) 296-4321 Topeka State Hospital
11	Office Assistant II (Experience using WordPerfect software is desired.)	Vicki Harding (913) 296-3140 Department of Administration Office of the Secretary
13	Office Assistant III	Donna Krier (913) 296-3077 Department of Revenue
26	*Psychologist II (See Page 4)	Dee Lowe (913) 296-4321 Topeka State Hospital

EQUAL OPPORTUNITY EMPLOYER
(Continued on Back)

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
	TOPEKA (cont.)	
27	*Public Health Nurse V (Application Deadline: Friday, August 30, 1991)	Jo Ann Moran (913) 296-1290 Department of Health and Environment
28	*Radiation Control Inspector	Jo Ann Moran (913) 296-1290 Department of Health and Environment
22	Registered Nurse II (9:00 a.m. to 6:00 p.m.)	Linda Kraus (913) 296-3936 Youth Center at Topeka
17	Safety and Security Officer II (2:00 p.m. to 10:00 p.m.)	Linda Kraus (913) 296-3936 Youth Center at Topeka
29	*Senior Public Health Laboratory Scientist (Application Deadline: Friday, September 6, 1991)	Jo Ann Moran (913) 296-1290 Department of Health and Environment
21	Social Worker II	Linda Kraus (913) 296-3936 Youth Center at Topeka
26	*Speech Pathologist/Audiologist I	Dee Lowe (913) 296-4321 Topeka State Hospital
	WINFIELD	
21	*Dietitian II	Farrel Oard (316) 221-1200
15	*Licensed Practical Nurse (Half time, variable hours)	Winfield State Hospital and Training Center
28	*Psychologist IV	
25	*Registered Nurse III (3:00 p.m. to 11:00 p.m.) (11:00 p.m. to 7:00 a.m.)	

***INFORMATION RESOURCE MANAGER III**

The Department of Social and Rehabilitation Services will be accepting applications for the position of Information Resource Manager III, salary range 36, until 5:00 p.m., September 6, 1991.

The Department is recruiting an Information Resource Manager with strong interpersonal, communication, negotiation, and problem-solving skills. Will manage a large staff of computer analysts, programmers, technicians, and clerical assistants. Staffing duties require the ability to establish and measure performance standards, provide motivation for completion of timely and accurate products, and promote creative thinking. Preferable experience with IBM compatible mainframe system hardware and operating software, including COBOL, ADABASE, Natural and others. A good working knowledge of micro-computer systems and mainframe to mini-computer to micro-computer conversions is highly desirable.

Qualifications required: Three years professional experience managing projects or supervising information technology professionals in strategic planning, fiscal management, equipment acquisition or policy development involving two or more information technologies (i.e., voice, data and video). A Masters Degree in Engineering, Business Administration, Public Administration, Telecommunications, Computer Science, Information Resource Management or Information Technology may be substituted for one year of the required experience.

For consideration, submit a letter of interest, a resume, a completed State of Kansas application form and college transcripts to: Regina Aldrine, Department of Social and Rehabilitation Services, General Services, Docking State Office Building, 915 Harrison, Room 620-S, Topeka, Kansas 66612. (913) 296-3241.

***PSYCHOLOGIST II**Necessary Special Requirements

1. At time of appointment must have authority to practice in Kansas.
2. Must have completed an APA approved clinical/counseling internship (1 year).
3. Conferral of a PhD in Clinical Psychology desired.

FYI

University of Kansas Libraries

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September 4, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

OPEN MEETINGS ON SABBATICAL LEAVE AND PROMOTION/TENURE

As announced in the August 30, 1991 OREAD, the University Committee on Sabbatical Leaves will hold an open meeting at 7:00 p.m. Thursday, September 5, in the Pioneer Room of the Burge Union.

The University Committee on Promotions and Tenure will hold its open meeting at 7:00 p.m. Wednesday, September 11 in the Jayhawk Room of the Kansas Union.

All interested persons are invited to attend.

Sandy Gilliland

PRE-RETIREMENT AND FINANCIAL PLANNING SEMINARS

The Office of Staff Benefits/Department of Human Resources has announced a seminar series on pre-retirement and financial planning. These seminars are designed for university staff age 40 and older. Information regarding the seminars was distributed recently to persons meeting this criterion. If you did not receive the information and are interested in attending, please contact Sandy Gilliland or Rex Hargis, 4-3601, or the Staff Benefits Office, 4-4946, for additional information.

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, September 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

RECEPTION FOLLOW-UP

I was very pleased to see so many Library staff turn out for the reception last week to honor Sandra Brandt and Rick Clement on the occasion of their promotion in rank and Mary Roach as the 1991 recipient of the Chancellor's Award for Distinguished Librarianship. I know that each of them very much appreciated the presence of so many colleagues and friends. I look forward to next year's get-together, as I plan to make this an annual event.

As many of you will recall, we postponed the reception from late last academic year (although the rains on Thursday struck me as very much like those of late spring!) because of a death in the family of one of the honorees. However, it strikes me that having such a reception at the opening of the academic year might be more appropriate, as a way to begin anew while calling attention to the special achievements of some of our colleagues. I welcome comments on this point or any other aspect of the reception. (We will be certain to include in next year's invitations information about the fact of a cash bar and will explore the option of offering a 'no charge' beverage.)

W. J. Crowe

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

WATSON LIBRARY EXHIBITS

The Watson Library Exhibits Committee invites and encourages all members of the staff to submit proposals for exhibits in the newly-created permanent exhibit area adjacent to the front door. Members of the committee, which includes Mike Biggins, Rob Melton, Kent Miller, and Shelley Miller, will be happy to discuss ideas you may have for timely exhibits and provide some assistance with designing, mounting, and publicizing your exhibit. New guidelines for the proposal and approval of exhibits have now been approved by the library administration and the committee is proceeding under these guidelines. They call for submission of an application form describing the proposed exhibit to the committee at least two months before the proposed opening. This is to enable the committee to plan exhibits in advance and to help ensure that exhibitors have adequate time to plan their exhibits once they have been approved. Several exhibits have already been approved for this fall and spring, but slots of time are still available. Copies of the guidelines and application form may be obtained from Mike Biggins in Slavic. A copy of the guidelines has also been placed on Reserve.

Rob Melton

STAFF DEVELOPMENT COMMITTEE SPONSORS TALKS:

Joan Geisecke, Assoc. Dean of Libraries, University of Nebraska - Lincoln, will present a talk entitled "Playing Multiple Roles: Building Effective Working Relationships in the Library." Joan will give her presentation twice in order to accommodate work schedules. Watson Conference Rooms, 10:30-noon and 1:30-3:00, September 19, 1991.

Janet Anderson-Story

BERTIE KOTAS

KULSA has received a note from Bertie Kotas' son Jim and daughter Janet:

Words cannot express our appreciation for the love and support you showed both when Bertie was in the hospital and after. She said that she enjoyed her work at the library and her coworkers more than any place else she had ever worked. Your kindness will be remembered! Jim & Janet & family

Bertie worked in the Cataloging Dept. until her retirement in 1983. She died August 19th and will be greatly missed.

Annie Williams

ELEANOR SYMONS

Eleanor Symons is recovering (nicely!) from 3 September 1991 surgery. She is in room 318 Lawrence Memorial Hospital. Visitors--in moderation--will be welcomed but, in order to meter the flow, check with Channette Kirby (Reference) first.

Bill Mitchell

ATTACHMENTS (See FYI Supplement)

Professional Issues Forum Announcement
Administrative Conference Minutes--July 15, 1991

Professional Issues Forum

**Sponsored by the
Staff Development Committee**

PRESENTS

Joan Geisecke

Associate Dean of Libraries, University of Nebraska-Lincoln

PLAYING MULTIPLE ROLES:

Building Effective Working Relationships
in the Library

SEPTEMBER 19, 1991
Watson Conference Rooms

10:30 - NOON
AND
1:30 - 3:00*

*Joan will make the same presentation both times to accommodate work schedules.

Minutes of the Administrative Conference
July 15, 1991

The Administrative Conference met at 1:00 p.m. in Watson Conference Room A. Present: Sandra Brandt, Nancy Burich, Sarah Couch, William J. Crowe, Vickie Doll, George Gibbs, Sandy Gilliland, Mary Hawkins, Susan Hitchens, Jane Hoyt, Nancy Jaeger, Donna Koepp, Sandy Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Jim Neeley, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons, LeAnn Weller, Becky Schulte (for Sherry Williams). Absent: Susan Craig, Gaile Gillespie, and Sherry Williams.

Announcements

- 1) Crowe announced that College Work Study student wage/hour allocations had arrived that week from Academic Affairs. Total allocations would be distributed to department heads as soon as possible.
- 2) Crowe told the Committee that the OCLC bill had arrived, and reflected the first year of a three-year price increase. George Gibbs would be visiting departments with OCLC terminals to talk about the effects of the increased pricing.
- 3) Crowe announced that while he was participating in the Senior Fellows program at UCLA, George Gibbs would be acting Dean. Mary Hawkins would act as backup in the event of Gibbs' absence. During the period of Crowe's absence, Nancy Jaeger and Sandy Gilliland would also of course be available for assistance.

Regarding the Budget:

- 1) Nancy Jaeger announced the call for equipment requests. Forms would be sent to all AC members.
- 2) Crowe reminded the Committee about his earlier call for fund-raising ideas.
- 3) Crowe announced Library's intention to propose a rise in photocopy charges from \$.06 to \$.07/per copy. The reason for this increase is to cover increased operating costs (student wages, equipment maintenance and supplies costs). A business plan must be submitted to Academic Affairs and a University Committee for approval before the price increase can be implemented. The plan will also be submitted to the Senate Library Committee for review. Spring implementation is targeted.

Watson Library Self-Study:

- 1) Crowe announced that he had a volunteer to chair the committee. The chair will be identifying and recommending committee members. The charge will focus on organizational structure. The target for the committee "start-up" will be late August to early September, 1991.

Other Announcements:

- 1) Descriptive data about the average age of KU librarians (including unclassified professional staff) vs. professionals in all ARL libraries was distributed.
- 2) Crowe asked the committee members to consider the option of an ARL Basic Management Skill program as a special staff development opportunity.
- 3) Crowe distributed and asked the committee members to share with staff a memo from Del Shankel dealing with work and family issues. Crowe said he had asked the administrative staff to review the Library's interpretation of scheduling and overtime. There has been no change in the University's requirements of payment of overtime for non-exempt personnel.
- 4) Crowe told the Committee that documents dealing with job reassignment had been reviewed and were being sent to Human Resources for review.

5) Crowe said he would be developing a planning statement (modeled after the documents of ARL, University of Michigan, and University of California-Berkeley) which would be presented for review by the Budget & Planning Committee and Library staff. This document would provide a planning framework for the Library.

6) Crowe announced the intended leave-of-absence by Rex Hargis for 5 mos. (approx. early October, 1991 to March 1992), and commented that there would be a need for a great deal of help in order to cover his responsibilities during his absence. There will be a statement placed in FYI requesting that staff who are interested in filling-in to notify Sandy Gilliland.

7) Crowe told the Committee that despite rumors about a "quota" on ratings for classified employee performance evaluations, this is not true.

8) Crowe suggested that with the events occurring at the Regents Center this coming year, it would be beneficial to schedule an Administrative Conference meeting there in the Spring, 1992.

Discussion

ILS:

Crowe distributed a draft memo (including pertinent data) to Del Brinkman and Brower Burchill regarding the ILS issue. Crowe asked Sandra Brandt for a briefing on the ILS situation, and invited discussion and reactions from the Committee.

Brandt presented an overview of the ILS problem: (1) more work than ILS has personnel to handle, (2) crisis management approach. Basically there are more requests in the lending unit than ILS has personnel to fill, and therefore ILS has been forced to prioritize requests which has resulted in an unmanageable backlog, penalizing some libraries (i.e. Big 8 + 4) while giving priority to others (Kansas libraries). ILS's response to requests effects KU's ability to borrow from other libraries, and has both short-term and long-term ramifications, especially when viewed with regard to formal reciprocal and cooperative agreements.

Brandt sees two possible solutions; (1) realign ILS priorities to better balance the borrowing/lending scale, and institute charges for out-of-state requests for loans and higher charges for copies, to reduce the number of requests (thus reducing the workload), or (2) add staff. Both solutions have advantages and disadvantages. KU must provide service to the other research libraries (on whom KU depends for borrowing privileges--i.e. Big 8 and other Regents libraries). But, if emphasis is shifted from Kansas libraries to this group, and Kansas requests are processed as time allows, there are significant political ramifications.

Crowe requested that Administrative Conference members consult with their staff with regard to these options, and solicit suggestions.

New Business:

1) Crowe recommended formulation of an agenda committee for Administrative Conference to consider the kinds of issues which warrant Committee attention (3 members--1 yr. appointments). He requested that those interested in serving on such a committee submit their interest to him by August 12.

2) Crowe told the Committee that he had received formal notification from Mike Richardson of Facilities Operations that there is no lightning protection installed for Watson or Spencer Library.

Submitted by,

Rhonda L. Boose

FYI

University of Kansas Libraries

Number

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September 12, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

UNCLASSIFIED VACANCY

Due to Tom Schmiedeler's resignation in July, a full-time RESEARCH ASSISTANT position is available for nine months (with the possibility of continuation), beginning October 1, 1991, with the Government Documents and Map Library's NEH grant project, dependent upon funding. The Research Assistant will index maps which appear in the US Congressional Serial Set from 1789-1969. (The Research Assistant is one of four research assistants on the project staff.) Maps are of a variety of types and on a variety of topics. Each map will be examined and indexed to include title, names of persons responsible for the map, government agencies named on the map, engravers or publishers, date, scale, projection, size, subject and geographic area covered. The project will result in a published check-list and index to about 20,000 maps that portray the history of our nation from 1789-1969. Required Qualifications: bachelor's degree with background in geography, cartography, history, art, museum studies, or librarianship; good interpersonal and communication skills; good organizational skills and an aptitude for detailed work. Preferred Qualifications: familiarity with maps and cartography; library technical processing experience. Monthly Salary: \$1,542. Excellent benefits. To apply, submit letter of application, resume, names of three references, and copies of undergraduate transcripts to: Sandra Gilliland, 502 Watson Library. Applications must be postmarked by 9/18/91.

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

ADMINISTRATIVE INTERNSHIP ANNOUNCED

Gregg Buckner will fulfill the half-time internship in the Libraries' Administrative Office beginning October 18, 1991 through March 30, 1992 while Rex Hargis, the Libraries' Student Employment Coordinator, is on military leave. While in the Administrative Office, Gregg will assume many of the responsibilities performed by Rex, including student recruitment, student payroll activities, student payroll account maintenance, student evaluations, and other related student personnel duties. Gregg's work schedule in the Administrative Office has not yet been determined; the schedule will be announced as it is available.

Gregg will continue to serve as Copying Services Supervisor during this same period of time, although on a half-time basis. Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CIVIL SERVICE EXAMINATION CALENDAR

Included in the FYI Companion Mailing to Library departments is a copy of the University's Civil Service Examination calendar for the month of September. As a reminder, any student assistant who would like to gain employment in state civil service must take an examination for the classification(s) in which he/she is interested. Contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information.

Sandy Gilliland

ANNUAL REPORT OF THE UNIVERSITY OMBUDSMAN

The FY91 Annual Report of the University Ombudsman is available for review by staff at either of the following locations: Watson Reserve or Anschutz Science Library Reserve.

Sandy Gilliland

LIBRARY GRIEVANCE COMMITTEE MEMBERSHIP ANNOUNCED

Although results of elections for the classified and unclassified members of the Libraries' Grievance Committee were announced in separate issues of FYI previously, listed below please find the names of the 10 library staff who form the "core committee" of the Libraries' Grievance Committee for fiscal year 1992:

Unclassified: Mike Biggins, Slavic; Kathryn Graves, Reference; Sandra Brandt, ILS; Sarah Haines, Special Collections; and Mary Rosenbloom, Reference.

Classified: Judy Brow, ILS; Verna Froese, Acquisitions; Al Mauler, Cataloging; Inge Starr, Documents; and Denise Swartz, Administrative Office.

A copy of the Libraries' Grievance Procedure is available from any member of the Committee, or from Sandy Gilliland, 4-3601.

Sandy Gilliland

BALLOT FOR COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH

This committee consists of 3 librarians, one from each rank and serves for one year. With regard to the members of this committee, the Nominating and Ballot Committee is attaching a list of all tenure track librarians, dean, and assistant deans who may wish to serve. If you do NOT wish to be on this committee, please notify any of the N&B members (Jennie Dienes, 4-4420 [8 a.m.-noon]; Mike Biggins, 4-3957; or Saralinda Rhodes, 4-3366) by THURSDAY, September 19, 1991, 5:00 P.M. Thank you.

Jennie Dienes

STUDENT TASK FORCE COMMITTEE

The Student Task Force Committee would like to thank everyone who has turned in their survey concerning student assistants. For those that would still like to submit their responses and have not done so please remember to do so by next Monday, September 16. If you have misplaced yours and need another please send an e-mail note to me (lleon) or give me a call (3476). Please remind your student assistants in your department. The committee is planning to have an open meeting for anyone that would like to express their thoughts verbally. The date and time will be announced in FYI. Thank you.

Lars Leon

(continued)

ARL SPEC KITS RECEIVED

Two ARL Spec Kits have been received in Serials this week. Kit 172 "Information desk in ARL Libraries" for March 1991 and Kit 173 "Staff Recognition Awards in ARL Libraries" for April 1991 should be available in Periodicals by the end of the week.

Kent Miller

BINDING CONTRACT

Earlier this year I circulated an announcement to interested staff regarding the need to rebid the binding contract in January 1992 and the opportunity which this presented to revise the contractual provisions. I asked for input and offered to meet with interested parties. At this time I am preparing to meet with representatives of the KU Law Library and Kansas State University to discuss the contract modifications. The topics which I intend to discuss with them are: (1) tightening of the specifications on adhesive binding, (2) the writing of a specification for binding without collation charges, (3) provision for requesting binding without rounding and backing, (4) provision for requesting that selected volumes be cased in flush with the bottom of the casing, and some modifications to the description of the automated system support which is part of this contract.

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, Monday, September 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

PAPER RECYCLING PILOT PROGRAM IN WATSON LIBRARY

Watson Library staff began participating in a paper recycling pilot project conducted by the Environmental Ombudsman's Office on 8/14/91. Although the primary purpose of the pilot project is to assess the participation and requirements of library staff and University Housekeeping for the effective collection of paper, the project has resulted in the collection of almost one ton of recyclable paper since the project began.

A memorandum updating library staff on operations and modifications for the project was distributed and posted throughout participating library work stations on 8/30/91. The memorandum also addressed some of the uncertainties staff had about acceptable and unacceptable grades of paper for the project.

The comments and concerns about the project from library staff have and will continue to be our best resource for designing a feasible and convenient paper recycling program in the future. Library staff will be given the first of two project-related questionnaires (the second one will be given after the project is completed on 10/11/91) on Monday, September 16.

Kris Gottschalk
Environmental Ombudsman's Office

(continued)

COPYING SERVICES OFFICE HOURS

From September 12--October 5, the Copying Services office will be staffed as follows: Sunday / 1:00-6:45 p.m.; Monday--Thursday / 8:00a.m.--6:45p.m.; Friday / 8:00a.m.--5:45p.m.; Saturday / 10:00a.m.--4:45p.m. Effective October 6--December 19, the office will be staffed as follows: Sunday / 1:00--7:45p.m.; Monday--Thursday / 8:00a.m.--7:45p.m.; Friday / 8:00a.m.--6:45p.m.; Saturday / 10:00a.m.--4:45p.m. Copying Services will be closed on Thursday, Nov. 28. The self-service equipment is available for all hours that the library is open. Emergency assistance with copiers and reader-printers will be available from Alex Garman, the Periodicals Reading Room Night Supervisor, from 6:00--10:00p.m., Sunday--Thursday only. Neither staff produced copying nor change will be available outside of the hours that the Copying Services office is staffed. However, each Vendamat tower attached to the 3M/Lanier copiers will provide change in coins for one and five dollar bills. Questions and comments may be directed to Kent Miller and Sarah Couch.

Sarah Couch

MICROFORMS COLLECTION HOURS

The Microforms Collection hours of service for Fall 1991 are:

Monday--Thursday	9:30a.m.-5:00p.m. 7:00p.m.-10:00p.m.
Friday	9:30a.m.-5:00p.m.
Saturday	1:00p.m.-5:00p.m.
Sunday	1:00p.m.-5:00p.m. 7:00p.m.-10:00p.m.

Sherry Hawkins

KULSA

We have received a note from Eleanor:

Dear friends and colleagues: Your floral gift was waiting for me in Room 318 when I returned from the recovery room on Tuesday, and I enjoyed it all four days I was in the hospital. Thank you for it and for all of you who prayed, telephoned, visited, and kept in touch in so many ways. I was truly strengthened by all of you. I continue to gather strength every day (It's good to be eating real food again) Won't be up in the Library for several weeks, but I'll be in touch. My love to you all, Eleanor.

Annie Williams

TGIF

Let's plan to relax at the Union this Friday afternoon about 4:30 -- in the Hawk's Nest area if there's room.

Annie Williams

ATTACHMENTS (See FYI Supplement)

Emergency and Disaster Plan Committee Minutes--22 July 1991, 12 August 1991
 LFA Exec Minutes--August 27, 1991, August 29, 1991, August 30, 1991
 Nominating and Ballots Committee--August 23, 1991
 Personnel Committee Minutes--July 18, 1991
 Promotion and Tenure Committee Minutes--June 18, 1991
 Salary Committee Minutes--23 Aug 91
 Staff Development Committee Minutes--August 20, 1991, August 28, 1991
 Staff Orientation Committee Minutes--8/19/91

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 22 July 1991

Present: Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte, George Gibbs (Ex-off.) Mary Burchill
Absent: Gordon Anderson

Approved minutes of 8 July 1991.

Hewitt gave an unofficial report on the disaster-in-progress at Anschutz: about 2:30 this afternoon something (sun?) caused a sprinkler head in the entryway to discharge. Although that in itself constituted a major glitch, there were also some associated minor (potentially major) glitches, including: 1) the Hoch security fence prevented fire trucks from getting to the building; 2) F.O. being notified directly was somewhat slow to respond (perhaps a faster response could be achieved by calling 911 or 4-4770 and 911); 3) west fire door wouldn't open for evacuation. A post-mortem will be instructional.

Schulte reported that a friend had attended a "disaster mitigation" workshop at the Campbell Center, Mt. Carroll, IL, and had shared some of the handouts with her; she will read and report at a future meeting, as well as contributing the material to "the box."

Future meetings were set for 8:30-10:00 Thursdays: 5,19 Sept., 3,17,31 Oct., 14 Nov.

Craig checked to make sure we all had received the copies she had sent (record of her conversation with Lt. Mullens, communication from K. Simmons, University Emergency Plan Policy); she explained that the University Policy, which was 3 years in the making, is only the first stage and that two more sections of it are now under development. She announced that Lt. Mullens would attend our next meeting and suggested that we read both the UEP and the Mullens/Craig transcript preparatory to it. Although Mullens isn't affiliated with KUPD, he also serves on the "City Fire Board" [i.e., Fire Code Appeals Board] so will be able to answer questions related to both police and fire departments.

Subcommittee reports:

Directory of Services. Schulte handed out a draft of the text, Burchill a draft of the index, both of which stirred discussion and suggestions. Another draft of each will be prepared for future discussion.

Facilities Survey. K. Miller reported that all sites except Anschutz and Law had been visited (both to be done this week) and reports on each are in process. Not surprisingly, all units have some problems, a few of which are potentially serious. The subcommittee members learn something with each visitation. A final report may be ready in early September.

Emergency Manual. M. Miller reported that she and Hewitt have discussed the Art Library model and its applicability to Watson and Anschutz, but that their manuals had not yet reached the draft stage.

It is expected that questions from Lt. Mullens re: police, fire and emergency preparedness will occupy the entire time next meeting, 12 August 1991.

Bill Mitchell, recorder

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 12 August 1991

Present: Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Mary Miller, Bill Mitchell, Becky Schulte, George Gibbs (Ex-off.)

Absent: Gordon Anderson, Mary Burchill, Kent Miller

Guest: Lt. John Mullens, KUPD

Approved minutes of 22 July 1991, with corrections.

Craig introduced Lt. Mullens who filled us in on his background, current duties and of his long-term involvement with University planning for emergencies. He briefly explained the University Emergency Plan Policy, recently promulgated by the Executive Vice Chancellor, saying that it was intentionally generic and that it was intended that individual University units should create their own plans under its umbrella. He then responded to questions.

What's the difference between "minor" and "major" emergencies? Minor is "everyday," involving only regular on-site staff, perhaps 1 or 2 police officers, say 1 fire truck; it qualifies as major if any of the units involved have to call in extra people; and it escalates to "disaster" status when the local community cannot function and outside resources have to be called in.

Although a number of University units are identified by name in the section on organization in the UEPP, the Libraries are not; why? Libraries are included in 6.16 ("Other...")

Does KUPD maintain a list of contact people in all University units? Yes, but KUPD would appreciate units establishing their own calling trees since PD will call only until they contact one person in the unit; further intra-unit communication is up to the unit.

In response to an inquiry about standpipes he explained the 3 basic types: dry, charged and delay. The fire department will never use local fire hose (of unknown strength) but will attach their own.

Yes, it is advisable to test the fire alarm system; he would encourage both tests and drills. A fire truck will respond even to a known test but that's OK with KUPD & LFD.

There is no pat answer to how to respond in the event of simultaneous fire alarm and severe weather warning (as, e.g., the Watson fire alarm the afternoon of the Hoch fire, when the lightning was dangerous). Make a judgment as to which poses the most serious threat.

We asked for clarification regarding proper Watson fire exit routes, there being conflicting instructions extant, especially regarding the center stair. An open stairwell (such as Watson's main center stair and West and Center Stack stairs) doesn't count as a fire stair and should not be used on account of its chimney-like nature. During a tornado, on the other hand, the main center stair would be an excellent choice.

In a building with no PA system, should the fire alarm ever be used to announce the need for evacuation? It has been done when there was an urgent need for prompt and total evacuation and insufficient staff to accomplish the task. Not something to be done lightly.

The barrier described to direct people "up" in the Anschutz back fire stair and which impedes traffic through the fire door should probably be replaced by a directional sign.

Should we evacuate on every fire alarm? Yes.

How far should evacuees get away from the building? Keep emergency personnel entry points clear but other than that don't worry about it because PD will take charge and move people as appropriate. If the evacuation is caused by a bomb threat, people should stay away from windows.

In response to a question about ambulance authorization, he said that if a person is incapacitated for an unknown reason, call 911; that will generate an ambulance and relieve the Libraries of liability. There is no charge for the ambulance unless a person is transported in it. If we want someone to talk to us about medical emergencies, call Ted MacFarlane (841-7777).

Always call 911 first in any emergency because speed of response is of the essence. The dispatcher who receives the 911 call broadcasts the message simultaneously on 5 radio frequencies, notifying police, fire, ambulance, F.O. and campus security. Yes, call 911 even after an alarm has sounded in a building--if staffing is available--in order to fill in details of the nature, extent, location of the emergency; the dispatcher will relay this to emergency units on-site or en route.

Does the campus 911 system identify the source of a call? Yes.

The standard instruction in case of discovery of a fire is to sound the alarm and get out. Staff is not required or expected to fight the fire, although neither is it forbidden.

FD will not only fight fires (generally with fog instead of stream) but will try to reduce collateral damage. They carry tarps for covering things but they can never carry enough; it would be to our advantage to have a supply of sheet plastic available for them to use.

After thanking Lt. Mullens for a very useful and informative session, a few committee housekeeping matters were taken up in the limited time remaining: Future meetings (8:30-10:00 Thursdays) will be in Anschutz. Schulte distributed the newest draft of "Local Disaster Resources," with a request for comments after we've reviewed it. Anderson-S reported that the Facilities Survey subcommittee had completed all site surveys. M. Miller and Hewitt indicated that their draft emergency manuals (Watson and Anschutz) were almost ready. Craig is concerned about what kind of a backup the Library has for its catalogs, will distribute a John Miller note on the subject and would like to get it on a future agenda. Subcommittee reports will be heard at the next meeting (5 Sept. 1991)

Bill Mitchell, recorder

cc: Lt. Mullens

NOMINATING AND BALLOTS COMMITTEE

August 23, 1991

Present: Biggins, Dienes, Rhodes.

N&B met to designate officers for FY 91/92. Jennie Dienes will continue as Chair, Mike Biggins will act as Secretary.

Submitted by Mike Biggins

Library Faculty Assembly
Executive Committee Meeting: Minutes
August 27, 1991

Present: S. Miller, K. Miller, M. Roach, R. Schulte, R. Clement,
G. Husic

Absent: S. Gilliland

Exec minutes of August 12, 1991 were approved as amended. Minutes of the Nominating and Ballot Committee for July 26 and Aug. 14 were accepted.

A packet of materials was distributed relating to LFA Code changes made last year and this year's committee charges. M. Roach volunteered to up-date the code incorporating last year's changes.

The Chair reported that he met with Dean Crowe and discussed a number of topics: criteria for the evaluation of librarians, the status of the unclassified professional staff report, Classified Conference issues, the Library Staff Handbook, CESR and charges for the Salaries and Benefits Committee. These are all issues which will probably be discussed at our next meeting with the Dean.

The remainder of the meeting was spent discussing the annual reports and charges of the Budget and Planning Committee, LCPT and Staff Development.

Our next meeting is scheduled for Thurs. Aug. 29 at 10:00 a.m. We may also need to meet on Fri. Aug. 30 at 8:30 a.m. Both of these meetings will be in Meeting Room A.

Submitted by Rebecca Schulte

Library Faculty Assembly
Executive Committee Meeting: Minutes
August 29, 1991

Present: M. Roach, S. Miller, K. Miller, B. Schulte, S. Gilliland,
J. Husic

Absent: R. Clement

Announcements: M. Roach completed the update of the LFA Code, S.
Miller will proofread.

Minutes: Nominating and Ballot Committee minutes of Aug. 23, 1991
were accepted. Exec minutes of Aug. 27, 1991 were approved as
needed.

The Chair distributed drafts of LFA committee charges which were
discussed by Exec during the remainder of the meeting.

The next meeting is scheduled for Friday Aug. 30 at 8:30 a.m. in
Meeting Room A.

Submitted by Rebecca Schulte

Library Faculty Assembly
Executive Committee Meeting: Minutes
August 30, 1991

Present: M. Roach, S. Miller, K. Miller, B. Schulte, G. Husic,
S. Gilliland, R. Clement

Minutes Exec minutes of August 29, 1991 were approved as amended. Staff Development Committee minutes of August 20, 1991 were accepted.

Announcements It had been brought to the attention of the Chair that copies of the confidential interviews which were conducted with each librarian by the Peer Review Task Force in 1987 are still in existence. The question of the disposition of these documents had been raised. After some discussion, the decision was made to destroy the interviews rather than place them in the Library's archives because of the confidential nature of the materials.

CESR Elections Nominating and Ballot will be directed to construct a ballot for the election of tenure track librarians to serve on the Committee to Evaluate Service and Research for this year.

LFA Meeting The first LFA meeting of the year has been tentatively scheduled for Wednesday, Oct. 30 from 10:00 a.m. to 12 noon in the combined meeting rooms.

Exec Agenda The remainder of the meeting was spent developing the agenda for the next Exec meeting with Dean Crowe. Some of the topics which will be discussed are: Salaries and Benefits Committee charges, librarian evaluations, and joint committee governance issues. Sandy will provide copies of blank FASARS for that meeting to facilitate discussion.

Next Meeting The next meeting of Exec is scheduled for Monday Sept. 9 at 10:00 a.m. in Meeting Room A.

Submitted by Rebecca Schulte

Personnel Committee Minutes - July 18, 1991

Members David Benjamin, Gregg Buckner (absent), Gaile Burchill, Susan Hamilton, Al Mauler, Brenda Owens
Guest: Verna Froese

New members were introduced. It was determined that Gregg, Gaile, Susan and Brenda are now serving the second year of their two year term. David and Al are beginning the first year of their two year term. David was selected as the new Chair and Gaile will continue as Secretary.

Three section reports from the Working Conditions Survey have been drafted and distributed. We are waiting for two more drafts which will be distributed to all members. Gaile offered to draft the final report and will distribute this draft before the next meeting.

All committee members were urged to communicate with Gaile their comments, suggested recommendations, etc. to Gaile via phone, e-mail or by written document over the next week or so.

David offered to draft a report of the Student Awards Survey which will be submitted to CC Exec. for comments and approval. It will then be offered to the Student Employee Task Force. This draft should also be distributed prior to the next PC meeting.

Our next meeting was scheduled for August 8 from 10:00 - 12:00 in Watson B.

Personnel Committee Minutes - August 8, 1991

Members: David Benjamin, Gregg Buckner, Gaile Burchill, Susan Hamilton, Al Mauler, Brenda Owens
Guest: Verna Froese

1. David distributed a draft copy summary of the Student Award Program Survey. Comments should be directed to David. A final draft of this document will be distributed to all Exec. Bd. members at the August 15 meeting for review and approval at the next Exec. Bd. meeting on August 27.
2. Gaile received many good comments on the draft report for the Working Conditions Survey. She will prepare a second draft to be distributed to all members by the end of the week. Additional comments will then be accepted through noon on August 14. The final draft will be distributed to Exec. Bd. members at the August 15 meeting for review and approval at the next Exec. Bd. meeting August 27.
3. David distributed copy of a memo to all PC members and all Exec. Bd. members of the Classified Conference regarding the transfer of a staff position from Science to Watson Reference. The transfer will be announced at large in the August 8 *FYI*. You may refer any staff with questions or concerns to David or to Sandy Gilliland.
4. It was decided that this year the Personnel Committee would like to develop an employee recognition program for classified employees. Gaile will send David what information she has on this, including a copy of the Outstanding Librarian award guidelines. David will draft a working document for our next meeting.
5. David requested that all members of the committee think over what other Personnel issues we would like to tackle this year. We will continue this discussion later.

The next meeting will be scheduled by David (about a month) and he will notify all members by e-mail.

Library Committee on Promotion and Tenure

Minutes, June 18, 1991

Present: Mary Roach, chair, Sally Haines, Barbara Jones, Jim Neeley, Mary Rosenbloom, Marilyn Clark, Bill Crowe, Dean. [Susan Hitchens, absent]

The Committee reviewed responses of librarians who attended the information meeting for untenured librarians in May. In general, responses to the meeting were very positive.

The Committee recommends that similar information meetings for untenured librarians be held on an annual basis. Outlines of the May presentation and attendees' comments will be made available to next year's LCPT.

The responses concerning mid-career review and mentorship were also discussed and LCPT recommends that the LFA Executive Committee pursue these matters during the next year.

It is also recommended that LFA Executive work out an appropriate method to get the Library III sequence on LCPT back in synchronization.

The committee discussed deadlines for next year's promotion, tenure, and sabbatical candidates as well as its own schedule of deliberations.

Mary Roach thanked the committee for the year's work and contributions.

Minutes submitted by Marilyn Clark
21 June 1991

UNIVERSITY OF KANSAS LIBRARIES
SALARY COMMITTEE

MINUTES OF MEETING 23 Aug 91

Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

Brad was nominated to be chair and elected by acclamation.
Barb volunteered to be secretary; there were no objections.

Brad described the previous year's activities and Sandy described the "benefits box" now being reviewed by the LFA Executive Committee. She suggested that this year's committee might wish to review the contents.

Last year the committee worked with the Dean on the annual budget request. We may want to monitor the issue of librarian vs. faculty salaries over a period of years even though at the present time there is no significant discrepancy.

The ballot for merit salary distribution was explained in an LFA general meeting. Voter turnout for the balloting was low.

It was suggested that this year's committee might want to work on a presentation to an LFA general meeting of the philosophy of merit distributions and the history of KU's situation.

Sandy presented for the committee's consideration a comparative review of the four different retirement programs presently available to KU faculty. This document was prepared by the Staff Benefits Section and will be filed in the "benefits box." Sandy offered, and the committee agreed, to distribute a copy of the survey to librarians and unclassified staff.

Next meeting to be announced; we hope to meet with the Dean to discuss plans for possible committee activity.

Respectfully submitted,

Barb Gaeddert, Secretary
4 Sep 91

Staff Development Committee

Minutes

Meeting of August 20, 1991

The Staff Development Committee met at 3pm in the Anschutz Library conference room. In attendance were Lorrie Knox, Susan Hitchens, Julie Hoff, Janet Anderson-Story and Carole Dibben.

Officers were elected. Lorrie Knox will be chair and Carole Dibben will be secretary.

Wednesday at 10:30 am in Anschutz Library conference room was tentatively set as the regular time and place.

Lorrie Knox will consult Kent Miller, LFA chair, concerning the Dean's recommendation that Sandy Gilliland sit as an ex-officio member of the committee this year.

Responsibilities of the committee members are as follows: Susan Hitchens and Janet Anderson-Story will share the responsibility of producing the newsletter. Julie Hoff will be the liaison for the Staff Orientation Committee. The entire committee will be responsible for workshops. Rich Ring will be in charge of site visits. Carole Dibben will collect fund requests for travel and workshops. Everyone will be responsible for selecting and making arrangements for speakers to come.

Discussed suggestions for site visits which included a recommendation to revisit Topeka Public Library and to visit Judicial Library of the Kansas Supreme Court, Washburn University Library, Ft Leavenworth's Military College Library, Medical Library at the VA in Leavenworth or Topeka, library at the Federal Penitentiary in Leavenworth. These will be given to Rich Ring to research and plan for a site visit in October.

Carole Dibben

Staff Development Committee

Minutes

Meeting of August 28, 1991

Present: Julie Hoff, Susan Hitchens, Lorrie Knox, Janet Anderson-Story, Rich Ring, Sandy Gilliland and Carole Dibben

The Staff Development Committee met at 10:30 am in the Anschutz Library conference room. Minutes for August 20, 1991, were amended and approved.

Discussed a memo to Kent Miller, LFA chair, concerning the Library's Personnel Officer serving on the Staff Development Committee on an informal basis.

Discussed fund requests which were submitted for the August 15 deadline. Assigned the number of shares to be used for each request and will assign share amounts when the amount of the share has been determined. Carole is to talk with Linda Evans about the total number of shares assigned last year and obtain the average amount of a share last year.

SDC will meet with Dean Crowe on Thursday, September 12, 10:00am to 11:30am. Sandy will arrange for the meeting place.

Janet has made contact with Joan Giesecke, Associate Dean of Technical Services at University of Nebraska, Lincoln, who has agreed to present a workshop here. A very tentative date of September 19 has been set, but will be in late September if this date does not work out. Her presentation will be about 1-1/2 hours in length. The topic will be "Building Effective Working Relationships with Your Boss and Your Staff". Negotiations are still in process but it is hoped that she will be able to do two presentations, one in the morning and one in the afternoon. There is a possibility that her presentation will include a case study if it is applicable to an academic library setting.

Next SDC meeting will be September 4, 10:30 am in Anschutz Conference Room.

Carole Dibben

Committee on Staff Orientation
Minutes of the 8/19/91 meeting

Present: Paulette DiFilippo, Sandy Gilliland, Carmen Orth-Alfie, Connie Powell, Michael Wilson.

The Committee on Staff Orientation held its first meeting of the new fiscal year on August 19th. Although the Staff Development Committee representative to this committee had not yet been named, the Orientation Committee met to review last year's activities.

The committee discussed last year's Orientation Tours program, the slide-tape preservation program, new staff luncheons, and the brown bag luncheon with library administrators and governance representatives. The success (or lack of success) of each program was discussed.

The committee also discussed several ideas for activities this year (most of which were included in last year's committee's annual report), including surveying supervisors for their input on the Orientation Tours program, conducting tours, and preparing information for the Fall 1991 LFA general meeting.

A complete set of minutes from last year's committee and all of the tour evaluation sheets will be made available to new committee members for their review.

The next meeting of the committee will be held as soon as possible following the naming of the Staff Development Committee representative to elect officers.

Submitted by,

Sandy Gilliland

Library Automation Committee
Minutes -- August 21, 1991

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

Guest: Gary Susott (for Annamarie Hill)

A. Standard Business

1. Meetings are scheduled for the following Wednesdays at 1:30pm: September 11, 18 and 25 (all Watson A).
2. Minutes from the July 31 meeting were approved.
3. Programming status report:
 - a. PROGREQ -- no report today as Annamarie was absent.

B. Other reports and announcements

1. INQUIRE/Text payment is in process following successful installation. An approved press release will be issued by Infodata. Committee members requested copies of the press release and to know where it will be published. John will follow-up on these requests;
2. George mentioned, and John agreed, that previous minutes of the committee relating our discussion of the merits of migrating to a commercial system have stimulated a number of comments and questions from staff. It has even stimulated a group of staff in the Cataloging Department to form an "OCAT Study Group;"
3. John summarized a meeting held yesterday (Nancy Jaeger, Mary Hawkins, Mary Roach, Sandra Brandt, John Miller and staff from Networking, Telecommunications, and Facilities Operations) to discuss the ILS move into the West Reading Room. The goal is to be ready to move by January 6, 1992. Networking and Telecommunications see no problems in meeting that deadline if FO can install power by early December. Due to large staff cuts in FO, however, that may not be possible. Any delay in installing power would cause a delay in the entire process. The library is now awaiting cost and time estimates from the three other agencies;
4. Bill reported on a CODDL meeting held yesterday. They met with Stanley Koplick, executive secretary of the Board of Regents, to discuss strategy for presenting the Systemwide Access proposal to the Regents this fall. He seemed very supportive and asked what he could do to advance the cause. CODDL will meet a week before the scheduled Regents meeting to plot presentation; [background: CODDL has already presented the proposal with considerable success to the Council of Chief Academic Officers (COCAO) and the Council of Presidents (COPS). The original schedule was to present it to the Board of Regents this summer following the presentation to COCAO, but that was delayed and a presentation was made to COPS instead. -- JSM]
5. The borrowing module of SAVEIT is up and running in ILS. The lending module will begin in a few weeks.

C. Projects under consideration

1. Bill distributed a draft charge for a Shared Electronic Resources Committee (originally drafted by John) and asked for criticism and comment by committee members before September 9. It will be discussed in the following few LAC meetings;
2. Project tracking proposal: John distributed an abbreviated summary list of committee members' prioritized programming projects, as called for in the last meeting. The members who have not yet contributed their lists were asked to get them to John by Labor Day. All committee members agreed to sharing their original documents with each other in addition to the compiled list John is creating. John will be adding additional information (justification, etc.) to the draft list distributed today.

The rest of the discussion focused on how the committee will go about making the decision on what programming projects to proceed with in the near future. The document being created will be distributed more widely and certain discussion meeting will be held (possibly a mix of large open-meetings and small, more focussed meetings.)

Gary spoke at length on the Computer Center's anticipated acquisition of CASE (computer assisted systems engineering) tools, which will provide an entirely new environment in which to design and develop integrated computer systems. Use of CASE tools can bring many advantages, including much better documentation, much less data redundancy, and greater ease of change or enhancement. Gary will arrange a demonstration of the software capabilities when the product arrives sometime this fall. He was emphatic that the Libraries could have access to this software very soon after it arrives at KU.

Gary stressed that now, with the acquisition of the CASE tools, is an opportune time to start over with any new system development being done within an overall model developed with the new tools. He estimated it would take one staff several months to use the tools to develop a new overall system and data model.

John stated that there are probably three choices for systems development at KU: (1) continue development or rewriting of existing modules along the lines of previous development (e.g., doing a new circ system to fit together with the existing cataloging and serials systems); (2) start over with a new integrated model developed with CASE tools and write new or revised modules to fit into that model (e.g., doing a new circ system as the first module of a new integrated system, not linked at the beginning to other systems); and (3) concentrate effort on migration to a commercial system while doing modest fixes and enhancements of existing systems. Gary disagreed in that he thought a new circulation system could be written that would combine the first two approaches, i.e., be based on a new design but still mesh with existing systems. Considerable discussion followed without any clear direction emerging. Needless to say, this discussion will continue.

THE UNIVERSITY OF KANSAS LIBRARIES
LIBRARIANS ELIGIBLE TO SERVE ON CESR & LCPT

FY92

Librarian I

Biggins, Michael
Emde, Judith
Eshelman, Nicholas
Graves, Kathryn
Hoff, Julie
Husic, Geoff
Knox, Lorraine
Pardue, David
Powell, E. Constance
Rhodes, Saralinda
Richardson, John
Rosenbloom, Mary
Schaffner, Bradley
Schulte, Rebecca
Waters, Julie

Librarian II

Anderson, Gordon
Anderson, Roger
Clement, Richard
DiFilippo, Paulette
Gaeddert, Barbara
Gillespie, E. Gaele
Haines, Sarah
Hitchens, Susan
Koepp, Donna
Lohrentz, Kenneth
Melton, Robert
Miller, Kent
Miller, Rachel
Miller, Shelley
Neeley, Kathleen
Ring, Richard
Weller, LeAnn
Williams, Ann

Librarian III

Brandt, Sandra
Burich, Nancy
Clark, Marilyn
Craig, Susan
Gates, Earl
Helyar, L.E. James
Hyde, Ann
Jones, Barbara
Kehde, Edward
Mason, Alexandra
Mitchell, William
Moore, Lorraine
Neeley, James
Nugent, John
Roach, Mary
Symons, Eleanor
Williams, Sheryl
Wilson, Margaret

Administrative

Crowe, William (Dean, LIII)
Gibbs, George (Asst. Dean,
LIII)
Hawkins, Mary (Asst. Dean,
LIII)
Miller, John (LII)

FYI

University of Kansas Libraries

Number

1139

September 19, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Department for Spain, Portugal, and Latin America (SPLAT). A copy of the position description is available from Rex Hargis, 502 Watson Library. Responsibilities of this position include: 1) Supervision of student assistants (55%); 2) Bibliographic searching (15%); 3) Exchanges and gifts (15%); and 4) Assistance in overall functioning of the department (15%). 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 Qualification: 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's salary scale, at a beginning annual salary of \$16,356. Library staff interested in applying for this vacancy will be asked to complete a "Request for Promotion or Transfer" form, available from Rex Hargis, 4-3601. **Applications are due by 5:00 p.m. Friday, September 27, 1991.**

THE UNIVERSITY OF KANSAS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND, AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

LIBRARY INSTRUCTION DISCUSSION GROUP

Several staff members have mentioned an interest in meeting informally to discuss library instruction issues. We are thinking of getting together once a month or so, probably over lunch, to share ideas and expertise. If you would like to participate, please send me your name and I'll put you on the notification list. Mary Rosenbloom, Reference Dept., e-mail mrosenbl; ph# 4-3366

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CLASSIFIED CONFERENCE REP TO BUDGET AND PLANNING

Penny Donaldson has been elected by the Classified Conference to serve on the Committee on Budget and Planning through June 1993.

Verna Froese

LIBRARY FACULTY ASSEMBLY GENERAL MEETING

LFA Exec has selected October 30 at 10:00 A.M. for the first general meeting of the Library Faculty Assembly membership for this academic year. Agenda for this meeting will be announced at a later date.

Kent Miller

USE OF ADHESIVES AND TAPE ON LIBRARY MATERIALS

Document repair tape and neutral pH adhesive are available from Bindery Prep/Repair for all staff members who repair pages or insert materials without an adhesive backing into volumes (gift plates, errata sheets, etc.). Most pressure sensitive mending tapes have adhesives which are high in acidity and quite damaging to our books. Adhesives such as Elmer's Glue, rubber cement or other items normally available through office supply channels are also quite high in acid content. Library materials are to be repaired or made shelf-ready only with adhesives and tape secured from Bindery Prep. Please contact me if this policy creates difficulties for any unit.

Kent Miller

STUDENT TASK FORCE COMMITTEE

The Student Task Force Committee has set up a meeting for any staff member who would like to provide additional comment on student wages and benefits. It is scheduled for Wednesday, September 25 from 9:30 to 10:30 in Watson Conference Room A. Additional comments can be addressed to the committee at that time or at any time to any committee member (Lars Leon, Acquisitions; Gregg Buckner, Copying Services; Bayliss Harsh, Reserve; Lorrie Knox, Anschutz Science Library; Jan Altenbernd, Art Library). Thank you.

Lars Leon

ATTACHMENTS (See FYI Supplement)

Library Faculty Assembly Minutes--September 9, 1991

Libraries Committee on Promotion and Tenure--August 22, 1991

Staff Development Committee Minutes--September 4, 1991

Staff Orientation Committee Minutes--August 29, 1991

Library Faculty Assembly
Executive Committee Meeting: Minutes
Sept. 9, 1991

Present: M. Roach, R. Clement, G. Husic, S. Gilliland,
B. Schulte, S. Miller, W. Crowe as guest

Absent: K. Miller

CESR Dean Crowe was asked his opinion concerning several issues related to CESR evaluation of the Service and Research section of the Faculty and Staff Annual Report. He was asked whether he felt that it would be a problem for members of CESR to have access to all portions of the FASAR including Section 1, Statements Relative to the Library Assignment, which is currently only seen by the immediate supervisor, the appropriate Assistant Dean and the Dean of Libraries. The Dean thought that there may be things written into Section 1 that some librarians may not want others (outside the administrative line) to see. He was also asked if he felt that more specific evaluation guidelines would be appropriate. He observed that due to the wide range of position responsibilities and differing expectations that producing guidelines will be very difficult. Overall, the Dean felt that the committee should rely upon the two Assistant Deans and himself (the only people to see all) to ensure that all parts of the FASAR are weighed for the final rating. He suggested that our charge to CESR should remain broad, given the diversity of the LFA.

Salaries and Benefits Committee Dean Crowe was also asked whether he had any suggestions for specific charges for the Salaries and Benefits Committee. He offered no suggestion, other than to encourage the committee to "follow the data" to suggest where their efforts might best be applied.

Classified Conference Joint Committees When asked about his opinion concerning the possibility of joint LFA and Classified Conference committees, the Dean asked what is meant by joint committee. After some discussion, Exec decided to pursue the idea further at a joint Classified Conference Executive Board and LFA Exec meeting which we hope to schedule this fall. Dean Crowe suggested that perhaps the Chairs of both groups also could meet with him at the same time on a periodic basis to further facilitate communication.

Announcements The Dean stated that he is working on a "planning statement" for the Library. He foresees this as a touchstone document to be referred to and up-dated through the next decade. Dean Crowe is planning to present it to the Budget and Planning Committee to get a sense of where it should next be reviewed as it moves through the Library's administrative and governance structures (as well as the Senate Library Committee and the University administration).

He also announced that he had received a question about Kansas Statute 74-9301 defining INK the Information Network of Kansas and its ramifications on libraries in Kansas. He is investigating further.

(The Dean left at this point in the meeting.)

Minutes Exec accepted minutes from the following committees: Staff Development, Aug. 28, 1991; Salaries and Benefits, Aug. 23, 1991; LCPT, June 18, 1991; and Staff Orientation, Aug. 19, 1991. Exec also reviewed its own committee minutes from Aug. 30, 1991. These were accepted with minor corrections and pending review by the Chair.

Next Meeting The next meeting of Exec will be held on Monday, September 16, 1991 in Watson Meeting Room A.

Submitted by Rebecca Schulte

MINUTES: Libraries Committee on Promotion and Tenure

DATE: August 22, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson.

As the first order of business, the committee elected Jim Neeley chair and Brad Schaffner recording secretary for the upcoming year.

It appears that the committee will evaluate six tenure files, one or more promotion files, and one or more requests for sabbatical leave.

The committee reviewed the Timeline for Tenure Process, 1991-92. ~~All members were encouraged to attend the open meeting of the University Committee on Promotion and Tenure (UCPT).~~ The meeting will be held in the Kansas Union Jayhawk Room at 7 p.m. September 11, 1991. The committee also received copies of the Libraries Committee On Promotion and Tenure Guide Book. The members were asked to read over the guide before the next meeting.

Our next meeting will be an orientation session to discuss the tenure process.

Brad Schaffner, secretary

Staff Development Committee

Minutes

Meeting of September 4, 1991

Present: Julie Hoff, Susan Hitchens, Lorrie Knox, Janet Anderson-Story, Rich Ring, Sandy Gilliland and Carole Dibben.

The SDC met at 10:30 am in the Anschutz Library conference room. Minutes for the August 28, 1991, meeting were amended and approved.

Janet reported that Joan Giesecke, Associate Dean of Technical Services, University of Nebraska at Lincoln will be presenting two workshops on September 19 from 10:30 am - noon and from 1:30 pm - 3:00 pm. Her presentations will be identical so that people may select the time which best fits their schedules. Invitations to attend will be extended to the staff of the Law Library and KU Medical Center Library. Ms. Giesecke's honorarium and travel expenses will close out FY 91 funds.

It was decided that SDC will award approximately \$60 per share in an attempt to establish equity in the amount throughout the year rather than determining the share amount each quarter. Second semester the committee will review the number of shares awarded and the amount of funds remaining and at that time, if necessary, will alter the amount for each share.

Set deadlines for requests for out-of-state travel funds. The travel deadlines are as follows:

<u>FOR TRAVEL IN</u>	<u>DEADLINE IS</u>
January and February	November 15
March and April	January 15
May and June	March 15
July, August & September	May 16

People should contact Carole for workshop fund requests and out-of-state travel requests and return the completed forms to her.

Discussed KU's participation in NEKLS (Northeast Kansas Libraries System) projects. It was decided that as appropriate, we will invite NEKLS members to attend some of our staff development programs.

Rich Ring suggested having a post-White House Conference on Libraries discussion with the delegates sometime in October.

The next meeting will be September 11, at 10:30 am in Anschutz Conference Room.

Carole Dibben

Committee on Staff Orientation
Meeting of 8-29-91

Present: P. DiFilippo, J. Hoff, C. Orth-Alfie, C. Powell, Mike Wilson

Minutes from the meeting of 8/19/91 were approved with one minor change.

The main purpose of the meeting was to elect officers for the coming year. After discussion, the members of the committee decided that the position of secretary would be rotating, with each committee member taking his/her turn. After requesting volunteers for the chair of the committee, C. Powell volunteered to serve in that capacity. It was agreed that all decisions would be made in full consultation with all committee members.

There was some discussion of the slide shows, which are generally presented in the early Fall of each year. Although last year's committee had hoped to investigate securing more current slides or videocassettes, we decided that there would not be sufficient time to do a thorough investigation prior to beginning the presentations. We agreed to look into that possibility prior to beginning the Spring semester slide shows.

We discussed setting a regular meeting time, and agreed to put that off until our next meeting.

We turned next to the survey of supervisors which we hope to put together and distribute as soon as possible. The committee is interested in determining what, if any, priority the orientation tours are given by supervisors/department heads in the overall introduction of new staff to the libraries. We also hope to determine what kinds of encouragement new employees are given by supervisors to sign up for tours. C. Orth-Alfie agreed to draft a preliminary survey. More discussion will follow at the next meeting.

A suggestion was made to include a formal tour of the Library Administrative Offices, including introductions to employees who work there. More discussion will follow.

C. Powell agreed to provide an agenda for the next meeting ahead of time. The meeting will be scheduled shortly.

Submitted by

Paulette DiFilippo

FYI

University of Kansas Libraries

Number

1140

September 26, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CANDIDATES FOR PROMOTION AND TENURE

Library staff are invited to submit letters regarding qualifications of the following librarians who are scheduled for tenure and promotion review, for consideration by those involved in the review process. This Fall, Judith Emde, Assistant Science Librarian (LI), Lorrie Knox, Assistant Science Librarian (LI), Connie Powell, Assistant Science Librarian (LI), Mary Rosenbloom, Reference Librarian (LI), and Becky Schulte, Assistant Curator of the Kansas Collection (LI), will be reviewed for continuous promotion and promotion to the rank of Librarian II. John Miller, Automation Librarian (LII) will be reviewed for continuous tenure and promotion to the rank of Librarian III. Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra Gilliland, 502 Watson), or to Kathleen Neeley (for Judith, Connie and Lorrie), Jim Neeley (for Mary), or Bill Crowe (for John Miller). Please submit letters by October 25, 1991.

Sandy Gilliland

OPTIONAL GROUP LIFE INSURANCE OPEN ENROLLMENT

Library staff who do not presently have life insurance coverage through the "Optional Group Life Insurance" plan may now enroll during the current open enrollment period. The Optional Group Life Insurance plan offers life insurance coverage from \$5,000 to \$200,000. **(NOTE: This coverage is offered in addition to the State's automatic life insurance plan for all permanent employees. The present State-provided life insurance coverage is free of charge and is equal to 150% of your annual salary.)**

Premiums for the Optional Group Life Insurance plan are determined by your age and the amount of insurance you select. Presently, during 1991, the value of the Optional Group Life Insurance is 115% of its face value. It is unknown whether the coverage during 1992 will remain at 115% of face value or be changed to 100% of face value.

During the present open enrollment period, staff who are enrolled in the Optional Group Life Insurance plan may also change the amount of coverage. Changes made to existing coverage and new enrollments will take effect January 1, 1992.

If you did not receive information concerning the Optional Group Life Insurance program and are interested in the plan, please contact Sandy Gilliland immediately. **The open enrollment period ends October 10, 1991. All changes and new enrollments must be in the Office of Staff Benefits, Carruth-O'Leary Hall, by that date.** Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

1992 HEALTH/DENTAL INSURANCE CONTRACT UPDATE

As announced in a previous issue of FYI, the State's health contract for 1992 will have very few changes from the current options offered. However, we have learned that the dental rider contract has been awarded to the Prudential Company, and there will be changes (some significant) to the dental portion of the health plan. The open enrollment period for health/dental coverage is October 1-31, 1991 (during which time you may make changes in your health coverage for an effective date of January 1, 1992). All staff will receive health packets in the mail around October 7th or 8th and the University will hold open meetings to answer questions about the 1992 health plan in early October. Watch FYI for additional information.

Sandy Gilliland

DEADLINES FOR STAFF DEVELOPMENT FUND REQUESTS

The Staff Development Committee would like to encourage **ALL** library staff to request funding for any library related activity, workshop, or conference.

Workshop requests should be submitted within two weeks prior to the date of the workshop to allow time for the committee to meet and approve the request.

Out-of-State Travel requests need to be submitted according to the following timetable:

FOR TRAVEL IN

January and February
 March and April
 May and June
 July, August & September

DEADLINE IS

November 15, 1991
 January 15, 1992
 March 15, 1992
 May 16, 1992

Carole Dibben

LIBRARY EXHIBITS

In recognition of Hispanic Heritage Month (Sept. 15-Oct. 15), an exhibit featuring Hispanic American fiction, prepared by Shelley Miller in SPLAT, is on display in the recently-established exhibit area inside the front door of Watson Library. One intent of the exhibit is to show the variety of experiences related by authors who share Hispanic heritage, be they U.S.-born, Cuban-, Puerto-Rican-, Mexican-, or Chilean-born, from rural or urban backgrounds, male or female, English- or Spanish-speaking, etc. Many of the works on display, which include short stories, poetry, drama, novels and periodicals, are published by Arte Publico Press.

Members of any department in Watson Library are encouraged to submit ideas for exhibits. You need not be the world's expert on a subject to create an exhibit! A strong interest in a subject and a willingness to explore Watson's treasures are the only pre-requisites. Get in touch with Mike Biggins in Slavic for more information and application forms.

Sally Haines' excellent exhibit, Slithy Toves: Herpetological Books at Kansas, will come down in a few more days. If you have not yet seen this exhibit, slither thee over to Spencer Library quickly.

Rob Meltor

(continued)

LAC REQUEST FOR COMMENTS ON MAINFRAME SYSTEMS DEVELOPMENT PROPOSAL

The Library Automation Committee (LAC) has been working for many months to create a more structured plan for mainframe systems development. Published in next week's FYI Supplement (October 3) will be a 12-page (or longer) document introducing and describing a set of projects being considered by the Committee. These projects were selected from a much longer list of possibilities and have not yet been ranked. As part of the final stage of selection and ranking, the Committee requests input from library staff in two stages. There will be two open meetings, the first to discuss the initial unranked list, the second to discuss a ranked proposal that will be created and published prior to the second meeting. The schedule for the open meetings and related LAC meetings appears below. We welcome comments on the projects that have been selected, arguments for or against individual projects, and questions about any aspects of the projects or the process. You are encouraged to contribute at the open meetings or in writing to the Committee (paper to John Miller; email to LAC-L).

- | | |
|--|---|
| Open meeting to discuss unprioritized list - | Wednesday, October 9, 1:30-3:00
Watson conference rooms |
| LAC meets to create prioritized list - | Wednesday, October 23 |
| Prioritized list published in FYI Suppl. - | Thursday, October 31 |
| Open meeting to discuss prioritized list - | Wednesday, November 6, 1:30-3:00
Watson conference rooms |
| LAC meets to decide on final plan - | as yet unscheduled |

John Miller

ATTACHMENTS (See FYI Supplement)

Classified Conference Executive Board Minutes--August 27, 1991, September 12, 1991
Library Automation Committee Minutes--September 11, 1991

(continued)

MINUTES, Classified Conference Executive Board
August 27, 1991

PRESENT: J. Anderson-Story, D. Benjamin, K. Bower, C. Dibben, V. Froese, S. Hamilton, S. Hewitt, J. Hoyt, M. Kottman, K. Lafferty, B. Owens (for B. Harsh), J. Revenew, W. Roberts, K. Simmons, A. Slater, I. Starr

An amendment to the Classified Conference Constitution will be necessary to include provisions for classified representation on the Dean's five-year review board. David Benjamin volunteered to draft an amendment to be discussed by the Executive Board before being voted on by the Classified Conference.

Minutes of the July 30 and August 15 meetings were approved.

Susan Hewitt reported on the August 27 Administrative Conference meeting.

PERSONNEL COMMITTEE: Several changes were suggested for the Student Awards proposal and the Working Conditions survey. The minutes were approved.

BUDGET AND PLANNING COMMITTEE: Ballots for the position on this committee were distributed to the group representatives. The first meeting of this committee will be September 6. We hope to have a new committee member in place by that time.

ORIENTATION COMMITTEE: This committee has "great plans."

STAFF DEVELOPMENT COMMITTEE: The Assistant Dean for Technical Service at the University of Nebraska, Lincoln, will be speaking to the library staff. Scheduling is not yet complete, but it will be within the month of September. Her topic will be communication. Details will be printed in the FYI as they become available.

It was suggested that the Staff Development Committee investigate the possibility of providing a program for First Aid training for library staff.

The College and University Libraries Section (CULS) of KLA will be meeting in Hays, Kansas on October 24 and 25. You do not need to be a member of KLA in order to attend; however, the registration fee may be somewhat higher for non-members. Travel funds for this conference are available from the Northeast Kansas Library System Continuing Education Grant. Janet Anderson-Story has applications.

MINUTES, Classified Conference Executive Board
August 27, 1991
Page 2

At the request of another staff member, Carole Dibben discussed with the Executive Board the concern that the LAI test may not accurately measure knowledge about filing rules, particularly in regard to computer filing rules. Because the test is used state-wide and is still valid for many smaller libraries with less computer technology, it was decided to not pursue the idea of asking the State to re-write the test.

Verna Froese
Secretary
Classified Conference

MINUTES, Dean's Meeting, Classified Conference Executive Board
September 12, 1991

PRESENT: J. Anderson-Story, D. Benjamin, K. Bower, G. Burchill, C. Dibben, P. Donaldson, V. Froese, S. Hamilton, S. Hewitt, J. Hoyt, M. Kottman, K. Lafferty, C. Orth-Alfie, J. Revenew, W. Roberts, A. Slater, I. Starr

In response to a question about the budget, Crowe reported that because the base budget cuts were only half as severe as originally anticipated, only 1.15 FTEs were lost. The money that was returned to the library budget has been placed in the student wages budget to help cover some of the losses due to the increase in the minimum wage. This money can be moved as needed. In a meeting with the Deans, Budig predicted that things next year won't be "any worse" than this year.

Due to high demand in the lending unit of ILS, a proposal has been made outlining priorities for lending. Our first priority would be to other libraries in the regents system. Second, we would loan to those in the Big 8 as well as four additional university libraries. Third would be Kansas libraries. Those libraries with whom we do not have a reciprocal agreement would be served last. This proposal has to be approved before being implemented.

The Budget and Planning committee found the user survey helpful, from the standpoint of administering it. They were not focusing so much on the content as the testing sampling process. There were no surprises in the results. Several complimentary comments were offered; the criticisms had been heard before. Crowe proposed doing this type of survey on an annual basis in various libraries. We would be able to get a sense of how things are improving or deteriorating by comparing the results of the surveys year to year.

The equipment "swap" went well. There are still some items that need to be disposed of. The Library is looking into proper methods for doing this.

Requests for new equipment have been turned in. Because not all of the requests could be funded, George Gibbs and Mary Hawkins are prioritizing the requests. A list of items that were not purchased will be maintained so that needs can be re-evaluated each year.

Crowe reiterated the invitation to join Friends of the Library. Perhaps with more exposure to individual staff members, contributors would be better able to understand and respond to the needs of the library.

A draft of the re-assignment document should be distributed to the Administrative Conference and the Classified Conference Executive Board soon. Some individuals expressed concern that re-assignments might still occur, even though the budget crisis wasn't as severe as when re-assignments were first proposed. Crowe responded that the document was written "just in case," and that there is some security in having a structure in place should it be needed in the future.

Crowe stressed the importance of governance committees to the functioning of the Libraries. There has been some discussion about how time spent in committee work might interfere with getting work done within a 40-hour work week. Several years ago, Shankel wrote a document allowing members of the Classified Senate to hold meetings during working hours. Similar wording is being proposed for library governance committees. Administrative committees differ from governance committees in that appointments to administrative committees are arranged with supervisors.

One of the KU police officers had asked for the assistance of some library staff by placing a photo of a person in some of the staff areas. Crowe was concerned that such requests could put library staff "on the spot." In the future, such requests should be directed to the library administration. This would provide opportunity for thorough discussion, examining any potential legal or policy problems and ensuring coordination of efforts.

Circulation staff will continue to call the KUPD when patrons exit the building with mutilated items in their possession. The Office of Student Life had suggested that reports of offenses should be directed to them rather than the police department. Crowe maintained that the legal system provides a more consistent, reliable means of addressing such problems.

Recommendations are due next week from the 6-person committee charged with reviewing the statement on the renovation of Hoch. Prior to the fire, it was understood that 2/3 of the space in the renovated Hoch would be used for library needs, with the remainder being used for lecture halls and classrooms. After studying the data of this committee, the University administration will make a final decision.

Verna Froese
Secretary
Classified Conference

There was some discussion on how the document should be presented. There seemed to be general agreement that it would be best to view it as a proposed or intended direction rather than as a laundry list of possibilities. Gary stressed the need for a "larger" higher-level plan to give form to the list of projects. Nothing will have been decided and we thus will not have a formal "plan" to present at this time, but some directions are clear and we should be straightforward as we can be in presenting what we at this point think should be done. The fact that members suggested many different project possibilities demonstrates there is no consensus, but we should try to give some order and form to the proposed list. This will be worked out in the following two meetings. The idea of testing directions could apply also to meeting with staff, rather than viewing such meetings as open forums on what is needed or as a vote on a specific proposal from the Committee.

D. Issues for discussion

1. A memo from Mike Biggins, Nicholas Eshelman, and John Richardson had been distributed to Committee members prior to the meeting. It reported the formation of an "OCAT Study Committee" and asked several questions of the LAC. John had already replied briefly to the memo stating that he would copy the memo to committee members and that its content would be discussed. Following discussion, John was instructed to draft a response for the Committee to review.
2. Bill had distributed a draft charge for a "Shared Electronic Resources Committee" at the last meeting and had asked for comments. Only Jim had commented in writing to this point (a copy of his response was distributed to members). His comments were substantive and questioned not the goals of the committee, but the means of accomplishing the goals. He suggested an alternative approach, one depending more on an individual specifically assigned to the task than on a committee. Bill asked for additional comments with the hope of continuing discussion at the next meeting.

Library Automation Committee
Minutes -- September 11, 1991

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

Guest: Gary Susott (for Annamarie Hill)

A. Standard Business

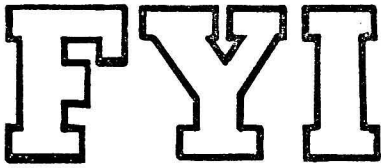
1. Meetings are scheduled for the following Wednesdays at 1:30pm: September 18 and 25 (both Watson A).
2. Minutes from the August 21 meeting were approved.
3. Programming status report: (none due to Annamarie's absence)

B. Reports, Announcements

1. An Infodata press release on the sale of INQUIRE/Text to KU had been distributed to members earlier.
2. John reported that Annamarie's training on INQUIRE/Text went well and the she was experimenting with a sample database to try some of the things she had learned.

C. Projects under consideration

1. Nothing new to report on the question of whether or not to continue shelf list card production after the online shelf list is completed.
2. Mainframe development proposal: John distributed a revised, more complete, "short list" of committee members' prioritized programming projects and copies of individual member lists (including Kendall Simmon's). Several changes were suggested to individual project descriptions and several suggestions were made on how to rearrange and group items on the list to make it more understandable. John is to do the following as soon as possible and redistribute the resulting new draft to the committee via email: (1) try to group small and slightly-varying projects together; (2) add a statement of explanation, justification, and/or effect for each project; and (3) group the projects more by subsystem or module. Committee members are also to get comments to John as quickly as possible if anything else is to be added or changed. This draft will be discussed at the next meeting (Sept. 18), with the following meeting (Sept. 25) set aside to actually argue and vote for inclusion of items on the list that will be discussed with the library staff at large.



University of Kansas Libraries

Number

1141

October 3, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Art and Architecture Library. (Recruitment last June for this position was canceled due to the hiring freeze. This position was previously an unclassified program assistant position, and has been converted to the LAI level). Responsibilities include: 1) Provides serials records-keeping and maintenance (28%); 2) Provides patron assistance (13%); 3) Provides catalog records maintenance (18%); 4) Oversees copying machines and change fund maintenance (7%); 5) Processes new books (22%); 6) Supply maintenance (2%); 7) Special projects (10%).

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 (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.

Library staff interested in applying for this vacancy must complete a "Request for Promotion or Transfer" form available from Rex Hargis, 502 Watson, 4-3601. Applications will be due in the Library Administrative Office by **5:00 p.m. Wednesday, October 9, 1991**. A copy of the position description is available from Rex for review by persons interested in applying for this position.

THE UNIVERSITY OF KANSAS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND, AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administration Office by 12:00, Tuesday, October 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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

VETERANS' DAY HOLIDAY, MONDAY, NOVEMBER 11, 1991

Monday, November 11, 1991 is Veterans' Day, an official State Holiday. As in previous years, and according to Board of Regents Policy, the University will remain open and classes will be in session. Therefore, this holiday will be observed by classified staff only. However, in order to maintain essential library services, department heads may find it necessary to designate some classified staff to work on Veteran's Day. If a department head anticipates the need for one or more classified staff to work on the holiday, the department head will inform his/her appropriate assistant dean, in writing or via e-mail, by Friday, November 1, of the names of those classified staff member(s). No other classified staff will be authorized to work on the Veterans' Day Holiday. Please contact your appropriate assistant dean or Sandy Gilliland if you have any questions.

William J. Crowe

HEALTH INSURANCE OPEN ENROLLMENT PERIOD -- INFORMATIONAL MEETINGS

All librarians and classified/unclassified staff should have received, this week, a packet of information regarding the health insurance benefit for calendar year 1992. Due to several changes that have been made to the health benefit for calendar year 1992, that are described in a memo from Madi Vannaman, Assistant Director of Human Resources (included in the health insurance packet), all staff are encouraged to attend one of several open informational meetings to be held in the Kansas Union on the following dates during these hours -- 8:30-9:30, 1:30-2:30, 5:30-6:30:

Monday, October 7	Jayhawk Room
Thursday, October 17	Big 8 Room
Tuesday, October 22	Big 8 Room

If you are unable to attend one of these meetings and have questions regarding the 1992 health insurance program, please contact the Staff Benefits Office, 4-4418, or Sandy Gilliland, 4-3601. All changes to your health coverage to take effect January 1, 1992, must be made before the end of the open enrollment period, i.e. by **October 31, 1991**.

Sandy Gilliland

LAC PLANNING DOCUMENT AND ANNOUNCEMENT OF OPEN MEETINGS

Please see this week's FYI Supplement for a memo to all staff from the Library Automation Committee. The memo presents a list of mainframe development projects and invites staff comments and participation in two open meetings.

John Miller

LOST PERIODICAL

The following periodical has disappeared from the shelf in the Periodicals Reading Room. Please check your desks to see if you have this issue, and if so, please return it as soon as possible. We do have requests from other library staff for this issue. Thank you for your assistance.

Online, v.15:3, May, 1991

Janet Revenev

(continued)

PROPOSED CHANGES TO THE CLASSIFIED CONFERENCE CONSTITUTION

Below is the proposed text providing for classified representation on the committee for review of the Dean. It would be added to Article V as section 3. The sections presently numbered as 3 and 4 would be re-numbered as 4 and 5 respectively. There is no change in the text of these two sections; only the numbering will change. Ballots will be sent out the week of October 14.

Article V. Committees

Section 3. Committee for the Review of the Dean: Upon call from the Academic Vice Chancellor, or other appropriate University authority, the Classified Conference Executive Board shall direct Classified Conference Group Representatives to solicit names of Classified Conference members willing to serve on the committee. If there are more volunteers than requested, the Executive Board will conduct a vote. The votes will be cast by mail ballot with as much time elapsing before the closing date of the election as is possible within the constraints proposed by the call from the Academic Vice Chancellor. Each Conference member will be allowed to vote for as many candidates as there are classified personnel allowed on the Review Committee. The names of those members who volunteered or were elected by ballot will be forwarded by the Classified Conference Executive Board.

Section 4. The Executive Board shall be empowered to appoint any committee of at least three members need to meet the demands of the Conference.

Section 5. All committees, whether standing committees or ad hoc, shall provide written reports upon request to their parent body (bodies) or to other appointing authority.

Verna Froese

CANDIDATES FOR PROMOTION AND TENURE

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Sandy Gilliland

(continued)

OPTIONAL GROUP LIFE INSURANCE OPEN ENROLLMENT

Library staff who do not presently have life insurance coverage through the "Optional Group Life Insurance" plan may now enroll during the current open enrollment period. The Optional Group Life Insurance plan offers life insurance coverage from \$5,000 to \$200,000. **(NOTE: This coverage is offered in addition to the State's automatic life insurance plan for all permanent employees. The present State-provided life insurance coverage is free of charge and is equal to 150% of your annual salary.)**

Premiums for the Optional Group Life Insurance plan are determined by your age and the amount of insurance you select. Presently, during 1991, the value of the Optional Group Life Insurance is 115% of its face value. It is unknown whether the coverage during 1992 will remain at 115% of face value or be changed to 100% of face value.

During the present open enrollment period, staff who are enrolled in the Optional Group Life Insurance plan may also change the amount of coverage. Changes made to existing coverage and new enrollments will take effect January 1, 1992.

If you did not receive information concerning the Optional Group Life Insurance program and are interested in the plan, please contact Sandy Gilliland immediately. **The open enrollment period ends October 10, 1991. All changes and new enrollments must be in the Office of Staff Benefits, Carruth-O'Leary Hall, by that date.** Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

ATTACHMENTS (See FYI Supplement)

Budget and Planning Committee Minutes--September 6, 1991
 Committee on Staff Orientation Minutes--September 4, 1991
 Library Automation Committee--Open Meetings Announcement
 Nominating and Ballot Committee Minutes--September 10, 1991
 Staff Development Committee Minutes--September 11, 1991

(continued)

Budget and Planning Committee Minutes

September 6, 1991

Present: Susan Craig, Penny Donaldson, Susan Hewitt, Nancy Jaeger, Rachel Miller, Kathleen Neel y, John Richardson, and Julie Waters

The charges of the committee were discussed. Specific charges for this year have not been received from LFA Exec or the Classified Conference. Possible issues for this year's committee include the vision statement emanating from Dean Crowe, space planning, planning for the Hoch expansion, library assessment, the budget process, and B&P Committee's role in budgeting and planning. The vision statement was defined as a document outlining the goals and objectives for the library over the next 3 to 5 years.

There was some discussion over revising the budget process and whether the process should start in the fall. Nancy agreed to pull together a loose time frame and budget statements from last year and to bring them to the next meeting. We will discuss the "Library Budget Requests for FY1992 and FY1993" document at our next meeting.

Kathleen was elected Chair and Julie was elected Secretary.

Kent Miller, LFA Chair had requested that the B&P Committee address two recommendations made by the 1990/91 B&P Committee. The recommendations were that the Assistant to the Dean for Budget and Finance would serve as an ex officio member of the B&P committee and that a member of LFA Exec serve as a liaison to the B&P Committee. S. Craig moved that an LFA code change be proposed to the LFA membership that would add the Assistant to the Dean for Budget and Finance as an ex officio member of the Budget and Planning Committee. The motion passed. Nancy has agreed to serve this year as an ex officio member of the committee in response to last year's committee recommendation. Julie proposed that a member of the LFA Exec Committee serve as an ex officio member of the Budget and Planning Committee for 1991-1992 in order to provide a liaison between the two committees. Motion passed.

The committee agreed to meet on most Fridays from 1 to 2:30 pm in the Anschutz Science Library conference room.

Kathleen agreed to talk to Dean Crowe about the possibility of him coming to talk with us about the vision statement, space planning and the planning for the Hoch expansion at our next meeting.

Submitted by Julie Waters

Staff Development Committee

Minutes

Meeting of September 11, 1991

Present: Julie Hoff, Susan Hitchens, Lorrie Knox, Janet Anderson-Story, Rich Ring, Sandy Gilliland and Carole Dibben

The SDC met at 10:30 am in the Anschutz Library Conference Room. The minutes for the September 4, 1991, meeting were amended and approved.

Agenda items for the meeting with Dean Crowe on September 12 were discussed.

There was a discussion of the memo from Kent Miller, LFA Chair, which contained charges to SDC for 1991-92.

Sandy volunteered to work on a brochure which will identify all possible sources of funding assistance for all staff for travel and staff development.

The next regular meeting will be September 18, 1991, at 10:30 am in Anschutz Conference Room.

Submitted by,

Carole Dibben

Committee on Staff Orientation
Meeting of September 4, 1991

Present: P. DiFilippo, S. Gilliland, J. Hoff, C. Orth-Alfie,
C. Powell, M. Wilson

Minutes from the August 29th meeting were approved.

1. S. Gilliland reported on possible slide/video shows for new student assistants. One possibility is available for loan from Nebraska State Historical Society at the rate of \$8. S. Gilliland will inquire about renting the video for a committee viewing during our September 18th meeting. S. Gilliland will also call ALA and ARL for more possibilities.
2. C. Orth-Alfie presented a list of questions for the "survey of supervisors". After a discussion of the drafted questions, it was decided that C. Orth-Alfie would work on a draft of the questionnaire for the next meeting.
3. The remaining items on the agenda were not attend to at this meeting. It was decided to discuss the "Who's Who" and other plans at a different meeting.
4. The next meeting is scheduled for Wednesday, September 11 at 1:00. C Powell will send out an agenda before the meeting.

Submitted by Carmen Orth-Alfie

F 7 1

NOMINATING AND BALLOT COMMITTEE MINUTES FOR SEPTEMBER 10, 1991.

Present: Jennie Dienes

Absent: Mike Biggins, Saralinda Rhodes

An FYI notice was prepared concerning the preparation of a ballot for members to serve on the Committee on Evaluation of Service and Research.

NOMINATING AND BALLOT COMMITTEE MINUTES FOR SEPTEMBER 24, 1991

Present: Jennie Dienes, Mike Biggins, Saralinda Rhodes

Names of those not wishing to serve on the Committee on Evaluation of Service and Research were eliminated from the list. Mike will prepare the ballot. The Nominating and Ballot Committee will meet again on Friday September 27th to mail out the ballot.

Submitted by Saralinda Rhodes

TO: All Library Staff

FROM: Library Automation Committee

DATE: October 5, 1991

RE: **List of Mainframe Projects**

Announcement of open meetings

The Library Automation Committee (LAC) has been working for many months to create a more structured plan for mainframe systems development. Current programming projects will be completed around the end of the year and the Committee wishes to have at least the initial stages of the plan ready to go by mid-November. This list of possible mainframe programming projects is one of the last steps in this long process. Based upon numerous inputs, the LAC has narrowed a list of hundreds of possibilities to these 21. [In effect, this list really contains more than 21 items due to the nature of number 17. Many fixes, small enhancements, and maintenance can be included within its boundaries.] Those inputs include prioritized lists for certain systems from the departments chiefly responsible for them, survey responses solicited from all department heads two years ago, unsolicited verbal and written comments from staff (including comments at previous open meetings), and the committee members' own expertise and experience.

We are distributing this list for comment and scheduling open meetings (see schedule on page 2) in order to help us to make a final selection of projects for programming and to put them into a priority order. We welcome comments, arguments for or against individual projects, and questions. You are encouraged to contribute at the open meetings or in writing to the Committee (paper to John Miller; email to LAC-L).

Any list like this is a work in progress. The list of possible and approved projects, and presumably lists of system fixes and enhancements, will be maintained over time. That maintenance includes adding and deleting projects as circumstances warrant.

At this point, the list is arranged by system and does not display any priority (not even within individual system headings). The numbering is for identification purposes only. After listening to comments and discussion at the October 9 open meeting and after reading any written comments, the Automation Committee will rank the projects and republish the list in priority order. A second open meeting will then occur on November 6 to listen to reactions to and comments on the list. The Committee will then recommend a plan to Dean Crowe.

In thinking about the items on the list, the Committee asks that you keep four things in mind.

First of all, please be aware of the limitations of what realistically can be accomplished with available staff. After subtracting administrative duties and other responsibilities, we have approximately 2.5 programming positions to dedicate to mainframe development. After subtracting vacations, we have approximately 27.5 programmer months (120 programmer weeks) per year to allocate. Given the many large development projects and the multitudes of smaller

fixes and enhancements that would be useful to do, it is clear that only a small proportion of what needs to be done can be done. We therefore need to consider the return we receive from our efforts.

Second, this proposal concerns only mainframe programming projects, not microcomputer or local area network or CD-ROM or other related projects. It deals strictly with the projects requiring analysis and programming by Annamarie, Barbara, and Patrick.

Third, try to consider projects within the context of what an automated system (or group of linked systems) should attempt to accomplish in a large university library: (1) provide to library users accurate, sophisticated, independent access to bibliographic and status information for library holdings -- access that must no longer be limited to from within library buildings; (2) provide for staff an efficient, effective, and integrated system that enables them to adequately produce and maintain public tools, to meet the service needs of the university community, and to perform adequately the task of acquiring material for and managing the collections; (3) provide for automated access to new electronic forms of library resources, both local and remote, as they become available; and (4) promote the interlibrary cooperation and intersystem connectivity that is becoming increasingly necessary. A program proposal for "Improved Systemwide Access to Information Resources in the Kansas Regents Libraries," written by the Council of Deans and Directors of Libraries and currently making its way through the Board of Regents hierarchy, adds particular emphasis to items 3 and 4.

And fourth, although consideration of migrating to a vendor-supported integrated system has occurred and should continue to occur, it is prudent to proceed with local development in a logical and planned manner. Not only can there be real benefits in the interim, but should a migration be attempted, it would be greatly facilitated by having a sound, standard system from which to migrate. In other words, the creation of a local development plan will not forestall any options. Indeed, a realistic assessment of current needs and possible improvements is essential to the process of considering other options.

To reiterate the schedule published in the September 26th FYI:

- Open meeting to discuss this document - Wednesday, October 9, 1:30-3:00
Watson conference rooms
- LAC meets to create prioritized list - Wednesday, October 23
- Prioritized list published in FYI Suppl. - Thursday, October 31
- Open meeting to discuss prioritized list - Wednesday, November 6, 1:30-3:00
Watson conference rooms
- LAC meets to decide on final plan - as yet unscheduled

Cataloging (LCAT) & Online Catalog (OCAT) (see also under no. 17)

- 1 Add remaining collections (Special Collections, Kansas Collection, and possibly Law) into cataloging system and online catalog. [Please note that Documents records will be loading upon the completion of a current programming project.]

WHY?: The online catalog has become the principal catalog for most library users. Access to, and presumably use of, materials in Special Collections and Kansas Collection would be greatly enhanced by having those materials in the online catalog. It would also be a convenience to users who could do at least part of their bibliographic work for those collections at a distance and at times when those libraries are closed. Inclusion in the cataloging system would extend the editing and maintenance benefits of that system to these records.

QUESTIONS: There are many ways, of greatly varying complexity, to add these records to the cataloging and online catalog systems. The exact method of doing so remained to be determined.

- 2 Provide for linked series authority control in the LCAT system.

WHY?: Of entry fields in bibliographic records, only series entries are not under continuous, automatic authority control. Directly linking them to the authority file would improve both the fields' consistency and accuracy and make their maintenance simpler and more automatic.

QUESTIONS: Series fields present an almost unique authority problem in that they combine authority information (the series title or name/title entry) with field-specific information (the volume enumeration). The authority system would have to be modified in a rather basic way to accommodate such hybrid fields. The other such field, not currently supported in the KU system, is a name heading field with a relator code in subfield \$e.

- 3 Create and maintain the ability to load records in all MARC formats in LCAT (and display them in OCAT) -- including the ability to cope with bibliographic format integration and changes to the holdings format as they occur nationally.

WHY?: Not all MARC formats (notably machine-readable-data-files (MRDF) and non-music sound recordings) are currently supported in the KU system. Items cataloged on the MRDF format on OCLC, for example, cannot be loaded into the local system. The national format for holdings and locations continues to evolve. If we do not keep up, it will make it increasingly difficult to ever communicate our records to other institutions or to regional or national lists.

QUESTIONS: This is not a one-time affair, but a continuing commitment.

4 Create an interlibrary loan form on OCAT.

WHY?: Greater user convenience, the ability to use programming to force all required fields to be filled in, and some increased benefit to ILS staff in that much of this activity could occur anonymously with a centralized delivery of incoming requests.

QUESTIONS: Would this produce a huge increase in demand? Would the amount of requests be increased due to incomplete retrocon and users' failure to search the card catalog before submitting a request? Does this matter?

5 Use INQUIRE/Text to create a keyword/boolean retrieval set component for the KU online catalog, including the capability to limit searches by location, language, date, and other parameters -- system should be as integrated with the rest of the online catalog as possible.

WHY?: The online catalog is really only half of what it could be. There are two basic approaches to online catalog information. Our catalog provides one of them -- a search that results in a flexible browse of the entire file with the only visible order being that of traditional front-to-back, alphabetical author, subject, and title lists. The second approach, not provided by our catalog, is one in which a search results in a set of retrieved records. This retrieval set is usually selected through a keyword/boolean search of selected parts of the records. The set usually can be limited by standard characteristics such as date of publication, format (e.g. sound recording), type (serial vs. monograph), language, and branch location. These two approaches offer different benefits and potential problems for the searcher. A complete online catalog needs to offer both.

QUESTIONS: How closely can a retrieval-set module using INQUIRE/Text be integrated into our catalog? In other words, it remains to be determined how easy it would be for a user to switch back and forth between the two ways of searching. It also remains to be determined if the record-to-record movement capabilities available in OCAT can be replicated in an INQUIRE/Text module.

6 Load Innovacq on-order records into OCAT on a weekly basis (no connections with LCAT). [See no. 7 for an alternative, more sophisticated and complicated approach to the same issue -- we would do one or the other, but not both.]

WHY?: To provide information to staff and library users on items that have been ordered by the library but not yet added to the collection.

QUESTIONS: This appears to offer few technical services benefits in that it is an isolated weekly dump of Innovacq records into OCAT without any equivalent connections to the cataloging management system. There are potential problems related to interim statuses after an item has been received. Can the system be

programmed to recognize duplicates when an item has been cataloged and an Innovacq record still exists. If not, and only "on order" records appear, what happens during the period between receipt and cataloging?

- 7 Integrate Innovacq with LCAT and OCAT to the extent that bibliographic records in to Innovacq (especially those downloaded from OCLC) can be transferred in an automated manner to LCAT, that updates can be posted to Innovacq upon cataloging, and that on-order records appear in OCAT. [See no. 6 for an alternative, less sophisticated and complicated approach to the same issue -- we would do one or the other, but not both.]

WHY? There are two benefits. The first is the same as in number 6, namely that on-order information becomes readily available to all staff and to the public. The second is a set of benefits to technical processing. Some of the possibilities are the following: (1) reduce the amount of redundant OCLC searching occurring now due to transferring into LCAT many OCLC records that have been downloaded into Innovacq; (2) eliminate some 24-month hold record inputting due to brief records being automatically created from Innovacq records; and (3) automatically updating (and/or purging) records in Innovacq based upon subsequent action in cataloging. In other words, we would be moving closer to a non-redundant, single-record system.

QUESTIONS: This would require custom programming by Innovative Interfaces (at a one-time cost of at least several thousand dollars) in addition to local programming. Innovative has done this for a number of other local systems. There are a number of sticky problems involved in matching records for the same item in the two systems when an OCLC record is not used; also processing questions related to which OCLC record to choose at what point when the situation is not unambiguous.

- 8 Create a mainframe to PC downloading and formatting of OCAT records.

WHY? This is a frequently requested capability, especially by faculty. To state the obvious question: this stuff is already in machine-readable form, why do I have to reenter it into my PC database or word processing document when I should be able to simply download it? This could also be a very useful function for library staff, making it easier to compile bibliographies or study guides using commercially available software.

It might also be possible, on public microcomputer workstations, to provide improved printing capabilities of records downloaded to the PC from the catalog.

QUESTIONS: This is unexplored territory for us. We do not have much experience in mainframe-to-PC applications. The IBM mainframe environment we operate in is not very friendly to this type of activity. Also, there is the problem of support -- how many different downloading formats do we have to

support, do we support a particular bibliography program (e.g., ProCite) or do we only promise a standard comma-delimited ASCII output format?

- 9 Make necessary changes to shelf list production programs to allow continued printing of shelf list cards (would need to be added to the end of the "DOCS" project).

WHY?: The need for this is currently under study.

Circulation (LIBC) (see also under no. 17)

- 10 Create new circulation system based on work of Circulation Task Force. [The last paragraph of this section refers to an alternative approach listed under no. 17.]

8 basic modules -- no. 1-4 and part of no. 5 replace the existing system (with some new features); no. 6-8 are new functions -- not all would necessarily be done

- 1 - restructure data to integrate with cataloging, serials, and online catalog
- 2 - checkin, checkout, holds, searches, etc.
- 3 - fines, financial reports, etc.
- 4 - reserve
- 5 - staff management
- 6 - direct patron functions (recalls, renewals, lists of items checked out, etc.)
- 7 - collection development statistics
- 8 - interlibrary loan management

WHY?: The current circulation system is a largely-independent short-record system that interacts only marginally with our other systems (most initial records are created from incoming cataloging records; the online catalog is able to obtain current status information about 75% of the time). Creating a new system from scratch would enable us to integrate circulation item records with bibliographic and holdings records elsewhere in the system, thus eliminating redundancy, greatly facilitating maintenance, and assuring consistency of such things as call numbers across the various systems. In general, assuming continued local development, the large list of needed fixes, enhancements, and suggested improvements to the existing system would seem to point toward starting over rather than attempting to alter existing programs. We would also have the opportunity to introduce significant new functions, most notably a set of direct patron actions available through the online catalog. The new structure would also provide the basis upon which other specialized systems (e.g. binding) could be built and could provide the basis for much more automatic record creation and updating (e.g. at serials checkin).

QUESTIONS: Although not definite, it is relatively clear that doing everything requested by the task force would take many years to accomplish. It would therefore be necessary to define a core system to be built first, with other items seen as future phases. Integrating circ records with bibliographic and holdings records will be a real challenge, especially given the extremely large number of data elements requested and the desire to mix extensively local, circulation-specific data with system-supplied data from associated bibliographic and holdings records. In short, what staff want may be too complicated to accomplish in a reasonable amount of time.

As a point of comparison, see the Circulation examples given under number 17. An alternative to creating a new circulation system at this time would be to spend a substantial amount of time doing a set of fixes and enhancements as described under no. 17. There are a number of readily-identifiable improvements to the circulation system that would address many of the complaints of circulation staff. These fixes would not provide, however, the basis for the new non-circulation-specific functions specified by the Circulation task force. They would not achieve any the efficiencies and consistencies or interfaces that could be achieved by a new system. The question is whether or not it is worth it to do a set of changes now, in effect postponing the creation of a new, integrated circulation system? Do we want to buy time, in effect, while considering our options?

Other public databases

- 11 Use INQUIRE/Text to create a customized system to load, index, search, retrieve, and display full text (e.g., electronic books, reference works, KU Guides for Readers, journal articles, handbooks, and documentation) -- system to be accessible from the online catalog.

WHY?: Relevant material in machine-readable form is beginning to be available by the bucketful. Many journals, in fact, are available ONLY in electronic form. INQUIRE/Text gives us the potential to control and make available this type of information through the network to our patrons. Creating a basic system for full text is essential to providing access to this kind of material. It also has the added benefit of distributing access rather than limiting it to the library. A customized interface, tied to the online catalog, is desired in order to make it easy to get to and use the system and to make it appear to be completely part of the online service made available by the library.

QUESTIONS: There are many questions related to how material in various formats can be loaded into the system. Also, we will be expected to facilitate downloading of this information to individual workstations and it is unclear at this time how well we may be able to do that.

- 12 Create an INQUIRE/text full text application based on the standard Inquire interface (not tied to the online catalog).

WHY?: The reasons here are the same as above (no. 11) except it exchanges the custom, integrated interface for development speed.

QUESTION: Although useful as a development phase, this would probably be seen as a temporary stage leading up to a more complete custom system. The question really is not whether such a system should be done as a step in the process, but whether or not such a system should become a public operational system.

- 13 Use INQUIRE/Text to create a customized system to load, index, search, retrieve, and display citation and abstracting databases (e.g., Current Contents, ERIC, local KU-produced bibliographic citation files) -- system to be accessible from the online catalog.

WHY?: Article-level access to journal literature has always been essential, accomplished initially through printed indexes, then also through remote searching of databases, and now also on CD-ROM. Resident mainframe databases take access and availability one step further than any of the other means by offering unlimited searching by an almost unlimited of users from all points attached to a network. Licensing is by institution, so heavy use is encouraged and facilitated. It also makes possible, given proper licensing, sharing of databases across state or regional networks.

QUESTIONS: How do we decide what to load and how to pay for it? What are the service implications for training, support, and interlibrary loan? Should we differentiate between access to our collection versus access to the entire journal literature?

- 14 Use INQUIRE/Text to create a customized system to load, index, search, retrieve, and display MARC-based records (e.g. Center for Research Libraries records) -- system to be accessible from the online catalog.

WHY?: This is the third of the three types of databases that we could use with INQUIRE/Text. Whenever we consider providing access to outside cataloging records, the question is always whether to mix them in with our own records in the online catalog or to provide them as a separate file. Creating a generalized MARC record system with INQUIRE gives us the option to load records as a separate file and to search and display them with all of INQUIRE/Text's capabilities. Outside catalogs are yet another type of machine-readable reference tool and one which would provide significant services to our patrons. The CRL records are especially notable in that we already pay a significant amount for our

membership and the right to borrow materials. Having an online database of at least part of the CRL holdings, would help up take advantage of that resource.

Another possibility is to create separate MARC files for internal records that have special needs, i.e., special entry fields such that are not part of the online catalog. This need obviously depended upon how INQUIRE/Text is used with the online catalog file itself.

QUESTIONS: The usual service and interlibrary loan concerns mentioned above (no. 13)

Systemwide / multi-system & overall integration concerns

- 15 Create unified and more powerful searching capabilities across all systems, combined with improved movement from module to module.

WHY?: The current system is really a set of systems that sometimes talk to one another and sometimes share data. It is not A SYSTEM. Consequently, both ease of use and ease of programming maintenance and change is inhibited. A unified indexing, searching, display, and editing system would greatly facilitate staff training and would save a lot of time in everyday operations. It presumably would also facilitate additions or changes to the system. A change in how a field is to be indexed, for example, now requires changes to many separate programs in many systems to ensure uniformity.

QUESTIONS: How? This would seem to imply a complete restructuring of all systems. It is a model usually associated with a database management system. The closest thing we have to that is the new INQUIRE/Text software. Does that mean that we should attempt to use INQUIRE/Text as the search engine? If so, does that also mean that we should also turn our files and data into INQUIRE/Text files and data? Probably not since is not a reasonable basis for a technical processing system, but if not, then won't this all continue to be terribly complicated, redundant, and inefficient? A new data model for the entire system (see no. 18] would be necessary and would help, but attempting to create a new comprehensive system locally may be more than we can handle.

- 16 Provide better links between OCAT and the circ system to provide status information for all items.

WHY?: There are probably two possibilities: (1) attempt to fine tune the current program as much as possible to gain a higher percentage match (it could never be 100% with the current arrangement); (2) make this a high priority as part of a new circ system development.

Allocate a specific minimum percentage of programming time (suggestion: 30% -- 36 programmer weeks per year) for fixes, maintenance, and small enhancements. Work would probably be allocated in blocks to particular systems, e.g. 10 weeks to circ followed by 10 weeks to serials, etc. This "project" would necessarily need a priority list (or lists) of its own. Priorities within systems would depend on prioritized lists from the departments involved, outside comments, and the best judgment of the LAC.

WHY?: This is almost like Mother and apple pie, but nonetheless has been neglected over the years due to putting almost all resources into new system development. There is an incredibly long laundry list of things to be done. In some cases, the lack of fixes and changes causes staff inefficiencies or frustration. In others, it limits our ability to follow national standards. In others, it limits the effectiveness of the online catalog.

QUESTIONS: One person's fix is another's new development. In many cases, it is ambiguous whether an item should fall within this category or become a "project" of its own. We will simply have to use our best judgment.

Time estimates take time to make, so it probably would not be practical to get time estimates for all possible projects before choosing. They are also just estimates. It is not always clear what will be affected by what appears to be a small change. Pulling a thread at one end of the cataloging system might make one of the online catalog's sleeves fall off. It would be possible for something to be approved in principle, but then stopped when it becomes apparent that the change is too complicated and time consuming.

EXAMPLES: To give an idea of what might fall into this, the following are some likely possibilities listed by system. The circulation list is longer and includes rough time estimates due to the group of changes being posed as a short-term alternative to building a new circ system.

Cataloging/Online Catalog: (a) Correct searching of OCAT to handle ampersands, alphanumeric combinations, and strange call number combinations; (b) Implement the "single-word" title fix for serials (like "Science") in OCAT; (c) Change subfield \$k to \$t in bib record entry fields for indexing purposes in OCAT -- some entries such as "British Museum. \$k Manuscript. \$n no. 12345" are not now easily searchable; (d) correct several problems in the "see" and "see also" references in the online catalog that result in incorrect referrals and lost information; (e) eliminate duplicate author entries in the online catalog caused by the indexing programs; (f) Fix 590 holdings notes in the online catalog that are artificially truncated.

Circulation: (a) Correct grace period calculations on circulation fines so that closed periods do not count (est: 5 weeks); (b) Consolidate circulation notices to a single patron onto single form (est: 2 weeks); (c) Print notices with wandable OCR numbers (est: 2 weeks); (d) Add backwards browse capabilities in fines functions (est: 1 week); (e) Improve call number searching in circulation such that a unique match for a multi-copy item informs the searcher that there is more than one copy rather than immediately displaying the record for copy 1 (est: 1 week); (f) Correct calculation of circulation fines so that overdue fines are not charged for long-term loan items when returned via an outside book drop on the last day of the grace period (est: 1 week); (g) Restructure and enlarge the call number and main entry fields in the current circulation system (est: 8+ weeks?); (h) enable return or renewal of long-term loan books at any circulation terminal in the library system, with an automation block of renewal if prescribed by library policy (e.g., non-renewal of a recalled item) (est: 2 weeks); (i) Make main entries appear in circulation fine records (est: 3 weeks); (j) "Teach the computer to not ignore punctuation" in the circulation system (est: 1-8 weeks?); (k) Redo and combine function 4 (borrower file update) and 5 (add new borrower) in the current circulation system (est: 8 weeks?); (l) Create machine-readable data links between data in circulation system and SRIS (student records) and HRMS (payroll) system (est: 3+ weeks)

Serials: (a) Create a claiming note and branch processing note analogous to the 852 \$y check-in note to display on the check-in screen, issues screen, and selected reports; (b) create ability to copy issues records from one holdings record to another; (c) change the default encoding level of a new bib record to match the level of the user; (d) create some new chronology patterns in the 853 pattern field in the holdings format; (e) allow automatic check-in and prediction by alphabetic designation or alphanumeric designation; (f) solve the 852 \$k problem (involves moving bracketed information to a new area, validating \$m, moving some \$k info to \$m, providing for a call number display for first indicator type "5")

- 18 Prepare a new data model for an integrated, broad-scope online library system using new CASE (Computer-Assisted Systems Engineering) tools upon which new library development will be based.

WHY?: This is related to comments made elsewhere about the semi-integrated nature (at best) of the current group of systems. Each system was conceived separately. Each since the cataloging system has tried to build on what was already done and to use the same data whenever possible. But there was never an overall model of how the different parts should fit together. Such a model would be very useful. The programmers soon will have access to software tools to allow them to easily and effectively develop such a model upon which all new development would be based. It could be argued that such a step is preliminary to any completely new system development such as a new

circulation system. Once ~~started~~, all new systems would follow the grand plan. CASE tools are also ~~supposed~~ to greatly help the documentation and maintenance functions since ~~the~~ module itself assists in determining what needs to be changed and how.

QUESTIONS: Can a new ~~system~~, e.g. circ, be developed using a CASE-created module and still integrate ~~with~~ the existing cataloging, serials, and online catalog? Probably, but again here we are in uncharted territory.

Serials (LSER / LSAC) (see also under no. 17)

- 19 Finish the LSAC project, i.e.: (1) link membership/package plan/receive with titles; (2) more reports for bibliographers.

WHY?: Linkages are needed to completely automate serials accounting and claims. Reports are needed to provide bibliographers and others with all of the data that is now being collected by the system in order to make management decisions.

- 20 "Finish" new serials systems: (1) automatic labelling at checkin; (2) binding functions; (3) expansion of source file; (3) assistance in binding.

WHY?: Some of this is probably best seen as part of ongoing maintenance, but some of ~~the~~ projects are complicated and provide new functions, most notably producing labels. There could be considerable savings in staff time with labeling and some automatic bindings updates; the source file needs to be expanded to hold new kinds of data.

QUESTIONS: Labels are particularly problematic and costly (due to needs for system ~~printers~~), especially given current variations between labeling practice and how items are encoded in holdings and issue records. Printing on local printers ~~with~~ our system is ~~just~~ generally awkward and not easily done.

- 21 Create a main~~frame~~ to PC down~~loading~~ feature for serials records and reports (and possibly an up~~loading~~ capability ~~for~~ invoice and subscription data).

WHY?: Need to have micr~~ocomputer~~ program access to serials data to assist in collection development ~~analysis~~ and statistics.

QUESTIONS: As mentioned under OCAT record downloading, this is an uncharted sea for us.

FYI

University of Kansas Libraries

Number

1142

October 10, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CLASSIFIED VACANCY

Due to Wendy Roberts' resignation (see PERSONNEL below) the Interlibrary Services Department and the Regents Center Library have announced the availability of a full-time Office Assistant III position. This position is split 50% each in ILS and the RCL, with the following responsibilities: 1) Receipt and processing of requests for materials (25%); 2) Receipt and processing of requests for Regents Center materials (5%); 3) Processing of reserve materials (10%); 4) Serves as liaison (3%); 5) Transmits messages and mail (2%); 6) Special projects (5%); 7) Retrieval of branch library materials (20%); 8) Mailing loans (10%); 9) Supervision of student assistants (15%); 10) Updates OCLC requests, and special projects (5%). Minimum Qualifications: One year of experience in clerical work (some substitutions allowed). Strongly preferred: Ability to work effectively with staff and public; good organizational and filing skills; ability to work independently; ability to work accurately with detailed work; typing ability; ability to lift heavy boxes. Preferred: Familiarity with library operations and policies; familiarity with the Library's automated circulation, reserve, serials and cataloging systems; familiarity with the operation of the Zenith Z-100 microcomputer; familiarity with the operation of an OCLC terminal and with use of bibliographic records; familiarity with the use of indexes and abstracts.

The Office Assistant III classification is funded at salary range 13 on the State's civil service salary scale, at a beginning annual salary of \$15,552. Library staff interested in applying for this position must complete a "Request for Promotion or Transfer" form, available from Rex Hargis or Sandy Gilliland, 4-3601. A copy of the position description is available from Rex or Sandy for review. Applications are due by 5:00 p.m. Wednesday, October 16, 1991.

THE UNIVERSITY OF KANSAS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND, AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

Wendy Roberts, Office Assistant III in Interlibrary Services and the Regents Center Library, has announced her resignation. Wendy began employment with the Libraries in March, 1989. Her resignation is effective October 25, 1991.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CIVIL SERVICE EXAMINATION CALENDAR FOR OCTOBER

A copy of the University's examination calendar for civil services exams offered during the month of October is being copied to all library departments. Please post or route this notice to student assistants who may be interested in civil service employment. Questions may be directed to Rex Hargis or Sandy Gilliland, 4-3601.

Sandy Gilliland

EAST ASIAN LIBRARY ON INNOVACQ

We are happy to announce that on September 12 the East Asian Library began using Innovacq to order Chinese and Japanese publications. As of October 4, EAL student assistants had created 198 purchase orders on Innovacq. Innovacq will also contain records for EAL titles received through gift or exchange arrangements.

Vickie Doll, Rachel Miller

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administration Office by 12:00, Tuesday, October 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

ATTACHMENTS (See FYI Supplement)

Library Emergency and Disaster Preparedness Committee Minutes--5 September 1991

Library Faculty Assembly Minutes--September 16, 1991

Libraries--VM/Bitnet/OFFICE List--October 10, 1991

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 5 September 1991

Present: Gordon Anderson, Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte, Mary Burchill
Absent: George Gibbs (Ex-off.)

Approved minutes of 12 August 1991, with corrections. It was called to the recorder's attention that, judging from various bits of feedback, the minutes are being read by the staff; it therefore behooves us to insure that they reflect, as accurately as possible, the proceedings. A case in point, in the 8 July minutes, is an omission of a modifying comment relative to pest control in the library and the relationship of food/drink to pests. It was mentioned in the discussion but omitted from the minutes that ground and basement levels are, by the nature of their location, naturally more prone to invasion by bugs/rodents than higher levels of a building.

Schulte will distribute copies of an article in CAN which describes a recent flood at the Northern Arizona University Library.

Schulte reported for the Directory of Resources subcommittee that she had received comments on the draft handed out at the last meeting from one committee member; she would like to have comments from all of us by Friday, 13 September, which will enable us to discuss the directory at the 19 September meeting.

K. Miller reported that the Facilities Survey subcommittee had completed surveying all library units--9 of them--and that draft reports are in hand for 7 of the 9, with the final 2 being close to completion. Next week these drafts will be sent to the appropriate branch librarians for review and comments. He hopes that they will all be returned to him in time to prepare final drafts for distribution prior to the 19 September meeting. Committee discussion of those drafts is planned for our 3 October meeting. Following that the subcommittee will be able to begin scheduling F.O. walk-throughs.

Craig wondered if the lists of emergency supplies to be kept on hand--which lists the committee is charged to create--would have their beginnings in the reports of the Facilities Survey subcommittee. It seemed reasonable that such lists would probably grow out of the work of both the Resources and the Facilities subcommittees.

The move to create a Science Library model emergency manual has taken a different direction: after having experienced a few emergencies of their own, the Science staff decided that they should prepare a manual to assist in dealing with future emergencies. Hewitt, reasonably enough, decided that there should not be two independent bodies at work simultaneously on the same thing so attached herself to that body.

M. Miller reported that the Watson model manual is in a draft form which has been passed to M. Hawkins and K. Simmons for comment but that their discussion is not yet complete.

Craig asked if we should move ahead, using only the Art Library model to inspire and support the creation of emergency manuals for other library units. Although it was originally planned to prepare model manuals for 3 dissimilar units, with the experience of 2 and 3 serving to improve 1, it was agreed by the authors of 2 & 3 (Science and Watson) that they do not at this stage expect that they will provide much more "improving" input into 1, the Art Library model. That being the case, it seemed reasonable to move on to the next stage of encouraging all library units to prepare emergency manuals. The subcommittee will meet to discuss how to set this in motion.

Craig set us thinking about "next steps," even though present steps are not yet completed. Communication being basic, first on her list is the establishment of calling trees. Also we need to determine how this whole planning effort will continue to be supported and where will be the repository for such lists, information and other things as are created or gathered by the committee. The aforementioned lists of emergency supplies to be assembled and maintained in the various units need to be prepared. Also, some mechanism needs to be devised for organizing any staff training the committee recommends. This was merely a recitation of next steps, discussion being limited only to the suggestion that perhaps Staff Development Committee would be the appropriate group to coordinate first aid training and possibly other kinds of training as well.

Agreed that Candyce Waitley of Watkins Student Health Center should be invited to speak to the committee about dealing with medical emergencies; we will begin with the local (campus) expert, then move to the county person later, if we feel it would be useful. We also want to have a Fire Department representative come in to discuss pre-planning with us. [Craig reported later that Waitley, whom she had tried to line up for 19 September, had a conflict for that date; Craig then contacted the Fire Department and scheduled Rich Barr instead.]

Craig, having looked back at the committee's charge, called our attention to some matters we may have lost sight of: 1) come January 1992 Gibbs intends to discuss rotating some old members off the committee, new ones on; 2) we are to bend our minds to establishing a rank order of materials to be saved in the event of a disaster; 3) a core of specialists to serve as a recovery team is a desideratum. Food for thought not, at the moment, for discussion.

The next meeting will be 19 September in the Art Library, room 103; subsequent meetings will be scheduled in Watson Conference Room B. Adjourned.

Bill Mitchell, recorder

Library Faculty Assembly
Executive Committee Meeting: Minutes
Sept. 16, 1991

Present: M. Roach, R. Clement, G. Husic, S. Gilliland, S. Miller
B. Schulte, K. Miller

Minutes Exec accepted minutes from the Staff Development Committee for Sept. 4, 1991; LCPT for Aug. 22, 1991; Staff Orientation for Aug. 29, 1991 and approved with corrections minutes from the Exec meeting of Sept. 9, 1991.

Announcements The Chair of Exec had received a positive response from the Budget and Planning Committee concerning a member of Exec serving as a liaison to that committee. In an earlier Exec meeting Shelley had agreed to serve if the request was approved by B & P. The Chair of Exec will contact B & P informing them of this.

The final list of LFA committee members and officers is now ready for distribution. The updated version of LFA's code will be sent to all LFA members at the same time.

Committee Charges The Chair distributed copies of LFA committee charges which have now been mailed to committee members.

Discussion of Previous Meeting Since Kent was absent from our last meeting, time was spent discussing Dean Crowe's responses to some of our questions, particularly CESR. It was generally felt that operating another year under the same rules would be beneficial and if lack of continuity is a problem it would become apparent. The balloting for CESR is being done by exception rather than the telephone call method. The question of how to formulate the charge to the new committee was raised. One suggestion was to present a draft of the charge to the full membership of LFA for further discussion. The decision was made to meet with the new committee members soon after the results of the election are known. A tentative date of Oct. 14 has been set.

Discussion then centered around scheduling a meeting with the Classified Conference Executive Board, possibly on November 18. The Chair has not received a response from them concerning possible committee charges to those LFA committees which have classified members.

Future Agenda Items Agenda items for future meetings include possible LFA Code revisions, i.e. CESR, ex-officio membership on Budget and Planning, the problems associated with the voting privileges of part-time librarians and the election schedule of Librarian III's on LCPT.

Next Meeting The next LFA Exec meeting is scheduled for Tues. Oct. 1 in Watson Meeting Room A at 3:30 p.m.

Submitted by Rebecca Schulte

KU Libraries -- VM/Bitnet/OFFICE List

October 10, 1991

The following are the VM accounts for KU library staff and some related staff. Please send corrections 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.

Acquisitions Department	ACQ	Flanders, Bruce	FLANDERS*
Altenbernd, Jan	JALTENBE	Frazier, Emily	EFRAZIER
Anderson, Gordon	GANDERSO	Froese, Verna	VFROESE
Anderson, Roger	RANDERSO	Fry, Joy	JFRY
Anderson-Story, Janet	JANDERSO	Gaeddert, Barb	BGAEDDER
Automation Assistance	LIBAID*	Gates, Earl	EGATES
Baker, Mary Ann	MLBAKER	Gibbs, George	GGIBBS
Barker, Greg	GBARKER	Gillespie, Gaele	GGILLESPIE
Bauer, Lois	LBAUER	Gilliland, Sandy	SGILLILA
Bearse, Margaret	MBEARSE	Graves, Kathy	KGRAVES
Benjamin, David	DBENJAMI	Haines, Sally	SHAINES
Biggins, Mike	MBIGGINS	Hamilton, Susan	SHAMILTO
Bishop, Norma	NBISHOP	Hamlin, Luceil	LHAMLIN
Boose, Rhonda	RBOOSE	Hargis, Rex	RHARGIS
Borton, Dick	DBORTON	Harman, Norm	NHARMAN
Borton, Mary	MBORTON	Harsh, Bayliss	BHARSH
Bower, Kerry	KBOWER	Hawkins, Sherry	SHAWKINS
Boyd, Esther	EBOYD	Hawkins, Mary	MHAWKINS
Brandt, Sandra	SBRANDT	Hewitt, Sue	SHEWITT
Breitung, Barbara	BBREITUN	Hill, Annamarie	SP69*
Bromberg, Nicolette	NBROMBER	Hitchens, Susan	HITCHENS
Brow, Judy	JBROW	Hodges, Debbie	DHODGES
Buckner, W. Gregg	GBUCKNER	Hoff, Julie	JHOFF
Burchill, Gaile	GBURCHIL	Hollingsworth, Nancy	NHOLLING
Burchill, Mary	MBURCHIL	Hoyt, Jane	JHOYT
Burich, Nancy	NBURICH	Hu, Marilyn	MHU
Cisternino, Michelle	MCISTERN	Husic, Geoff	GHUSIC
Clark, Marilyn	MCLARK	Hyde, Ann	AHYDE
Clement, Rick	RCLEMENT	Jaeger, Nancy	NJAEGER
Cook, Kristi	KCOOK	Jeffries, Carol	CJEFFRIE
Cook, Muriel	MCOOK	Jenab, Larry	LJENAB
Copp, Linda	LCOPP	Jones, Barbara	BJONES
Couch, Sarah	SCOUCH	Kingsbury, Patrick	SP78*
Craig, Susan	SCRAIG	Kipp, Donna	DKIPP
Crank, Rich	RCRANK	Kirby, Chanette	CKIRBY
Crowe, William	WCROWE	Knox, Lorraine	LKNOX
Cundiff, Hope	HCUNDIFF	Koepp, Donna	DOCSMAP
Cunningham, Sue	SCUNNING	Kottman, Miloche	MKOTTMAN
Dandridge, Deborah	DDANDRID	Lafferty, Kathy	KLAFFERT
Dibben, Carole	CDIBBEN	Lathrom, Kathy	KLATHROM
Dienes, Jennie	JDIENES	Leon, Lars	LLEON
DiFilippo, Paulette	PDFILIP	Lodwick, Malcolm	MLODWICK
Doll, Vicky	VDOLL	Lohrentz, Ken	KLOHRENT
Dyal, Diana	DDYAL	Lynch, John	JLYNCH
Dyer, Wanda	WDYER	McLaughlin, Leslie	LMCLAUGH
Elliott, Joyce	JELLIOTT	Marvin, Bob	BMARVIN
Emde, Judith	JEMDE	Mason, Alexandra	AMASON
Eshelman, Nicholas	NESHELMA	Mauler, Al	AMAULER
Evans, Linda	LEVANS	Mellenbruch, Jennifer	JMELLENB

Melton, Rob
Michaels, Barbara
Miller, John
Miller, Kent
Miller, Mary
Miller, Rachel
Miller, Shelley
Miner, Carol
Mitchell, Bill
Moore, Lorraine
Murrell, Dawn
Neeley, Jim
Neeley, Kathleen
Orth-Alfie, Carmen
Owens, Brenda
Pardue, Beverly
Powell, Connie
Proctor, JoNell
Programming requests
Rake, Nancy
Reed, Marianne
Revenew, Janet
Rhodes, Saralinda
Richardson, John
Ring, Richard
Roach, Mary
Roberts, Wendy
Rosenbloom, Mary
Saile, Cherrie
Samuelson, Gary
Schaffner, Brad
Schulte, Becky
Science Reference Desk
Siegmond, Marianne
Simmons, Kendall
Slater, Alex
Slater, Geri
Smith, Jim
Snow, Ann
Stamm, Malgorzata
Starr, Inge
Stephens, Elizabeth
Susott, Gary
Swartz, Denise
Symons, Eleanor
Taylor, Toni
Traxler, Joanna
Waters, Julie
Weller, LeAnn
Williams, Annie
Williams, Sherry
Wilson, Margaret
Wilson, Mike

RMELTON
SP72*
SP05
KMILLER
MAMILLER
RMILLER
SMILLER
CMINER
BMITCHEL
LMOORE
DMURRELL
JNEELEY
KNEELEY
CORTHALF
BOWENS
BPARDUE
CPOWELL
JPROCTOR
PROGREQ*
NRAKE
MREED
JRENEW
SRHODES
JRICHARD
RICHRING
MROACH
WROBERTS
MROSENBL
CSAILE
GSAMUELS
BSCHAFFN
BSCHULTE
SCIREF*
MSIEGMUN
KSIMMONS
JASII
GSLATER
JSMITH
ASNOW
MSTAMM
ISTARR
ESTEPHEN
SP46*
DSWARTZ
ESYMONS
TTAYLOR
JTRAXLER
JWATERS
LWELLER
AWILLIAM
SWILLIAM
MWILSON
MIWILSON

Local library discussion lists:

[to be sent a file showing the membership of a list,
issue the command *TELL LISTSERV REV <listname>*]

KULIB-L -- everyone on this list except those
marked with an *

editor: John Miller (SP05)
closed membership (contact editor)

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)

KULCEB-L -- Classified Executive Board
editor: Marianne Reed (MREED)
closed membership (contact editor)

KULEDU-L -- Library Education Discussion
editor: Mary Rosenbloom (MROSENBL)
closed membership (contact editor)

KULSER-L -- Serials Advisory Group
editor: Kent Miller (KMILLER)
closed membership (contact editor)

LAC-L -- Library Automation Committee
editor: John Miller (SP05)
closed membership (contact editor)

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

SCILIB-L -- Science and Engineering Libraries staff
editor: Julie Waters (JWATERS)
closed membership (contact editor)

National lists based at KU Libraries:

TIGER-L -- TIGER test libraries
editor: Donna Koepf (DOCSMAP)
closed membership

FYI

University of Kansas Libraries

Number

1143

October 17, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

HUMAN RESOURCES CALENDAR

A copy of the Department of Human Resources' quarterly training calendar for the months of October, November and December is included in the FYI Supplement mailing. Library staff who are interested in attending any of the seminars listed may do so, with supervisory approval.

In addition, the KU Dependent Care Referral Service is offering several "Family Caregiving Programs" to staff during October and November. A copy of the program calendar is also included in the FYI Supplement mailing.

Staff may register for any of these seminars by calling 864-4942.

Sandy Gilliland

ORIENTATION COMMITTEE TOURS

I understand that the Orientation Committee is planning another series of Library departmental tours, building on the good experience of last year. I encourage staff to review the offerings and identify, with the help of their supervisors, which tours might be of particular value.

Some staff may be unfamiliar with the work of some departments and others may wish to revisit departments whose work has changed in recent times. The goal, as always, is to promote better understanding among staff about all the dimensions of the Library.

Let's have a good turnout this year!

--W.J. Crowe

WHITE HOUSE CONFERENCE DISCUSSION

Still wondering what actually happened at the White House Conference on Library and Information Services in July? The Staff Development Committee is sponsoring a post-discussion on WHCLIS October 22, 1991 at 3:30pm in Watson Conference Rooms A & B. Duane Johnson and Barbara Wunsch will be on hand to discuss events, issues, outcomes, etc. Come hear about it from people who were actually there!

Lorrie Knox

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

AUTOMATION IN THE KU LIBRARIES

Need some help to guide you through the maze of computer systems in the KU Libraries? The Staff Development Committee is sponsoring an enlightening presentation on November 1, 1991 at 10:30am in Watson Conference Rooms A & B. John Miller will outline the administrative structure of computing at KU, provide background information on automation in the KU Libraries, and discuss the status of future projects.

Lorrie Knox

XEROX COPIER DEMO

The Xerox 5042 copier, the "book saver" copier, will be demonstrated in Watson Conference Room A at 10:30 a.m. on Tuesday, October 22. Interested staff are welcome to attend. This Xerox copier uses the Danyl copy card system, and Xerox expects to set up the demo copier to use copy cards currently in circulation and to provide all of the features currently provided by the Danyl towers attached to library copiers. The copier will be available for public use in Watson Copying Services for approximately two weeks beginning Friday, October 18. Direct any comments you may have regarding this copier to Kent Miller, Sarah Couch or Gregg Buckner.

Sarah Couch

ATTACHMENTS (See FYI Supplement)

Budget and Planning Committee Minutes--September 13, 1991, September 27, 1991
 Committee on Staff Orientation Minutes--11 September 1991
 Department of Human Resources Quarterly Training Calendar
 Library Faculty Assembly Exec Minutes--October 1, 1991, October 7, 1991
 Staff Development Committee Minutes--September 12, 1991

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

October, November, December 1991

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OCTOBER		1	2	3	4
	7	8	9 Writing Position Descriptions 9am - 12noon	10	11
	14	15	16	17 STEP (Day 1) 8am - 12 noon	18 Unclassified Employee Orientation (KS Union) 8:30am - 12noon
	21	22	23	24 STEP (Day 2) 9am - 3:30 pm	25 Classified Employee Orientation 2pm - 4pm
	28	29 Coaching and Counseling 9am - 4pm	30	31 STEP (Day 3) 9am - 4pm	1
	NOVEMBER	4	5	6 Interviewing (Day 1) 8:30am - 12 noon	7 STEP (Day 4) 9am - 4pm
11 HOLIDAY		12	13 Writing Position Descriptions 9am - 12noon	14 STEP (Day 5) 9am - 4pm	15
18		19	20	21 STEP (Day 6) 9am - 3pm	22 Classified Employee Orientation 10am - 12noon
25		26	27	28 HOLIDAY	29 HOLIDAY
DECEMBER	2	3 Conducting Effective Meetings 9am - 12noon	4	5 STEP (Day 7) 9am - 3pm	6 Unclassified Employee Orientation 8:30am - 12 noon
	9	10	11 Writing Position Descriptions 9am - 12noon	12 STEP (Day 8) 9am - 3pm	13
	16	17	18	19	20
	23	24	25	26	27

Note: All sessions which include the 12 noon to 1pm time period break for lunch during that time.

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.

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your work hours. For reservations and more information, please call 864-4946.

October 10	3:30 - 5pm	—	<i>Community Resources for the Elderly, Senior Services Center, 745 Vermont</i>
October 24	7 - 8:30pm	—	<i>Personal Safety Program, i.e. Prevention of Child Sexual Abuse in Pre-school and Elementary Children, Lawrence Public Library Auditorium, 707 Vermont</i>
October 30	12 - 1pm	—	<i>Employee and Supervisory Rights and Responsibilities for Family Dependent Care Issues, Kansas Union, Alcove A</i>
November 6	7 - 8:30pm	—	<i>Helping Elementary-age Children Reach Their Potential When Their Parents Have Divorced, Kansas Union, Governor's Room</i>
November 13	12 - 1pm	—	<i>Employee and Supervisory Rights and Responsibilities for Family Dependent Care Issues, Kansas Union, Alcove A</i>
November 14	7 - 8:30pm	—	<i>Losses and Letting Go: Live, Loving, and Laughing Again, Kansas Union, Governor's Room</i>

PROFESSIONAL DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT PROGRAMS

- NEW CLASSIFIED 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.
- NEW UNCLASSIFIED EMPLOYEE ORIENTATION - (3.5 hours) provides information on policies and procedures, staff benefits, and opportunities pertinent to new unclassified staff.
- *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.
- 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.
- CONDUCTING EFFECTIVE MEETINGS - (3 hours) provides techniques and skills needed to plan, schedule, and facilitate meetings designed to get things done.
- *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.
- *TRAINING OF TRAINERS - (40 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- * Not available this quarter

HUMAN RESOURCES

The University of Kansas



Budget and Planning Committee Minutes

September 13, 1991

Present: S. Craig, S. Hewitt, J. Richardson, K. Neeley, N. Jaeger, R. Miller, S. Miller, J. Waters

Absent: P. Donaldson

Shelley was welcomed to the committee. She is the liaison from LFA Exec and will serve as an ex officio member this year.

The minutes from the September 6th meeting were altered and approved.

The committee discussed committee charges for 1991-1992 from LFA Exec as communicated through Kent Miller's memo dated 9/10/91. The B&P Committee will recommend that the B&P Committee assume custody of the Planning Notebook. We further recommend that it be updated every January to include new committees and any significant changes in existing committees and that each year's B&P Committee should decide for themselves whether or not to undertake a more substantial revision. Kathleen will forward these recommendations to Kent Miller, LFA Chair via a memo. She will also include in the memo that the B&P Committee has added two ex officio members--a liaison from LFA Exec and the Assistant to the Dean for Budget and Finance. These additions were in response to recommendations from LFA Exec and last year's B&P Committee.

A discussion ensued about the role of the B&P Committee in the planning and budgeting process. This was also one of the charges listed in Kent's memo. Discussion resulted in more unanswered questions. The committee intends to talk with the Dean about our role at our meeting next week. The committee also intends to talk with him about the Hoch and space planning documents and the budget process.

One of the charges from LFA Exec will await further discussion until its meaning is clarified by Shelley after talking with LFA Exec. That charge currently reads, "Continue significant involvement in the development of a more structured process for long-range planning [sic] the Libraries."

We briefly discussed the library assessment project even though it was not listed as a charge from LFA Exec. It is the view of the committee that the library assessment project should be referred to the public service heads for consideration.

Sue Hewitt will check to see if the Classified Conference has any charges for this year's committee.

Submitted by Julie Waters

Budget and Planning Committee Minutes
September 27, 1991

Present: Kathleen Neeley (chair), Susan Hewitt, Rachel Miller, Shelley Miller, John Richardson
Absent: Susan Craig, Penny Donaldson, Nancy Jaeger, Julie Waters
Guest: William Crowe

1. With Dean Crowe attending at the Committee's invitation, the following topics were discussed:

a) Mission 2000: Dean Crowe asked the committee to comment on his draft response to the "Information for Mission 2000 Study" questionnaire that had been distributed to all deans by the University's Mission 2000 Steering Committee. The response is due September 30. As background, Dean Crowe explained that Executive Vice Chancellor Del Shankel had appointed the Mission 2000 Steering Committee to prepare an updated mission statement for the University. This is part of a state-wide process begun by the Board of Regents at the request of the Legislature.

b) Budget process: The committee discussed the FY93-FY94 budget timetable with Dean Crowe. Various options were considered that would provide staff involvement and consultation in the budget process, both in the fall, before the library administration prepares the budget request, and in the spring, after the allocations from the University have been made known. Dean Crowe proposed that a library-wide informational meeting be held in November, at which he would present the overall budget picture and ask for comment from library staff on cuts and choices faced by the library. At a second meeting, to be held in December or January depending on the University's budget request timetable, Dean Crowe would present a draft of the actual request to be submitted to the University administration, again asking for staff comments.

c) Hoch: Dean Crowe reported that Hoch space planning continues.

2. Next meeting: The committee's next meeting is scheduled for Friday, October 4, 1:00-2:30. Agenda items include review and approval of minutes of the September 13th meeting, and further discussion of the budget process.

Submitted by Rachel Miller

Library Faculty Assembly
Executive Committee Meeting: Minutes
Oct. 1, 1991

Present: M. Roach, R. Clement, G. Husic, S. Gilliland, S. Miller,
K. Miller, B. Schulte

Minutes were accepted from the following committees: Staff
Development, Sept. 11, 1991; Budget and Planning, Sept. 6, 1991;
Nominating and Ballots, Sept. 10 and 24, 1991; Staff Orientation,
Sept. 4, 1991.

A group of materials were distributed by the Chair including a
memorandum from the Budget and Planning Committee dated Sept. 18,
1991 in response to their committee charges. Of note was the
committee's recommendation that the Planning Notebook be updated
in January of each year by the Budget and Planning Committee and
that the decision to undertake a more substantial revision
resides with each year's B & P. A revised Budget and Planning
Committee charge for 1991-1992 was also distributed as was the
draft of a letter to Dean Crowe concerning ex-officio LFA
committee membership.

The Chair had been asked by the Nominating and Ballots Committee
for guidance concerning the disposition of completed ballots from
LFA elections. After some discussion it was decided that the
actual ballots should be destroyed but the tally sheets should be
retained as permanent records.

It was also confirmed with the Nominating and Ballots Committee
that a run-off election for CESR would be held if any candidate
did not receive a majority (a number more than half of the votes
cast).

The next meeting will be held Mon. Oct. 7, 1991 at 10:00 a.m. in
Watson's Meeting Room A.

Submitted by Rebecca Schulte

Library Faculty Assembly
Executive Committee Meeting: Minutes
Oct. 7, 1991

Present: M. Roach, G. Husic, R. Clement, K. Miller, B. Schulte
Absent: S. Gilliland, S. Miller

Minutes of Sept. 16, 1991 were approved with amendments.

Discussion at this meeting centered around the creation of agenda for LFA Exec's Oct. 14 meeting with Dean Crowe, the LFA general meeting on Oct. 30 and the proposed Nov. 18 meeting with the Classified Conference Executive Board.

Suggested agenda items for the Oct. 14 Exec meeting include: progress being made on the Unclassified Professional issue, the Dean's presentation at the up-coming LFA meeting, faculty status vs. administrative needs, charge for CESR, the Dean's document "Planning for the 1990's" and information access issues.

Suggested agenda items for the Oct. 30 LFA meeting include: minutes from the last meeting, introduction of new LFA members, committee reports, the Dean's presentation and LFA Code revisions.

No response has been received from the Classified Conference Executive Board concerning the proposed joint meeting on Nov. 18. The Chair of Exec will contact their chair to confirm meeting details and discuss agenda items.

The next Exec meeting will be held on Mon. Oct. 14, 1991 at 10:00 a.m. in Watson's Meeting Room A.

Submitted by Rebecca Schulte

Staff Development Committee

Minutes

September 12, 1991 meeting with Dean Crowe

1. Evaluation of Staff Development programs - Dean Crowe believes that, so far as possible there should be a form of evaluation for all programmed activities which use funds, not just Staff Development activities. He would like for us to keep a record of the number of people who attended the activities and their comments about the activity, then summarize them for the annual report and archive them. This would be a useful tool for future planning. He would like for SDC to have some stated objective(s) for each activity and an assessment to see if those objectives were met.

2. Development of a "thematic" program. Dean Crowe sees the development of a thematic program as connected to possible increases in funding. He believes the themes would best be handled on a variable 1-2 year cycle for each one. He suggested major activities in the fall or spring of each year and smaller related issues programs interspersed. The theme should be well-selected, well-planned and well-evaluated. He suggested that we prepare a list of possible themes and present them to all staff and ask for their feedback to select the main topic. He stated that it would, of course, also be appropriate to have programs/activities which did not necessarily relate to the theme selected. He believes that if the SDC would develop good theme packages that he might be better able to obtain additional funding from non-traditional sources.

3. Classified Staff participation in SDC events/funding - The dean is most willing to support programs and encourage assistant deans and department heads to do likewise. Nancy Jaeger is doing research to clarify regulations concerning the use of funds for in-state travel to meetings. Availability of state funds for in-state travel would be one way to encourage classified staff to attend in-state meetings and workshops.

4. SDC role in NEKLS - The Dean had no objection to inviting NEKLS members to pertinent programs if there is sufficient room to accommodate them.

5. Perceptions of the NEKLS continuing education recognition program - The Dean stated that whatever the case care must be taken not to mislead staff into thinking that this program issues "Continuing Education Units" unless that fact can be verified. He thinks the NEKLS program is useful to encourage the recognition of people who participate in continuing education activities. It provides for peer recognition of achievement in the form of a certificate and a letter to the participant's library director. The dean thought it would be appropriate to recognize the individuals at the Library's annual service award reception. He

also stated that it may be difficult to persuade librarians to participate since the current promotion and tenure procedures do not heavily weight attendance at continuing education events (only leading or presenting programs are valued).

6. Ideas on how to increase SDC funding - The dean believes that there are other ways to expand our resources and that is one option to look to the many talents of other KU faculty, staff and community resources. He believes that if they were invited by the Dean and the SDC committee chair and offered a lunch, many would be willing to come to talk and share their expertise. He would follow-up with letters of thanks, etc.

The Dean also believes that the Friends of the Library may also be a future source of additional funding for Staff Development. Preparing a well-organized thematic program plan would be useful in helping to explain the value of SDC programs to the Friends and others.

Submitted by,

Carole Dibben

Committee on Staff Orientation
Meeting of 11 September 1991, MInutes

Present: P.DiFilippo, J.Hoff, C.Orth-Alfie, C.Powell and MIke Wilson and
S. Gilliland
MInutes from 4 September were approved.

1) S. Gilliland received, on loan, the video "Basic Conservation Procedures: Storage and Handling/Environmental Controls" from the Nebraska State Historical Society. The committee viewed the film and agreed that it is intended more for archive professionals than for student aides. Sandy will continue to check for other videos.

2) Further discussion on the "survey of supervisors" was tabled for next week. C.Orth-Alfie presented the current orientation tour schedule which was then dicussed. C.Powell suggested breaking the tours down into smaller units and will prepare a tentative schedule for review. The committee decided not to include a tour of the Library Administrative Offices in the revised schedule.

3) The committee considered designing a full orientation program for student aides, as was done at one time in the past. Such a program would include information on library organization and personnel, policy and procedures. More discussion on this topic will follow.

4) The Who's Who was briefly discussed. The committee will work towards a Spring 1992 update. Further updates would be done every two years thereafter.

5) The committee considered sponsoring a Get Acquainted party for new employees. It was decided that special recognition of new staff at the annual Winter Holiday Party, or some other such library-wide gathering would be more appropriate.

6) The next meeting is scheduled for Wednesday, 18 September at 1:00. C.Powell will send out an agenda before the meeting.

Submitted by J,Hoff

FYI

University of Kansas Libraries

Number 1144

October 24, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

PERSONNEL

Nanette Roubideaux has been appointed as a Research Assistant with the Government Documents and Map Library's Map Indexing Project. Nanette earned a BA degree in American History from KU. She is completing coursework toward the Ph.D. degree in American Social History. Nanette has previously been employed by the East Lawrence Improvement Association, the American Civil Liberties Union, the Kansas Legislature, and the Museum of the American Indian. Her appointment was effective October 18, 1991. Nanette replaces Tom Schmiedeler.

Michelle Cisternino has been appointed as a full-time Library Assistant I in the Art and Architecture Library. She earned a BFA degree in Art History from KU and has been employed in both student assistant and temporary appointments in the Art and Architecture Library. Michelle's appointment is effective November 1st.

Sandy Gilliland

GREGG BUCKNER WEARS TWO HATS

Rex Hargis is now on military leave without pay through March 31, 1992. Gregg Buckner, Copying Services Supervisor, will serve as the Libraries' Student Employment Coordinator for 50% of his time while Rex is on leave. Effective Monday, October 28th, Gregg's Administrative Office hours will be:

Mondays	9:00 - 1:00
Tuesdays	8:30 - 11:30
Wednesdays	9:00 - 1:00
Thursdays	9:00 - 1:00
Fridays	9:00 - 2:00

Library staff who have student-related questions are asked to contact Gregg during his scheduled hours in the Library Administrative Office, 4-3601. Urgent student-related questions may be addressed also to Sandy Gilliland when Gregg is not in the Administrative Office. Likewise, urgent Copying Services questions may be addressed to Gregg while he is in the Administrative Office. Other duties previously handled by Rex, such as leave balances, classified evaluations/expectations, address and other personal data changes, etc. may be addressed to Sandy Gilliland at any time. Thank you.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

ON THE JOB INJURIES--A REMINDER ABOUT TREATMENT

As a reminder (see FYI April 4, 1991), any staff member (librarian, classified, student) who receives an injury while performing the responsibilities of his/her position, must go the **Lawrence Memorial Hospital's Emergency Room** if medical treatment is needed, in order for the Worker's Compensation Fund to pay for the medical treatment. **Do not go to your regular physician or Watkins Health Center.** Whether or not medical treatment is deemed necessary, Sandy Gilliland must be notified of the injury at the earliest possible convenience (but within 24 hours of the injury), so that required paperwork can be completed.

If a staff member receives treatment for a work-related injury from any health provider other than LMH Emergency, the Worker's Compensation Fund will reimburse the employee up to only \$350 maximum. Additional information is available from Sandy Gilliland.

Sandy Gilliland

1992 HEALTH INSURANCE OPEN ENROLLMENT ENDS OCTOBER 31ST

Library staff who wish to make changes to their existing health coverage for the 1992 calendar year must do so **by October 31, 1991**. New enrollment forms must be completed if:

- 1) you wish to change health providers (HMO or Blue Select);
- 2) you wish to add or delete family members;
- 3) you wish to add or delete family members from dental coverage; and/or
- 4) you have dependents who are between the ages of 19 and 23, are full-time students, and you wish to add or continue their health coverage in 1992.

If no changes to existing health coverage are desired, staff need not complete any forms. All staff will automatically be enrolled in the traditional dental plan (no area dentists have signed up for the DMO plan as of today). However, if staff wish to change to the DMO plan they may do so by calling 1-800-843-3661. Additional information regarding the health plan, dental plan, and prescription drug plan is available in your health packet or from Sandy Gilliland.

Sandy Gilliland

KANELECT: FLEXIBLE HEALTH AND DEPENDENT CARE SPENDING ACCOUNTS

As a reminder, the open enrollment period for the 1992 KanElect program expires on October 31st. Staff who participated in the program in 1991 are required to re-enroll for 1992 (and should have received enrollment forms from the Benefits Office). Staff who wish to participate in the flexible spending account program during 1992 must submit an enrollment form (available from Sandy Gilliland) by October 31st.

Briefly, the Health Care Flexible Spending Account can be used to pay for eligible medical and dental expenses, not covered under your existing health insurance policy, on a pre-tax basis by setting aside a specified amount of money each month (minimum of \$15, maximum of \$125 per month) for the entire year.

The Dependent Care Flexible Spending Account can be used to pay for eligible work-related dependent care expenses (such as day care) on a pre-tax basis by setting aside a specified monthly minimum of \$30 to a monthly maximum of \$416.66 for the entire year.

Library staff who are interested in receiving more information about the KanElect program are urged to contact Sandy Gilliland immediately. If you don't enroll by October 31st, you will lose the opportunity to participate during 1992.

Sandy Gilliland

LFA GENERAL MEETING

A LFA General Meeting has been scheduled for October 30, 10:00 A.M. in the Watson Conference Rooms. Agenda items will include committee reports, a report from Dean Crowe and consideration of a proposal to establish an ad hoc committee to review and suggest changes to correct discrepancies and minor problems in the LFA Code.

Kent Miller

AUTOMATION IN THE KU LIBRARIES

Need some help to guide you through the maze of computer systems in the KU Libraries? The Staff Development Committee is sponsoring an enlightening presentation on November 1, 1991 at 10:30am in Watson Conference Rooms A & B. John Miller will outline the administrative structure of computing at KU, provide background information on automation in the KU Libraries, and discuss the status of future projects.

Lorrie Knox

SERIALS SYSTEM USERS GROUP MEETING

There will be a meeting of the Serials System Users Group (nee Group of 30) Oct. 31, 10:30-12:00, Watson Conference Room A. Users Group members should consult their e-mail for additional information.

Margeret Wilson

DESPERATELY SEEKING FLAGS....

Please send "Returned at Wrong Location" flags to Janet, Circ. Dept., Watson. Thanks!

Janet Anderson-Story

BROMBERG PHOTOGRAPHS ON DISPLAY

N. Bromberg has several of her platinum photographs currently in two shows in Kansas City, "City Perspectives" at the SCP Gallery and Current Works '91 at the Leedy-Voulkos Gallery as well as two photographs that are on display in the "Architecture in Focus" competition exhibit in San Francisco.

Sherry Williams

ATTACHMENTS (See FYI Supplement)

First Annual State Employees Safety Conference Report--October 7, 1991

Budget and Planning Committee Minutes--October 4, 1991

Libraries Committee on Promotion and Tenure Minutes--October 4, 1991

Staff Development Committee Minutes--September 18, 1991; October 2, 1991

(continued)

1st ANNUAL STATE EMPLOYEES SAFETY CONFERENCE
Oct. 7, 1991, Topeka

As a newly-appointed member of the University Employee Safety and Health Committee, I attended the 1st Annual State Employees Safety Conference. While the focus of many of the sessions was aimed at the industrial sector, there were also several presentations which were more relevant to library interests. I have attempted to share the highlights of those sessions.

Some bibliographies, exercise instructions, and other material were distributed at the conference. Let me know if you are interested in seeing them.

STRESS MANAGEMENT (Jerry Johnson, Menninger Management Institute)

Everyone suffers an inordinate amount of stress. Consequently, stress has become good business and a wide variety of stress-reducing products are being marketed, from a multitude of drugs to such programs as EST. Unfortunately, these products treat the symptoms, not the disease, and generally are useless or even detrimental to our health.

Stress is defined as the nonspecific response in the body to a demand placed on it, either physical or mental. In unofficial terms, stress is a conflict in the mind; if the conflict is unresolved, distress results and we feel trapped and/or threatened. Stress can be good (eustress) or bad (distress), depending on how an individual handles it. Stress can improve performance; as long ago as 1904, Yerkes and Dodson studied the effect of stress on efficiency and discovered that the results could be plotted as a bell-shaped curve, the first half of which represents sharply increasing efficiency until a plateau is reached, at which point efficiency sharply drops. Even bad stress can be good because it forces us to change destructive behaviors, which we won't change until there is sufficient pain.

Stress, not surprisingly, is caused by stressors, although not all stressors produce stress, depending on one's own perception of how threatening the stressor seems. Stressors can be grouped into 4 categories:

1. personal/interpersonal
2. organizational/situational
3. societal/cultural
4. physical/environmental

Beginning with the 4th category, examples of physical/environmental stressors are lead poisoning, conditions which are too cold or too hot, and noise pollution. Physical/environmental stressors are known facts.

An example of a societal/cultural stressor is changes in the state's economic condition.

The 2nd category, organizational/situational stressors, is the category most easily handled by most of us. Examples are cramped

Safety Conference - 2

working conditions and no-smoking laws.

It is the 1st category of stressors which most people find the most stressing.

Interpersonal stress occurs when we make up psychological contracts with other people based on our assumptions of how we think they should behave; those assumptions are based solely on how we ourselves behave. If people don't act in the manner we have prescribed for them, we perceive them to have broken the contract (which they didn't know existed), and interpersonal stress results. For example, some people expect the workplace to be their family, while others get their strokes from the non-work parts of their lives. The former group would experience stress if their birthday went uncelebrated, the latter group would not.

Personal stress is caused by low self-esteem; if self-esteem is low, then everything that happens is threatening. Self esteem is related to the amount of conflict between our ego ideal (who we think we should be) and our self concept (who we think we actually are). Self-esteem is low when the conflict is high between our self concept and our ego ideal. When personal stress gets too great as a result of trying to live up to our ego ideal, we usually do something stupid to lower the level of the ego ideal and relieve the stress [Gary Hart?] Another cause of personal stress is that we all must play roles--parent, student, gender, professional--which are frequently at odds with our emotional needs to be childlike, silly, lazy, etc. How easily we can slip in and out of the roles we play determines the level of stress we feel.

* CHANGE = STRESS *
* Change is always a stressor. Even good changes cause stress, *
* since change is always equated with a psychological loss. *

Depending on our nature and the situation, we respond to stress by fight or flight. There are both physical and psychological responses. The physical ones are well documented: release of adrenalin, constriction of blood supply to the extremities, etc., which aid us to fight or flee. Psychological responses to stress are also characterized by the fight and flight modes, and are further categorized as mature or immature responses.

Immature adaptive mechanisms

<u>fight</u>	<u>flight</u>
projection (blaming others)	denial
displacement (if only ...)	repression
acting out (kicking the pop machine)	hypochondria

Immature behaviors

fight

passive aggressive (yes
people)
irritability
attacking
murder

flight

avoiding work
avoiding play
giving up
drug addiction
suicide

At the least, immature adaptive mechanisms and behaviors are ineffective; some, like repression, affect our health and can literally kill us. What are mature responses to stress?

1. Recognize that YOU are in control. For example, don't go to a doctor to ask why you don't feel good; this makes doctors god and we lose our power. (That's why a good psychiatrist's first question is "What do YOU think is wrong" (and for this you pay \$70 an hour)).

2. Learn to know when you are under stress. Everyone has their own stress signature, and experiences one or more of the following symptoms: forgetfulness, cold hands, headaches, neck pain, irritability, rapid heart beat, "pit" in the stomach. Become aware of your own stress signature.

3. Determine what is causing the stress.

4. Determine what you can do about it. (AFTER you have determined the cause of your stress, figured out what you can do about it and tried to deal with it, it is all right to treat the symptoms (take aspirin or drink a shot of vodka or jog for 2 hours). Otherwise, not only have you not eliminated the stress, you are putting yourself at risk of addictive behaviors which will add yet more stress to your life.)

5. Begin a stress reduction program:

a. Realize that you can't control anybody but yourself. You can control your attitude and your behavior.

b. Know thyself: know what you enjoy (Don't jog to relieve stress if you don't enjoy jogging.)

c. Be realistic about your lifestyle. Don't adopt a stress reliever which won't fit into your lifestyle (Don't swim to relieve stress if your job entails constant travel.)

d. Develop social supports (someone that cares for you and you can care for, be it family, collegial groups, or friends).

e. Develop a positive attitude toward life.

f. Develop a sense of humor.

* Plato: All diseases of the body stem from the mind and all *
* diseases of the mind stem from the body. *

POST TRAUMATIC STRESS SYNDROME (Judy Parker, Parkview Hospital)

Post traumatic stress syndrome is defined as the development of certain symptoms following a trauma: Poor concentration, eating disorders, sleeping disorders, inability to cope with normal routines. The event which brings about PTS is called a "critical incidence." The extent to which a critical incidence causes PTS is determined by the degree of intensity of the incidence, the closeness of the person to the victim, the length of time the incidence lasts, what the person's experience is with crises, and the amount of media coverage.

HANDLING DIFFICULT EMPLOYEES/CLIENTS (Judy Parker, Parkview)

Most difficult people are people who are under stress. The first step in dealing with difficult employees is to determine where the stress is coming from and what the employee's emotional state is. Be an active listener; it is important to understand two levels: the factual level (what happened first, what happened second) and the feeling level (what the employee is feeling). The emotions should be addressed first, not the facts. The next step is to find out what the person needs to have happen to remedy their situation. Finally, you should let the person know what your position is. If the person is behaving in an abusive manner, it is all right to set limits on what you will take.

ERGONOMICS (Chris Ringel, St. Francis Hospital)

Ergonomics is the designing of the workplace to fit the employee while maintaining workplace efficiency. Prior to redesigning a workplace to be more ergonomic, specialists in the field 1) observe the workplace, 2) investigate the situation, and 3) interview the employees.

The main purpose of ergonomics is to prevent injury. Injury is the result of numerous factors involved in performing a task: magnitude of force employed, degree of repetition, length of time, presence of vibration, degree to which there is deviance from normal posture, the physical fitness of the employee, and the mental stress of the employee. Interestingly, muscle fatigue occurs much quicker in static tasks than in dynamic ones.

VDT workers have a high incidence of injury (carpel tunnel and lower back). The major factors contributing to VDT injury are poor posture, lack of breaks, and stress. Companies which reward employees that exceed the productivity standard have a higher injury rate, as do companies which look down on injured employees.

It is important to educate management that VDT injury is both inevitable under poor conditions (and costly in terms of lost worktime and insurance and workman's comp benefits) and avoidable under good conditions.

MANAGING LOW BACK PROBLEMS (Chris Ringel)

Eighty percent of employees with lower back injuries are "sitters," not physical laborers, since lack of exercise is the major cause, not lifting heavy objects. The next most frequent cause of lower back injury is poor posture, followed by poor biomechanics in lifting. The vertebrae of the back form an S-shaped curve, with a strong ligament attached to the front of the spine and a weak ligament attached to the back. Incorrect posture either exaggerates the curves (creating "duck-butt" posture) or negates the curves (creating "tuck-butt" posture). Most men have tuck-butt posture since they are biologically predisposed to strength rather than flexibility, while most women have duck-butt posture since they are biologically flexible rather than strong. Slipped discs are the result of tuck-butt posture because the straightening of the spine from its natural curve causes the front of the spine to pinch together, thus opening up the back of the spine and allowing the disc to slip out. Exaggerating the curve of the spine, on the other hand, pushes the disc to the front of the spine, where it cannot slip out due to the strong ligament which is attached there. This is why slipped discs occur far more frequently in men. (It is also why Olympic weightlifters always lift from a duck-butt position.)

Lower back injury is inevitable in persons whose lack of physical fitness allows their posture to become poor. Happily, it is preventable through a program consisting of:

- 1) Regular physical exercise (20 minutes straight 3 days a week--walking is the best kind of exercise).
- 2) Good sitting posture, possible only with ergonomically designed work stations which have adjustable chair heights and foot stools (so that the thighs are parallel to the ground), and sufficient lower back support, which, if not provided by the chair design, may take the form of inflatable cushions.
- 3) Frequent breaks (every 30 minutes) which incorporate 80 seconds of posture stretches to counteract the detriments of sitting. (Maintaining proper sitting posture while working long hours at a terminal is difficult even for physically fit persons sitting at ergonomically designed workstations, since static muscles tire rapidly.)

CARPAL TUNNEL SYNDROME (Chris Ringel)

Carpal tunnel syndrome is inevitable in persons who do data entry for more than 6 hours a day unless certain safeguards are taken:

- 1) The correct alignment of the arms, wrists, and fingers. Ideal typing position is one in which the elbows are bent at a 90 degree angle, the forearms are parallel to the floor (a wrist support is usually required to keep wrists from drooping when muscle fatigue sets in), and the keyboard is within 4 inches of the edge of the desk.

Safety Conference - 6

2) Breaks at least every 30 minutes. Hand stretching exercises should be performed to counteract the effects of the prolonged unnatural hand position which typing requires (natural hand position is thumbs up).

Once carpal tunnel syndrome has developed, the employee will never regain normal function. Therefore, it is important to take seriously the initial symptoms of pain and/or swelling in the wrist and hand. It is important also to rest the wrists and hands as much as possible when away from work--knitting and other stressful activities should be avoided.

Budget and Planning Committee Minutes
October 4, 1991

Present: S. Craig, P. Donaldson, S. Hewitt, N. Jaeger,
R. Miller, S. Miller, K. Neeley, J. Richardson, J. Waters

The minutes for the September 13th and September 27th meetings were altered and approved.

Kathleen wondered how much of the B&P correspondence the rest of the committee wanted to see. It was decided that such correspondence will from now on be sent to committee members on e-mail. Some longer documents concerning B&P will be routed among committee members. Drafts of minutes will also be sent to committee members on e-mail with a deadline for responding. The final versions of minutes will continue to be in paper format.

Dean Crowe had requested that meetings be set up for all library staff to report on the status of the budget and his preliminary ideas on next year's budget. He also would like to solicit input from the staff. The meetings have been set up for November 18th from 1:30 to 3:00 and November 19th from 10:30 to noon. They will be held in the Watson conference rooms. Scheduling two meetings is intended to offer alternative times for staff to attend although the meeting agendas will be the same.

A long discussion ensued about the role of the B&P Committee in the budgeting process. We discussed its historical role. Its charge from the LFA code indicates more involvement in the budgeting process than the B&P has had in recent years which resulted in discussion about increasing our role so that it is in line with the code. Another idea was to reconsider the entire budgeting process and then look at B&P's role within that process. There was more discussion on sponsoring budget hearings and then making budget recommendations from those hearings. The committee did not come to an agreement on the role of the committee. However, the committee thought that this discussion is bringing us closer to defining our role.

B&P's next meeting will be from 1:00 to 2:30 on October 11th. The discussion about B&P's role will continue then since this committee is committed to resolving this issue. Dean Crowe will come to part of our next meeting to discuss the Vision Statement.

Submitted by Julie Waters

MINUTES: Libraries Committee on Promotion and Tenure

DATE: October 4, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson, Sandy Gilliland (guest).

The committee will review two requests for sabbatical leave. The files are due at the Office of Academic Affairs by November 1; the committee will need to finish its work by October 25 so that Dean Crowe will have time to review the recommendations of the committee.

Sandy Gilliland provided the committee with documentation concerning sabbatical leave. She then explained the process of reviewing and evaluating the requests.

The committee will review the service, research and librarianship of each applicant when considering their request for sabbatical leave.

The question of what is a legitimate request for sabbatical leave by a librarian is still unresolved. As in the past, the committee will review each request on an individual basis.

Each committee member is asked to review the pertinent documentation concerning sabbaticals. The week of October 7-13 will be spent reading the sabbatical requests. The committee will meet daily at 8:30 - 10:30 am October 14-18, and October 21-23, in Conference Room B (except for October 17, when the meeting will be held in the Cataloging conference room) to review, rank and draft the committee's evaluation of the proposals.

Brad Schaffner, secretary

Staff Development Committee

Minutes

Meeting of September 18, 1991

Present: Janet Anderson-Story, Susan Hitchens, Lorrie Knox, Sandy Gilliland, Carole Dibben.

Absent: Rich Ring and Julie Hoff

The SDC met at 10:30 am in Watson Conference Room A. Minutes were approved.

Discussed the development of an evaluation form to be used at the conclusion of all SDC events. An evaluation form was revised to be used for the Joan Giesecke workshop on September 19, 1991. Discussed suggestions for future programming and these ideas will be added to the evaluation form to be used on 9/19/91 in order to measure staff interest in the possible topics and topic areas.

Approved funding requests.

The next regular meeting will be September 25, 1991, at 10:30 am in Watson Library. The room number will be announced later.

Submitted by,

Carole Dibben

Staff Development Committee

Minutes

Meeting of October 2, 1991

Present: Julie Hoff, Sandy Gilliland, Janet Anderson-Story, Lorrie Knox and Carole Dibben

Absent: Rich Ring and Susan Hitchens

The SDC met at 10:30 am in the Watson Cataloging Conference Room. Minutes of the September 12, 1991, meeting with the Dean were amended and approved.

Reviewed the results of the evaluations for the Joan Giesecke program which were favorable.

Considered the suggestions from the evaluations as possible choices for thematic programs and explored the topic of communication as a possible choice for the first theme.

Discussed the possibility of inviting Barbara Wunsch to provide a post-White House Conference follow-up in October. Also discussed the possibility of John Miller presenting a program on the history of computing at the University of Kansas and in the libraries the week of October 28th.

The next meeting will be at 10:30am October 16, 1991, in the Watson Cataloging Conference Room.

Submitted by,

Carole Dibben

FYI

University of Kansas Libraries

Number

1145

October 31, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

FALL BUDGET MEETINGS

Two identical fall budget meetings will be held on Monday, November 18, 1991 from 1:30 to 3:00 pm and Tuesday, November 19, 1991 from 10:30 to noon in Watson Conference Rooms A & B. Dean Crowe will report on the status of the FY92 budget and the budget issues to be considered for possible inclusion in the Libraries' FY93-94 Budget Request to Academic Affairs. The LFA Budget and Planning Committee members will attend both meetings. Following the meetings, the Committee will issue a brief summary of the presentation and a questionnaire asking for input on the budget issues, priorities and process. The Committee will use the results of the questionnaire responses and the responses expressed at the open meetings as the basis for general written recommendations to the Dean as input for his budget request to Academic Affairs.

Bill Crowe, Dean, and Kathleen Neeley, Chair, LFA Budget and Planning Committee

MARGARET WILSON APPOINTED TO UNIVERSITY SAFETY COMMITTEE

As announced last week in a e-mail notice to all staff, Margaret Wilson has been appointed, at the request of Dean Crowe, to the University Employee Safety and Health Committee. Last week's FYI Supplement included a report Margaret had written regarding recent committee activities. Stayed tuned for additional information from this Committee.

Sandy Gilliland

TOURS OF LIBRARY DEPARTMENTS OFFERED

The Committee on Staff Orientation has announced tours of the following library departments in November (an informational flier will be distributed to all staff this week). All library staff are invited to participate in the following tours (each department is offering two identical tours):

Acquisitions & Collection Development (Tour Guides: Rachel Miller and Rich Ring)
Nov. 4, 9:00 - 10:30 OR Nov. 5, 1:30 - 3:00

Cataloging (Tour Guide: Lorraine Moore)
Nov. 13, 10:00 - 11:30 OR Nov. 14, 1:30 - 3:00

Serials (Tour Guide: Kent Miller)
Nov. 21, 9:00 - 10:00 OR Nov. 21, 1:30 - 2:30

Library staff may, with supervisory approval, register for one or more of these tours by contacting Michael Wilson, 4-3038 (e-mail MIWILSON). Please register at least one working day in advance of the tour you wish to attend.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

ANNUAL VERIFICATION OF PAYROLL/PERSONAL DATA

All library employees have received, or will soon receive, a printout their payroll and personal data as recorded in the University's HRMS (Human Management Resource System) database. Please review this information carefully, sign the printout, and return it to the Library Administrative Office by Wednesday, November 6th. Questions may be directed to Sandy Gilliland, 4-3601. Sandy Gilliland

REPORT ON THE ASSOCIATION OF RESEARCH LIBRARIES OCTOBER 22-25, 1991 MEETING: "Building a New Agenda: Economic Pressures, Technological Innovation, and Access to Innovation"

Committee Business

ARL committees met on Wednesday morning and during lunch. The Advisory Committee on ARL Statistics, on which I sit, made final a new survey, "Inventory of Library Access: Facilities and Services", which will be distributed this winter. This ground-breaking effort has been in the planning for almost three years, and includes questions on: "Facilities" [building space, seating, storage, equipment for users], "Automation" [OPACs, terminals, other microcomputers], "Resource Sharing Agreements", "Access Services Provided", and "Local Characteristics" [branch library pattern, staffed service points, hours of opening].

Visit to the Council on Library Resources

Several directors of ABEU-affiliated libraries took advantage of the trip to Washington to call on David Penniman, newly installed president of the Council on Library Resources, to explore options for CLR interests in working with (and perhaps providing partial support for) ABEU projects to promote regional cooperation and resource-sharing. The meeting on Wednesday afternoon lasted almost two hours and was most productive. ABEU directors will meet in early November to prepare more concrete proposals for action.

Opening General Session

The meeting opened formally late on Wednesday afternoon with a plenary session at the Mayflower Hotel to introduce new directors and to offer several short briefings on core ARL programs: the Office of Management Services, the Office of Scientific and Academic Publishing and the Coalition for Networked Information. (Further opportunities to discuss ARL activities occurred during the business meeting and the Friday morning Town Meeting.)

Howard University Reception

The Howard University Libraries (Ann Randall, Director) hosted a reception for ARL attendees and other Washington guests from 6:00 to 7:30 p.m. on Wednesday. The event was held in the Gallery Lounge of the Blackburn Center on the Howard campus. Library staff were on hand for informal tours and information at the Founder's Library, a short walk from the reception site.

Luncheon

At noon on Thursday, directors and guests heard discussion of concepts and systems for "knowledge management," as developed by Richard Lucier, University Librarian at the University of California-San Francisco. Lucier's work is based in part on his involvement with the human genome project at Johns Hopkins University.

(continued)

REPORT ON THE ASSOCIATION OF RESEARCH LIBRARIES (continued)

ARL Banquet

On Thursday evening, attendees and guests were invited to the traditional ARL banquet in the Mayflower Hotel. The guest speaker was David Bartlett, director of the Temple University Press and president of the Association of American University Presses, who reflected on trends in scholarly publishing and relationships between libraries and university presses.

Panel on Foundation Trends

On Friday, there was a panel on "Foundation Trends in the 1990s." Participants were David Penniman, president of the Council on Library Resources; Richard Ekman, formerly of NEH and now secretary of the Andrew Mellon Foundation; and Loren Renz, director of research for the Foundation Center. The panelists addressed current directions of foundations, the kinds of programs being developed, and the topics that they believe might gain support for further exploration in the field of research librarianship.

General Meeting

The theme of the program focused on the basic question: Within ongoing budgetary and institutional constraints, what are the specific challenges and needs that research libraries must continue to meet? This program was designed to encourage directors to analyze issues, share approaches to specific situations, and describe new services, technologies, and philosophies. Each session of the three-part program offered two concurrent group discussions led by members of ARL committees, presenting ideas and moderating debates on current aspects of the topics that comprise the ARL agenda: collection development, information policy, access to information, scholarly communication, preservation, and management. The sessions incorporated formats such as small group analysis, opinion surveys, and position papers.

The first pair of concurrent group discussions was led by the Management and Preservation Committees. "What keeps you awake at night?"-- and what ARL can do to help you sleep more soundly, was the theme of the forum led by the Committee on the Management of Research Library Resources and the Advisory Committee on ARL Statistics. The Management Committee reported on responses to its inquiry of ARL directors and engaged the attendees in discussion of programs and projects that could be undertaken to address member concerns regarding the management of research libraries. The two most pressing areas of concern to the directors were human resources and financial planning.

The topic for the preservation forum was the funding of preservation programs; three ARL directors presented a panel discussion on issues such as program implementation, factors for increasing productivity, financial management, and mass deacidification.

In the second part of the morning, sessions were conducted on scholarly communication and on access to information resources. The scholarly communication discussion focused on research library alliances with university presses, involving faculty in scholarly communications issues, and the move to sophisticated document delivery services from the library vendor community. The Committee on Access to Information led a debate based on a white paper on key issues, in particular addressing the notion of a distributed national library network.

REPORT ON THE ASSOCIATION OF RESEARCH LIBRARIES (continued)

The afternoon session on Thursday covered information policies and collection development. The Committee on Research Collections utilized a "collections values exercise" to generate discussion of broad collections issues. Earlier versions of the instrument have been used successfully in OMS' Collection Evaluation Institute. The forum with the Information Policies Committee discussed and evaluated existing strategies in the delivery of and access to government information. Case studies of specific datafiles and bulletin boards were presented, highlighting issues of cost, training and software development. One goal was to develop a leadership agenda for a more structured resource sharing program in this arena.

At the ARL Town Meeting on Friday, chairs of the previous day's sessions reported on the major issues presented and synthesized the highlights of the discussion. The floor was open for questions and further discussion; directors' opinions were sought to identify the relevancy of past ARL strategies and the possible directions for future programs, policies and activities.

--W. J. Crowe

SCHEDULE CHANGE IN LAC MAINFRAME PLANNING MEETINGS

As announced over KULIB-L last Friday, the Library Automation Committee has decided to postpone for two weeks the publication of a mainframe development plan and a follow-up open meeting for staff to discuss it. The open meeting had previously been scheduled for November 6.

The revised schedule is the following:

Wed., October 30 -- regular LAC meeting

Wed., November 6 -- regular LAC meeting

Thu., November 14 -- publication of prioritized project list in FYI

Wed., November 20 -- open meeting (Watson A/B, 1:30-3:00)

John Miller

KULSA

Let's celebrate payday at the Union about 4:30 ... See you there?

Annie Williams

ATTACHMENTS (See FYI Supplement)

Classified Conference Executive Board Minutes--September 24, 1991, October 9, 1991, October 10, 1991

Library Faculty Assembly Executive Committee Minutes--October 21, 1991

Committee on Staff Orientation Minutes--4 October, 1991

Committee on Salaries and Benefits--8 Oct 91

(continued)

MINUTES, Classified Conference Executive Board
September 24, 1991

PRESENT: D. Benjamin, G. Burchill, P. Donaldson, V. Froese, S. Hamilton, B. Harsh, S. Hewitt, J. Hoyt, M. Kottman, K. Lafferty, J. Revenew, W. Roberts, A. Slater, I. Starr, M. Wilson

Minutes of the August 27 and September 12 meetings were approved as corrected.

Susan Hewitt reported for the Budget and Planning Committee. Kathleen Neeley was elected as chairperson. Nancy Jaeger, as Assistant to the Dean for Budget and Finance, has agreed to sit on the Budget and Planning committee as an ex-officio member. Shelley Miller will serve as liaison from the LFA Executive Committee. Dean Crowe has given the committee a draft of his mission statement, presenting his goals for the Libraries for the next 5 to 10 years. He will discuss this with them at their next meeting.

The Committee on Staff Development is evaluating the visit by Joan Geisecke.

The Orientation Committee will be sending a survey to all supervisors and department heads in the library. They are trying to determine the amount of encouragement staff receive from the supervisors to attend these tours. The committee is also reviewing presentations to possibly replace the ones now being used on the care and handling of books. Kent Miller suggested that the committee look into an orientation program for new student employees, in addition to the orientation now offered for classified and unclassified staff.

The minutes of the September 12 meeting of the Personnel Committee were approved. The Executive Board approved the report of the Personnel committee on the working conditions survey. The report will be forwarded to Dean Crowe. Likewise, the results of the student awards survey were approved and will be sent to the Student Employee Task Force.

David Benjamin presented a proposal for an amendment to the Classified Conference Constitution which would provide for classified representation on the Dean's five-year review committee. This was approved with one minor change. After this proposed amendment has been printed in the FYI, a ballot will be sent to all members of the Classified Conference.

Jane reported on the last Administrative Conference meeting.

The LFA Executive Committee and the Classified Conference Executive Board will meet together on November 13 at 10:00 a.m. to discuss joint committees.

MINUTES, Classified Conference Executive Board
September 24, 1991
Page 2

The Executive Board gave a favorable response to Dean Crowe's draft of the document on Staff Participation in Governance. Should the Administrative Conference suggest significant changes, the Executive Board would like the opportunity to review a new draft of the document before it is disseminated to the staff as a whole.

The ARL Spec. Kit no. 173 provides a discussion of staff recognition programs at university libraries. Sarah Couch or Janet Revenew will provide assistance in locating it for any staff member interested in reading it.

Verna Froese
Secretary
Classified Conference

MINUTES, Classified Conference Executive Board
October 9, 1991

PRESENT: J. Anderson-Story, D. Benjamin, K. Bower, C. Dibben, V. Froese, S. Hamilton, B. Harsh, S. Hewitt, J. Hoyt, K. Lafferty, M. Kottman, I. Starr

This meeting was called to discuss the draft of the Re-assignment Document. Implications of this proposal, as well as questions of how various clauses might be interpreted, were discussed. These questions and issues were to be raised with Dean Crowe at the meeting scheduled for the following day.

Verna Froese
Secretary
Classified Conference

MINUTES, Dean's Meeting, Classified Conference Executive Board
October 10, 1991

PRESENT: J. Anderson-Story, D. Benjamin, K. Bower, G. Buckner (guest), G. Burchill, C. Dibben, P. Donaldson, S. Hamilton, B. Harsh, S. Hewitt, J. Hoyt, M. Kottman, K. Lafferty, K. Simmons, A. Slater, I. Starr

The entire meeting was spent discussing the draft of the Change of Assignment Statement distributed by Sandra Gilliland to Classified Conference Executive Board members for review and comment.

Gregg Buckner was invited to talk about the process he participated in for temporary reassignment in Rex Hargis' absence.

The Dean said that definitive answers to many questions raised about the document are not possible to give, as no policy document can be written to clearly outline procedures for any circumstances that may arise. This policy document is meant to underscore the framework and spirit of the process, which is to be as flexible and non-directive as appropriate.

The document will be distributed via FYI and eventually become part of a Library staff policy handbook. At the point at which this document is approved, the committee suggested holding an open meeting to answer questions from any library staff member.

After the discussion with the Dean, the committee decided to send J. Hoyt, D. Benjamin, and S. Hewitt to Sandy Gilliland to ask for clarification on the following questions:

1. Is this policy to be implemented ONLY in times of fiscal crisis? If not, what other times might this policy be implemented (e.g. periods of reorganization). The document should more specifically define situations in which the policy may take effect. (Currently in first paragraph: "...especially when positions fall vacant and during times of fiscal difficulty.")
2. By what mechanism will Library staff be informed that the policy is now in force? And, subsequently, when it is no longer in force?
3. Is the November 1st deadline mentioned in her memo a firm deadline? (If so, another extraordinary Executive Board meeting will be called to share Sandy's comments and to decide how to formally respond to her memo.)

Submitted by Gaile Burchill

Library Faculty Assembly
Executive Committee Meeting: Minutes
Oct. 21, 1991

Present: K. Miller (Chair), B. Schulte, S. Miller, G. Husic, M. Roach, S. Gilliland, R. Clement

Minutes Exec accepted minutes from the following committees: Staff Development Committee, Sept. 18 and Oct. 2, 1991; LCPT, Oct. 4, 1991; Budget and Planning, Oct. 4, 1991.

Announcements

1. The Chair distributed copies of the charge for the Committee to Evaluate Service and Research. At our next meeting he will review what he is planning to say about this year's CESR at the upcoming LFA meeting.
2. Kent has spoken to committee chairs concerning their reports for the LFA meeting.
3. A run-off election is required for all seats on CESR. The possibility exists that a second run-off election will be necessary.

General discussion followed concerning the recent election and whether balloting by exception is the best way to proceed. It appears that some people were not aware of the need to contact Nominating and Ballot to have their names removed from the list of candidates. It was pointed out that problems occur with the other forms of producing slates as well. One complaint heard by an Exec member was that the announcement had only been published in the FYI once and had been missed. In previous years the practice had been to run an announcement in the FYI twice before proceeding with the ballot.

On a different topic Sandy was asked whether a budget had been announced for dispersal by the Staff Development Committee. She responded that a total of \$7,000 had been designated for travel, workshops, etc. This is the same amount as was allotted last year.

LFA Code Revisions The Chair initiated discussion concerning code revisions, observing that we don't really need to compile a complete list of problems before bringing this to the attention of the LFA. He also said that Exec has the power to deal with revisions on its own without going to the Assembly but that he would like to see if there is support for this project. The comment was made that Exec is merely trying to make the code more coherent and deal with some of the apparent anomalies. Another member of Exec made the request that the agenda item that would be going into the FYI provide more information than just the term

code revision. She felt that it would be a good idea to be as clear as possible to avoid any misunderstandings as to our purpose.

The Chair questioned whether this topic should be included as part of our report or presented as new business. It was suggested that the code revision be listed as a separate item so that people would be able to come to the meeting prepared to discuss it. Kent asked Rick to present the motion at the LFA meeting requesting the appointment of an ad hoc committee to evaluate the code and discover any discrepancies. The Chair will have a motion drafted for discussion at our next meeting. The decision was made to add this issue as a separate agenda item as "code clean-up" rather than revision. Exec should be prepared to discuss the code in more detail at our next meeting.

Senate Libraries Committee The Chair stated that he will be attending a Senate Libraries Committee meeting this week and will be prepared to report back to Exec next week concerning the meeting. The focus of this meeting will be space within the library system and the methodology for securing price increases for photocopying services.

The next Exec meeting is scheduled for Monday Oct. 28 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte

Committee on Staff Orientation
Meeting of 4 October 1991

Present: P. Difilippo, J. Hoff, C. Powell, S. Gilliland, M. Wilson

Minutes from 11 September were approved.

1) Final changes were discussed and approved for the Department Heads/Supervisor questionnaire. The questionnaire will be issued to the appropriate staff within the next week. The committee hopes to examine the returned questionnaires before launching this year's tour schedule.

2) Committee discussed the value tours might have for continuing staff as well as new staff. The committee agreed that the educational benefits of the tours for continuing staff as well as the orientation qualities for new staff make the tours worthwhile for all staff.

The Committee decide to schedule several 30-90 minute tours so that staff who desired to participate would not be away from their department responsibilities for a large block of time. In doing so, the Committee hopes to offer staff a chance to visit much of the library system.

3) Committee meeting time was adjusted. Meetings are now being held at 2:30 on Thursday afternoon.

mrwilson

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

MINUTES OF MEETING 8 Oct 91

Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner
Guest: Dean Crowe

The group briefly discussed last year's Fretwell Report and concurred with the general feeling of the previous Committee on Salaries and Benefits that because all KU librarians share much the same salary plight, the report did not target any individuals or groups who needed special attention.

Dean Crowe suggested that one thing the Committee could do this year would be to provide him with supporting analysis and conceptualization of salary problems by talking to our colleagues.

The Dean expressed his concern about the "aging" of the national ARL librarian cohort as opposed to the relative youth of KU librarians. This leaves us ripe for a raid when economic times improve. KU may continue to be regarded as a "farm team" for other libraries.

The committee offered the Dean an update of the graphic "Median Salaries of KU and Peers Ranked as ARL Members" which was originally presented in December 1984 as part of the Libraries' Budget Request for FY86. It was noted that the salary section of the Budget Request has become shorter in recent years.

ANNOUNCEMENTS

Sandy G. has the "benefits box" in her office.

Ken Lohrentz (former S&B Committee member) has been attending the current series of retirement seminars sponsored by the Staff Benefits Office, and he would be happy to talk to anyone on the staff about these sessions.

The meeting concluded with a lengthy discussion of the current complex system for merit salary distribution and whether changes might be desirable. The committee will take this under advisement.

Brad thanked the Dean for attending and the meeting was adjourned.

Respectfully submitted, Barb Gaeddert, Secretary

FYI

University of Kansas Libraries

Number

1146

November 7, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified staff time reports are due in the Library Administrative Office by noon Wednesday, November 13. (Classified time sheets for the current pay period will be distributed to staff by the end of this week.) 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. Sandy Gilliland

KU TELEPHONE DIRECTORIES

The 1991/92 KU telephone directories have been distributed to all library departments. If you notice errors in either the administrative section or staff/faculty section of the directory, please notify the Library Administrative Office. Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

A copy of the University's calendar for civil service exams offered during the month of November is being copied to all library departments. Please post or route this notice to student assistants who may be interested in civil service employment. Questions may be directed to Sandy Gilliland. Sandy Gilliland

TRAVEL REPORTS

According to the guidelines in the University of Kansas Libraries Staff Handbook, if you receive staff development funds to travel out of state to attend a professional event, please remember that a written report summarizing the meeting or other events attended, the benefits you received, and any other important aspects which might be of interest or informative to your colleagues must be submitted to the Staff Development Committee before additional funds can be allotted. If your attendance at a recent conference or other event was supported by staff development funds and you have not yet submitted a report of this activity, please do so as soon as possible. Reports may be sent to Susan Hitchens.

Staff Development Committee

AMENDMENT TO CLASSIFIED CONFERENCE CONSTITUTION

The amendment to the Classified Conference Constitution, allowing for classified representation on the review committee for the Dean, passed with a vote of 57 for and 2 against. If you would like a copy of the amended Constitution, contact your Group Representative.

V. Froese

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

COLLECTION DEVELOPMENT COUNCIL

The Collection Development Council will meet on Thursday, November 14 at 10:30, in Conference Room A. The principal topics on the agenda will be:

1. NAB Approval Plans: Status report and Discussion
2. Use of the INQUIRE Software: Inquiring minds want to know!
(If you have not already you will receive a memo from Dean Crow!)
3. Collection Development Policy: Where We Are and Planning the Endgame.

If you have topics you miss to bring up at this meeting or that you think CDC should discuss at future meetings please let me know.

Rich Ring

CDC EXECUTIVE COMMITTEE

The CDC Executive Committee will meet on Monday November 11 at 1:30 in Room A. Items on the agenda include:

1. NAB/NAB Fund report
2. Preliminary Budget/Funding Outlook for FY93
3. INQUIRE Inquiry
4. Humanities Special Projects
5. Evaluation of Bibliographers
6. CD Policy Statement
7. CDC Agenda

Rich Ring

AFRICAN LIBRARIAN TO SPEAK

In conjunction with Women's Studies and African Studies, the KU Libraries are sponsoring the campus visit of Maria Musoke. Prof. Musoke holds a joint appointment in Women's Studies and the Library of Makerere University in Kampala, Uganda. She will be on campus November 14-20 before attending the African Studies Association Conference in St. Louis. Prof. Musoke earned the MLIS degree at the University of Wales and is Senior Librarian in charge of the medical library at Makerere University. She will give an informal talk on her experiences in Ugandan libraries on November 20th at 10:30 in Spencer Research Library Auditorium. Please join us for what will surely be an interesting talk.

The Staff Development Committee

STAFF DEVELOPMENT COMMITTEE

JUST A REMINDER: November 15 is the deadline for workshop/travel requests for Staff Development funds for travel in January and February 1992. Please contact Carole Dibben for the request forms.

Carole Dibben

(continued)

CHRISTMAS FAMILY ADOPTIONS

It's time again . . . time to start thinking about collecting clothes, food, money and paper goods for our adopted families from Penn House. This Holiday season we have adopted two families. We will turn in donations on Dec. 10th.

Family member:	Sizes	Items desired
<u>Family No. 8</u>		
8 1/2 yr. old girl	=	8 shirt, 9 jeans, 9-11 kids stockings
5 yr. old boy	=	6 shirts, 6 bottoms, underwear-size 6, 6-9 kids sox
mom	=	large tops, 30W x 29L blue jeans

for dinner: ham, NOT turkey

paper goods, shampoo, soaps, etc.; items not covered by food stamps

Family No. 11

4 yr. old girl	=	6 T tops & bottoms; coat, size 6-7, hat & gloves; barbie doll
3 yr. old boy	=	4 T tops & bottoms, coat 4-5, hat & gloves; cars
10 mo. old girl	=	clothes 18 mos., disposable diapers -- medium
father	=	XL shirt, 34W x 33L blue jeans
mom	=	XL shirt, 36W x 33L blue jeans

blankets; paper goods, shampoo, soaps, etc.; items not covered by food stamps

Collection boxes will be in Science and Watson Catalog Dept. Contact Kerry Bower, Catalog Dept. or Judith Emde, Science if you have any questions or ideas.

THANKS FOR ALL THE HELP you can bring to supporting our families.

ATTACHMENTS (See FYI Supplement)

Budget and Planning Committee Minutes--October 11, 1991
 Committee on Staff Orientation Minutes--October 3, 1991
 Library Automation Committee Minutes--October 23, 1991
 Library Faculty Assembly Minutes--October 12, 1991
 LFA Exec Meeting Minutes--October 12, 1991, October 28, 1991
 Libraries Committee on Promotion and Tenure Minutes--October 14, 1991
 Staff Development Committee Minutes--October 16, 1991
 Department of Human Resources Testing Calendar--November 1991

Budget and Planning Committee Minutes
October 11, 1991

Present: S. Craig, P. Donaldson, S. Hewitt, N. Jaeger, R. Miller,
K. Neeley, J. Richardson, J. Waters, W. Crowe (guest)

Absent: S. Miller

The October 4th minutes were altered and accepted.

The committee discussed its role in the fall budget meetings. It was proposed that the committee attend both meetings to take minutes and collect hand-outs. B&P would then write a report of the meetings and distribute the report along with a questionnaire to all library staff. The questionnaire would solicit staff input. The committee would then submit a report and recommendations to the library administration based on the returned questionnaires.

Nancy wondered if B&P would like to see the budgeting information that the administrative staff takes into consideration when formulating budgets. Such information might help the committee understand the budget better. The committee agreed that it would like to have access to such information and Nancy agreed to provide access to it.

Dean Crowe arrived and we discussed our plan for the fall meetings. He added that he would like to be available to B&P for consultation at any point during the process that the committee wished.

We then discussed the draft of the Dean's vision statement with him. The vision statement is meant to represent the vision of the libraries as a whole. B&P recommended that it also be discussed with LFA Exec. and Classified Conference Exec.. Dean Crowe said that he planned on discussing it with them as well. After that it will go to the Senate Libraries Committee. B&P raised various concerns about the current draft of the vision statement. Dean Crowe will provide the committee with the document on disk so that the committee can formulate its own version of it. B&P's version will then be taken into account when the current draft is revised.

Submitted by Julie Waters

Committee on Staff Orientation
Meeting of October 3, 1991

Present: P.Difilippo, S.Gilliland, J.Hoff, C.Orth-Alfie, C.Powell

The Committee began discussion of the draft of a Department Heads/Supervisors' questionnaire prepared by Carmen. Changes to the format and wording were made. After lengthy discussion, it was decided to continue the process at the next meeting.

The next meeting will be scheduled as soon as possible.

Submitted by
P. Difilippo

Committee on Staff Orientation
Meeting of October 17, 1991

Present: P.Difilippo, S.Gilliland, C.Orth-Alfie, C. Powell

Minutes of the previous meeting were revised and approved as amended.

The Committee went over the Department Heads/Supervisor surveys received so far. We realized that the Art Library and ILS had been inadvertently omitted. We agreed to send letters of apology to the department heads involved.

After all of the surveys have been received, Carmen has agreed to prepare a draft of the collation of the results. So far, there have been no major surprises in the responses received. Sandy reported that as a result of Connie's correspondence with Dean Crowe, he will provide a statement in FYI regarding the upcoming tours.

We began discussing Connie's letter to tour-givers regarding the upcoming round of tours. More at the next meeting.

The preservation slide show was put on the back burner for now.

The next meeting will be October 24 at 2:30 in conference room A.

Submitted by
P.Difilippo

MINUTES
Library Automation Committee
October 23, 1991

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

This meeting was devoted to trying to prioritize a list of mainframe programming projects based on a preliminary list created by this committee and comments received by Library staff through the open meeting held October 9 and through subsequent written or e-mail comments. Copies of written comments and hard copies of e-mail comments that were received too late to distribute to the members in advance were distributed at the meeting. After having a chance to review these comments, discussion began.

Jim Neeley commented that, although many staff mentioned a discussion held in a Public Service Heads meeting in their comments, the Public Service Heads group had decided not to prepare a group statement and no one was given authorization to speak for the group.

The meeting time elapsed quickly and the committee realized they were not going to be able to adhere to the ambitious time frame that had been determined for this process. In addition, the committee was unable to discuss fully memo received from Bill Crowe regarding the Inquire software in Bill's absence, which was felt to be critical to the prioritization discussion.

The timetable was thus changed to the following: LAC would meet October 30 and November 6 to draft the prioritize document. The document will be published in the November 14 FYI and the open meeting will be postponed until November 20. John will announce this to all staff via e-mail and will also include it in the October 24 FYI.

The Documents project sub-committee set up a meeting to discuss the final parts of the Docs project and will report back to the full committee at next week's meeting.

Library Faculty Assembly
Executive Committee Meeting: Minutes
Oct. 12, 1991

Present: K. Miller (Chair), B. Schulte, M. Roach, R. Clement,
G. Husic, S. Gilliland, W. Crowe (as guest)

Absent: S. Miller

Unclassified Professionals The Chair opened the meeting with a question to Dean Crowe concerning progress being made on the Unclassified Professional issue. The Dean stated that he is trying to deal with the ramifications of the Library faculty vote which was taken in March 1990 (affirming the requirement of the MLS to a tenure track appointment), issues raised by Academic Affairs, and the faculty's support of the recommendations made in the Unclassified Professionals report (given in the Dec. 18, 1989 LFA general meeting). In conversations Dean Crowe has had with Academic Affairs, he has been asked to describe, in terms of responsibilities and functions, how some unclassified professional staff are distinguishable from Library faculty.

The Dean went on to say that Sandy Gilliland has alerted him to revisions being proposed to Sect. C4 of the faculty handbook. These proposed changes are currently before the Chancellor. The revision which was written by UPSA (Unclassified Professional Staff Association) and accepted by their executive committee does not seem to actually address the same issues that were raised in the library's Unclassified Professionals report. Sandy went on to comment that Research and Graduate Studies also seems to be discussing the issue of the status of Unclassified Professional staff. She will continue to follow any developments.

Dean Crowe stated that he will proceed carefully and that he wants to meet with Del Brinkman to discuss the Library's options at this point. He is most concerned with the long term impact of this issue, not only short term solutions.

Questions arose as to whether this could really be handled on a case-by-case basis and whether use of the Academic Staff category the only option. The Dean reasserted his concern for the people involved and his desire to work through carefully all steps as he proceeds.

The Chair then informed Exec members that the Dean wants to make his presentation to LFA early in the meeting along with committee reports and then have time to answer questions at the end of the meeting.

Faculty/Administrative Issues In response to one member's question, the issue of faculty versus administrative requirements was then addressed. Dean Crowe made the observation that flexibility of work schedule is dependent on job requirements; reference desk and supervisory duties, for instance, mandate a definite beginning and ending time. At times work may be more easily accomplished outside of the work place/day. The end result is what is important. Dean Crowe observed that teaching faculty seem to talk in terms of simple percentages of time, a concept which often does not lend itself to the complexities of libraries. He expressed concern that some apparent inconsistencies exist in the way Library faculty interpret requirements for documentation of annual and sick leave and suggested that an informal brown-bag lunch be organized if members of the faculty want to continue this discussion.

CESR The Chair announced that votes for the recent election will be counted on Oct. 15. He distributed a draft of the committee's charge which is basically the same as last year's. Kent feels that we may want to show this to LFA before giving it to the committee since this is the first year that we're operating with this committee as a section in our code.

The Dean reiterated his opinion that the annual evaluation process is more complicated than anything he's seen in other libraries. He feels that LFA is trying to perfect a system which cannot be perfected. He agrees that evaluation is essential but a narrative statement should be enough with no "grade" (which is not mandated by the University). Part of the problem is that so much is tied into the evaluation process (i.e., merit salaries) that it can't easily be separated or changed.

Dean Crowe went on to say that he feels as though he has limited impact on the final outcome of evaluations and that he's having difficulty dealing with the issue because its structure is so complex. The question was raised whether we should start working truly to attack this problem by streamlining and overhauling the evaluation process. The Dean stated that he would be willing to write a note expressing his concern about this issue to LFA Exec asking to work with the faculty towards a solution. He has met with Salaries and Benefits to discuss the distribution of salary monies. He will send a draft memo to Exec outlining some of his ideas. The Chair made the comment that timing is good for having something in place by next year.

The draft of CESR'S charge was accepted with some revisions.

"Planning for the 1990s" The Dean was asked about his "Planning for the 1990s" document. He said that a draft has been with Budget and Planning for approximately three weeks. He went on to say that the document will probably end up looking like a "mission statement" and that goals and objectives will be

developed from it. He will be meeting with B & F soon to discuss the draft. He believes his next step will be to share it with LFA Exec and Classified Conference Exec.

INK The subject of the Information Network of Kansas (INK) was introduced. The Dean gave a brief history of the bill, stating that he had first heard about it from a COCAO meeting. CODDL is also aware of the ramifications of INK and has taken the position that perhaps a way could be found to at least get the bill amended to absolve state educational institutions from paying for the service.

Before the Dean left the meeting one committee member referred back to our earlier discussion concerning the faculty evaluation process. She wanted it to be clearly understood that LCPT finds the FASARS to be particularly helpful for their work and reminded us that LCPT's annual report had included the recommendation that workshops be held for supervisors to help them in their roles as evaluators.

(The Dean left at this point in the meeting.)

Minutes Exec accepted minutes from the following committees: Staff Development, Sept. 12, 1991; Budget and Planning, Sept. 13 and 27, 1991; Staff Orientation, Sept. 11, 1991. Exec minutes from Oct. 1 and 7, 1991 were approved with corrections.

The Chair reported that he has been contacted by the Classified Conference Chair and was informed that Nov. 13 was acceptable to them as a meeting date.

The next Exec meeting will be held on Monday, Oct. 21, 1991 in Watson Meeting Room A at 10:00 a.m.

Submitted by Rebecca Schulte

MINUTES: Libraries Committee on Promotion and Tenure

DATE: October 14, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson.

Jim requested that in addition to taking the minutes, the secretary compile a list of items that the Committee will consider adding to the "Promotion, Tenure, and Sabbatical Leave Guide Book."

Jim raised the question of the level of participation by Committee members if they supervise a librarian who is applying for sabbatical leave. Specifically, the Committee discussed the LFA Code sections 2.2.3.6 and 2.2.3.9. Section 2.2.3.6 states:

The Committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied or when by a majority vote, the Committee disqualifies a member from participation by reason of his or her supervisory, domestic, or other prejudicial relationship to the matter under discussion.

The Committee interpreted this to mean that we could vote to allow the supervisor to participate in the discussion of the file, but exclude the supervisor from voting on the file and ranking of the applications. However, section 2.2.3.9 states:

In cases involving requests for sabbatical leave, all qualified members except those who are candidates for sabbatical leave shall meet and vote.

The question was raised that if the supervisor discussed the file, then section 2.2.3.9 states that they should also be allowed to vote on the file. After a lengthy discussion, it was decided that the Committee could vote to allow the supervisor to participate in the discussion of the file but deny this person a vote on the file. In other words, the member would no longer be qualified. The Committee unanimously voted that in the case where a Committee member is a supervisor of an applicant for sabbatical leave the member will be allowed to participate in the discussion of the application but will not have the privilege to vote on the file or to rank the applications. If the Committee member in question is also chair of LCPT, the Committee will elect a temporary chair to lead the discussion of the file in question. This vote only applies to this year's LCPT evaluation of sabbatical applications.

The Committee agreed that there was some discrepancy between sections 2.2.3.6 and 2.2.3.9 of the LFA Code and that perhaps some measures should be taken to clarify this discrepancy.

The next issue raised was the question of administrative input to sabbatical applications. Specifically, the Committee was asked at what point administrators might have the opportunity to add unsolicited comments to the decision making process. The Committee believes that it would not be appropriate for us to consider such input. However, the Committee feels that the Dean has the privilege of consulting with other administrators and therefore it would be appropriate for the Dean to consider such input. Of course, the applicant is free to solicit administrative input for her/his file.

It was decided that the Committee will inform the applicants of any typos or grammatical errors in the files and will allow corrections to be made before the files are sent to the Office of Academic Affairs.

During the meeting of October 4, 1991, the question was raised as to the number of annual reviews that should be included in the file for the purpose of evaluating the applicant's job performance, research, and service. The Office of Academic Affairs advised the Committee that it was up to us to decide how many annual evaluations would be reviewed.

Finally, the minutes of October 4, 1991, were amended and approved.

The Committee then started its evaluation of the first file.

Bradley Schaffner, secretary

Library Faculty Assembly
Executive Committee Meeting: Minutes
Oct. 28, 1991

Present: K. Miller (Chair), B. Schulte, M. Roach, R. Clement,
S. Gilliland, S. Miller

Absent: G. Husic

Minutes Exec accepted minutes from the following LFA committees: Salaries and Benefits, Oct. 8, 1991 and Staff Orientation, Oct. 4, 1991. Exec revised the minutes from their meeting of Oct. 12, 1991, a second draft will be necessary. Exec minutes of Oct. 21, 1991 were approved with corrections.

LFA Meeting The Chair outlined his report of Exec activities which will be made at the upcoming LFA meeting. This included the recent CESR election, LFA committee charges, recommendations made by last year's CESR, and the code clean-up. A draft of the motion proposing an ad hoc committee to clean-up the code was discussed. One member suggested that copies of LFA committee annual reports from the last five years be made available to the new ad hoc committee. The date of April 1 was approved by Exec members as a deadline for the ad hoc committee to have completed their work.

The next LFA Exec meeting will be held on Monday, Nov. 4, 1991 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte

Staff Development Committee

Minutes

Meeting of October 16, 1991

Present: Julie Hoff, Sandy Gilliland, Lorrie Knox, Susan Hitchens, Rich Ring, Carole Dibben.

Absent: Janet Anderson-Story

The SDC met at 10:30 am in the Watson Cataloging Conference Room. Minutes of the September 18 and October 2, 1991 meetings were approved.

Approved a workshop funding request.

Discussed assisting those who plan to attend CULS in Hays, October 24-25 to find potential carpool partners. Made a list of those planning to attend and Lorrie will place list in FYI and on KULIB so others may contact them to discuss the possibility of carpooling.

Discussed possibility of taking a state van to ALA in San Antonio in late January 1992.

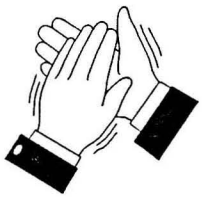
Discussed future programs:

1) CPR - Lorrie will contact the instructor at Watkins Hospital to set possible date(s) to offer the class. Since class size is limited to 12, there may be the need to offer more than one class.

2) Communication - It was decided that "communication" would be our main theme for workshops for the next 12-18 months. A list of sub-topics was compiled and suggestions were made for possible sources of speakers/leaders for each one. Planning will continue in following meetings.

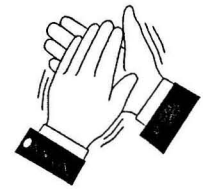
The next meeting will be October 23, 1991, at 10:30 am. Sandy will announce the location when arrangements have been made.

Submitted by Carole Dibben



UNIVERSITY OF KANSAS

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



NOVEMBER 1991

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 Office Assistant II&III 1:15	7 Keyboard Operator I&II 8:30	8
11	12 Keyboard Operator I&II 1:15	13 Secretary I&II 8:30	14 Written Examinations 1:15	15
18	19 Office Assistant II&III 8:30	20 Keyboard Operator I&II 8:30	21	22
25	26 Keyboard Operator I&II 1:15	27 Written Examinations 8:30	28 HOLIDAY	29 HOLIDAY

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

UNASSEMBLED EXAMINATIONS OFFERED: Dietitian I&II, Medical Technologist I, Radiologic Technologist I&II (Diagnostic X-Ray).

FYI

University of Kansas Libraries

Number

1147

November 14, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

PERSONNEL

Penny Donaldson, Library Assistant I in Interlibrary Services, has been selected to serve as an Intern in the Reference Department for 10 hours per week, effective November 12, 1991.

Norma Sconce, Library Assistant I in Cataloging, has announced her retirement. Norma began employment with the Libraries in October, 1985. Her retirement will be effective December 2, 1991.

Pamela Bonham has been appointed as a full-time Office Assistant III assisting the Interlibrary Services Department and the Regents Center Library. Pamela is presently a part-time student assistant in the Cataloging Department. Her appointment is effective November 18, 1991.

Sandy Gilliland

DECEMBER 1ST PAYCHECK DISTRIBUTION DATE

December 1st paychecks will be distributed after 3:30 on Wednesday, November 27, 1991 (the Administrative Office will be closed on Thursday and Friday, November 28th and 29th, due to the Thanksgiving Holiday). Please inform your student assistants that if they want their paycheck before the Thanksgiving Holiday, they must come to the office between 3:30 and 5:00 on the 27th. (For those whose paychecks are direct-deposited, paychecks will be delivered to local banks on the afternoon of November 27th. As always, students and staff may leave a self-addressed, stamped envelope in the Library Administrative Office to have their paycheck mailed to them.)

Sandy Gilliland

ANNUAL HOLIDAY PARTY

The Library's Annual Holiday Party will be held during the afternoon of December 19th in the West Reading Room, Watson Library. All staff and student assistants are invited to attend. Please plan to bring your favorite holiday food to share with everyone. A program is being planned--any volunteers out there for being the Santa Claus this year??? Volunteers are also requested to help set up the room, organize music, and clean-up. Contact either Sandy Gilliland or Annie Williams with your ideas, suggestions, or to volunteer to help. (Thanks to those who have already volunteered.) Watch future FYIs for additional information.

Sandy Gilliland

MAINFRAME DEVELOPMENT PLAN -- draft document and open meeting announcement

In this week's FYI supplement is a memo to all library staff from the Library Automation Committee. It presents the final draft mainframe development plan and reconfirms an open meeting for staff on Wednesday, November 20.

John Miller

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

COPIER INFO

A Xerox Model 5042 copier (booksaver copier) has been installed in the Watson Copying Services Unit for a short period. This unit is equipped with a Danyl copy card reader, bill acceptor and change maker similar to the features on the Libraries public service photocopiers. The card reader is designed to accept (read, increment and decrement) KU copy cards. Staff members who wish to use this copier on an experimental basis to evaluate its capabilities may check out a departmental credit card at the Copying Services window. Individuals who desire a formal demonstration of the copier may contact me (kmiller @ UKANVM) by Friday, November 15. Should there be demand for a demo, we will schedule one for early next week. The copier will remain in Watson through November 20. Kent Miller

CHRISTMAS FAMILY ADOPTIONS

It's time again . . . time to start thinking about collecting clothes, food, money and paper goods for our adopted families from Penn House. This Holiday season we have adopted two families. We will turn in donations on Dec. 10th.

Family member:	Sizes	Items desired
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Family No. 8

8 1/2 yr. old girl	=	8 shirt, 9 jeans, 9-11 kids stockings
5 yr. old boy	=	6 shirts, 6 bottoms, underwear-size 6, 6-9 kids sox
mom	=	large tops, 30W x 29L blue jeans

for dinner: ham, NOT turkey

paper goods, shampoo, soaps, etc.; items not covered by food stamps

Family No. 11

4 yr. old girl	=	6 T tops & bottoms; coat, size 6-7, hat & gloves; barbie doll
3 yr. old boy	=	4 T tops & bottoms, coat 4-5, hat & gloves; cars
10 mo. old girl	=	clothes 18 mos., disposable diapers -- medium
father	=	XL shirt, 34W x 33L blue jeans
mom	=	XL shirt, 36W x 33L blue jeans

blankets; paper goods, shampoo, soaps, etc.; items not covered by food stamps

Collection boxes will be in Science and Watson Catalog Dept. Contact Kerry Bower, Catalog Dept. or Judith Emde, Science if you have any questions or ideas. The items listed above are only suggestions. All types of donations are welcome.

THANKS FOR ALL THE HELP you can bring to supporting our families.

(continued)

REMEMBER LaVerne Coan

LaVerne, formerly of the Reference Dept. and the Science Library, will be here this week for a brief visit. Alcove H in the Kansas Union has been reserved for Friday, Nov. 15th from 11:30 - 1:30 for lunch with LaVerne. For anyone interested in seeing LaVerne please join us there. Everyone is welcome!

Chanette Kirby

BURTON SHIELD DEDICATION

Family, friends and colleagues of Robert Burton, former Chairman of the Oriental Languages Dept. and a Library donor gathered for the dedication of a commemorative plaque and bronze "shield" which were donated in his memory. The ceremony was held on the fifth floor mezanine of Watson Library on Wednesday afternoon, November 6th. The cooperation of all the Watson Library staff in directing the flow guests to the ceremony, and patrons during the ceremony is greatly appreciated. (Especially since advance notice of this event was inadvertently omitted from last week's FYI.)

Mary Hawkins

ATTACHMENTS (See FYI Supplement)

Library Automation Committee -- open meeting/mainframe development plan
 University of Kansas Libraries -- Staff Directory (Revised 11-7-91)
 Administrative Conference Minutes -- August 27, 1991; September 17, 1991
 Budget and Planning Committee Minutes--October 25, 1991
 Library Emergency and Disaster Plan Committee--19 September 1991, 3 October 1991
 Library Faculty Assembly Minutes--Nov. 4, 1991
 Staff Development Committee Minutes--October 23, 1991

UNIVERSITY OF KANSAS LIBRARIES
Memorandum

TO: Library staff
FROM: Library Automation Committee
DATE: November 14, 1991
RE: open meeting / mainframe development plan



There will be an open meeting to discuss the following document in the Watson Conference Rooms on Wednesday, November 20 from 1:30 until 3:00. Please plan to attend if you can. You may also send comments on this document via email to LAC-L or in print to John Miller. The Committee thanks all of you who have already participated in this process by attending the first open meeting and/or submitting suggestions and comments.

University of Kansas Libraries
Mainframe Development Plan

November 14, 1991

Following the process of studying a wide array of possible automation projects and listening to staff ideas on what is or is not important, the Automation Committee has now reached the significant stage of proposing a specific initial development plan. Despite being one that will need further thought and development in the future, the plan sets us on what we believe is the right course.

After reviewing the various possibilities, we have become convinced that the most effective route to follow is one of trying to accomplish several different projects on various fronts at the same time. The Committee therefore proposes that library mainframe development proceed on three principal tracks. We are operating under two general goals: to provide deeper and deeper access to a wider and wider range of materials and to integrate and improve the Libraries' technical systems to make them more efficient and effective. We feel this three-track program provides a balanced approach to meeting those goals over the next couple of years. One significant effect of this approach is that we propose not launching a major redesign of any one existing module (most notably circulation) for at least the next 2 years [see the "Maintenance" section below for more on circulation.]

The three tracks are the following:

- Maintenance and small enhancements to existing systems (approximately 25-30% of time)
- INQUIRE/Text development (approximately 35%-40%)
- Enlarging the present online catalog database (within the limitations of its current structure and capabilities) (approximately 35-40%)

There are three qualifications to this.

First of all, we assume the satisfactory completion of the current projects, most notably the "Documents" project. Exactly what will be included in the final stages of that project, and thus its completion date, are still under study and negotiation. In addition, we have decided to move item #9, programming the ability to continue to produce and print shelf list cards, to within the scope of the Documents project. It really must occur now as part of programming for that project if it should ever occur. This is done with the stipulation that the online shelf list will be the file of record for such information as holding libraries, copies, etc. Until recon is completed, it will be necessary to use the online file in conjunction with the manual file in order to know the full collection of the libraries. For those records that are online, however, any information (except for confidential provenance data) must be added to the online shelf list as well. The online shelf list will be the only union shelf list -- Watson will not continue to receive cards and local branch cards likely will contain only local holdings rather than library-wide holdings. We propose this continuation of card production capabilities to allow staff time to become familiar with and adapt local needs to the online shelflist and its related printed reports.

Second, although an online interlibrary loan form (project #4) does not appear here as a separate project, it does appear as a possibility in the "Maintenance" section. Since, after some analysis, it appears to be potentially a relatively short project, we decided to fit it into the maintenance/small enhancement category and consider it along with other online catalog enhancements.

And third, we recognize the probability of emergencies that will require analysis and programming time on an ad hoc basis. Rather than allocating a specific amount of time, however, we simply wish to recognize that there will be regulated slippage in one or more of the three tracks due to the emergency work. Where the slippage will occur will depend primarily on personnel -- on which programmer can best handle the emergency. Our plan is to have a periodically-updated timeline of current and planned projects. That timeline would have to be adjusted due to emergencies. Also, any time spent on an emergency in a particular system will not affect the maintenance/small enhancement cycle described below.

Now, what do we mean by the categories, and what are our priorities within each?

- Maintenance and small enhancements to existing systems (approximately 25-30% of time)

As noted in the earlier unprioritized list, 30% of 2.5 programmers comes out to about 36 programmer weeks per year after vacations and such are subtracted.

We propose a 4-tier division consisting of circulation, cataloging, serials, and online catalog to rotate on approximately a 3-month basis, e.g., 3 programmer months of circulation work followed by 3 months of cataloging, etc. Please note that 3 programmer months might take more than 3 real months if not worked on full time, and that the segments would perhaps not be contiguous. If you work out the math, 12 months of programming at the rate of 36 weeks per year would occur actually over 17 1/3 months. In other words, a 3-month stint of programming would occur approximately every 4 to 4.5 months. The real cycle of all four systems thus becomes about a year-and-a-half cycle rather than an annual cycle.

In each case, as a cycle segment approaches, the Committee will confer with the appropriate departments before setting priorities among competing fixes and enhancements. We have existing priority lists from several departments, and some examples were listed in the earlier list under #17, but those lists will be considered along with other input at the proper time.

Having proposed this attempt at a balanced approach to maintenance, we immediately want to start with a slight exception. It is clear to us that the first system worked on should be circulation in order to provide some immediate relief to some of its problems. Furthermore, we believe that in order to make significant enough progress on the many needs and to take advantage of the considerable work in specifying needs that already has been done, circulation should start off with an extra share (i.e., two shares instead of one).

We propose this exception for two principal reasons: (1) although we do not feel it prudent to start now on a complete system redesign since it would tie up all programming resources, we do feel it is imperative to make some improvements in circulation since it is relatively the one system most in need of repair; and (2) one of circulation's main faults, its separation from other systems, also makes it relatively easy to work on in isolation -- meaning significant improvements not related to integration with other systems can be made. The second point may affect what enhancements or fixes are selected, with those involving other systems being less likely to be selected.

One final note -- as indicated in the preliminary section, an online interlibrary loan form (originally project #4) will be considered as a possible small enhancement to the online catalog rather than as a standalone project.

- INQUIRE/Text.

All of the INQUIRE/Text-based applications (i.e., citation databases, MARC files, the online catalog, and full text) are legitimate and needed. All are to one degree or another related in that the programmers need to develop a basic understanding and working knowledge of INQUIRE in order to do any of them. The logical learning progression is to start with relatively simple databases with simple data structures and for which a separate custom interface can be developed.

These considerations, tempered by our perception of University expectations of the intended use of the product, mean we should start with developing the ability to load, index, search, and display standard citation/abstract databases. (The University expectation is largely an administrative one, based on proposals and funding requests that have been submitted over the past several years.) We anticipate that the learning and experience of both programmers AND library staff will be cumulative, such that an application of the software to our catalog or to other MARC files probably will proceed considerably faster if it follows the simpler, more generic development done for abstracting and indexing databases. Note what we are talking about is a SYSTEM to handle standard databases, not something customized to one database. Our expectation is that a second citation database can be loaded much more easily than the first and subsequent ones even more easily than that. The point is to begin the development, especially of the custom searching and display interface, rather than concentrating on the ultimate roster of databases.

We hope to be much better able to judge the applicability of the INQUIRE/Text software to MARC catalog files, including our own, after using the product first for the kind of simple, standard database for which it appears better suited.

Compared to the other three applications, full text databases are more of an unknown. The need for handling them seems imminent, but poorly defined. We hope the next year or so will make the need clearer.

- Enlarging the present online catalog database

Our intent is to concentrate on adding Special Collections records and Kansas Collection records to the online catalog and to the catalog management system. Our goal would be to do this initially in as simple a manner as possible, being aware that to some extent this would be a "shoehorn" approach and would not address the special needs of some files and records. It would, however, be a significant first step toward providing more access to those records and to making them generally more visible. After some experience with INQUIRE, we would be able to judge better whether or not it would be practical to ALSO mount separate INQUIRE files of Kansas Collection or Special Collections Records in such a way that all special types of fields and access points can be handled adequately. This seems feasible, but we are not in a very good position to judge at this point. The alternative, assuming local development continues, would be to then consider attempting something much more complex within our current online catalog.

What comes after the addition of Special Collections and Kansas Collections records depends to a great extent on what is possible and desirable using INQUIRE. We feel we will be in a much better position to make those judgments after we can judge the success of adding SC and KC records and after getting a look at a real INQUIRE application. There are two questions: what, and where. What databases or record files should be made accessible to the public, and where should they appear -- as part of the online catalog database or as part of a separate INQUIRE database? Law records, major microform sets (available for purchase from OCLC), Innovacq records, CRL records, etc., are all possibilities.

Law Library records and catalog records for major microform sets deserve special mention. Both would seem to belong in the online catalog database rather than elsewhere. Both also may be very easy to load into the catalog with little or no additional programming. If the latter appears to be true, one or both could move to the head of the queue and could be added at the same time or even before Kansas Collection and Special Collections records.

OK, so that is the initial plan -- what comes after that?

Beyond the first steps outlined above, we believe it impractical to make more specific decisions or recommendations at this time. Some projects not mentioned above did receive more than average support. There was support within the committee for considering the integration of Innovacq records into both the online catalog and the catalog management system, both to put more information before the public and to aid the efficiency and costs of using OCLC records in the acquisition/cataloging process. There was also support for the use of CASE tools, not as an intellectual exercise to design the perfect library system, but as tools to be used at the point where they are deemed by the programming staff to be useful. In other words, the programmers do need to develop a knowledge of how to use the tools. They then can incorporate the tools in the design of any system they are working on. They will use their best judgment on how far that should be pushed, i.e., when a redesign or major enhancement of a particular module requires an analysis not only of that module but of related parts of the system.

All of the possible projects listed on the unprioritized list work toward meeting one or both of the two general goals stated at the beginning of this document. The same can be said of any consideration of moving to a vendor-supported system. However, for at least the short run, we must use what means we have in the most productive way. What we are going through now is obviously part of a process rather than a single decision fixed in time. In the broadest sense, the Committee and the Library will continue to develop this plan forever. In a narrower sense, the Committee during the next couple of years will amend and refine this plan and define the next concrete steps to be taken.

UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY (Revised 11-7-91)

<u>ACQUISITIONS</u> , 2nd Level Watson	3476	<u>PERIODICALS READING ROOM</u> 4th Level Watson	3950
R. Miller, Cundiff, Froese, Hamilton, Jeffries, Leon, Lodwick, Stephens, Traxler		<u>Couch, Revenue</u>	
<u>ADMINISTRATIVE OFFICE</u> , 5th Level Watson	3601	<u>REFERENCE DESK & INFORMATION</u>	3347
Crowe, Boose, Buckner, Gibbs, Gilliland, Hargis (on leave), M. Hawkins, Jaeger, J. Miller, Proctor, Swartz		<u>Reference Offices</u> , 3rd Level Watson	3366
<u>ANSCHUTZ SCIENCE LIBRARY:</u>		J. Neeley, Clark, Evans, Graves, Jones, Melton, Rhodes, Rosenbloom, Symons	
Circulation Desk	4928	<u>REGENTS CENTER LIBRARY</u>	841-2147
Reference Desk	4930	9900 Mission Road, Overland Park, KS 66206	
K. Neeley, Boyd, Burchill, Crank, Emde, Hewitt, Hoyt, Hu, Kirby, Knox, J. Miller, Powell, Reed, Taylor, Waters		<u>Burich, Hodges, Mellenbrunch, Scott</u>	
<u>ARCHIE R. DYKES LIBRARY-KUMC--Kansan</u>	8-560-7166	<u>RESERVE</u> , 3rd Level Watson	3396
James Bingham, Director		<u>Harsh</u>	
<u>ARCHIVES</u> , 422 SRL	4188	<u>SERIALS</u> , 2nd Level Watson	3535
J. Nugent, Bunch, Kehde		K. Miller, Bauer, M. Cook, Copp, Dibben, Frazier	
<u>ART LIBRARY</u> , 1st Level Spencer Museum	3020	Gillespie, Hamlin, Lathrom	
Craig, Altenbernd, Cisternino, Snow		<u>SERIALS CATALOGING</u> , 2nd Level Watson	3535
<u>BINDERY PREP</u> , 1st Level Watson (Rm. 102)	3753	<u>Fry, Husic, Margaret Wilson</u>	
Elliott, Tubby		<u>SLAVIC</u> , 2nd Level Watson	3957
<u>CATALOGING</u> , 2nd Level Watson	3038/3049/4165	G. Anderson, Alexander, Biggins, Schaffner	
Moore, M. Borton, R. Borton, Bower, Bramble, Breitung, Clodfelter, K. Cook, Cunningham, DiFilippo, Dyal, Dyer, Eshelman, Gaeddert, Gates, Hardin, Kottman, Landon, Lohrentz, Marvin, Mauler, M. Miller, Pardue, Rake, Richardson, Roach, Schmidt, Sconce, Seigmund, A. Slater, G. Slater, Stamm, Thompson, A. Williams, Michael Wilson		<u>SPLAT</u> , (Dept. for Spain, Portugal, and Latin America), 2nd Level Watson	3351
<u>Serials Cataloging</u> : Fry, Husic, Margaret Wilson	3535	S. Miller, Villaca	
<u>CIRCULATION</u> , 3rd Level Watson	4715	<u>SPECIAL COLLECTIONS</u> , 327 SRL	4334
Simmons, Anderson-Story, Barker, Bishop, Owens, Samuelson		Mason, Baker, R. Clement, Haines, Helyar, Hopkins, Hyde, Melton, Mitchell, Pardue	
<u>COLLECTION DEVELOPMENT</u> , 2nd Level Watson	3425	<u>O'Hegarty Project</u> : Bearse, Coddington, McLaughlin, Readinger, Truscello	4334
Ring, R. Anderson		<u>LIBRARY STAFF</u>	
<u>COPYING SERVICES</u> , 4th Level Watson	4209	Alexander, Maria, Prog. Asst.-Slavic	3957
Buckner		Altenbernd, L. Jan, LAII-Art Library	(JALTENBE) 3020
<u>DOCUMENTS/MAPS</u> , 6001 Malott	4660/4420	Anderson, Gordon, LII-Slavic	(GANDERSO) 3957
Koepf, Dienes, Hoff, Orth-Alfie, Starr, Warren		Anderson, Roger, LII-Collection Dev.	(RANDERSO) 3476
<u>Map Grant Project</u> , Level 1, SRL	4338	Anderson-Story, Janet, LAI-Circulation	(JANDERSO) 4715
Koepf, Caron, Hudson, Peterson, Roubideaux, Shewack		Baker, Mary Ann, LAII-Special Coll.	(MBAKER) 4334
<u>EAST ASIAN LIBRARY</u> , Rm. 519 Watson	4669	Barker, Greg, OAI-III-Circulation	(GBARKER) 4715
Carvalho (on leave), Doll		Bauer, Lois, OAIV-Serials	(LBAUER) 3535
<u>ENGINEERING LIBRARY</u> , Spahr Hall	3866	Bearse, Margaret, LI-Special Coll.	(MBEARSE) 4334
Weller, Kipp, Miner, Murrell		Benjamin, David, LAI-KS Collection	(DBENJAMI) 4274
<u>GIFTS AND EXCHANGE</u> , see Acquisitions	3476	Biggins, Michael, LI-Slavic	(MBIGGINS) 3957
<u>HOWEY READING ROOM</u> , 102 Summerfield	3404	Bishop, Norma, LAII-Circulation	(NBISHOP) 4715
Cherrie Saile		Boose, Rhonda, Sec. to Dean-Admin. Office	(RBOOSE) 3601
<u>INFORMATION</u> , 3rd Level Watson	3956	Borton, Mary, LAI-Cataloging	(MBORTON) 3038
<u>INTERLIBRARY SERVICES</u> , 3rd Level Watson	3960	Borton, Richard, LAI-Cataloging	(DBORTON) 3038
Brandt, Brow, Donaldson, Lynch, Shartran, Spray		Bower, Kerry, LAII-Cataloging	(KBOWER) 3038
Fax	913/864-3855	Boyd, Esther, LAI-Science	(EBOYD) 4928
<u>KANSAS COLLECTION</u> , 220 SRL	4274	Bramble, Sadie, L. Assoc.-Cataloging	3038
S. Williams, Benjamin, Bromberg, Dandridge, Hollingsworth, Lafferty, Schulte		Brandt, Sandra, LIII-ILS	(SBRANDT) 3960
<u>LAW LIBRARY</u> , 200-A Green Hall	3025	Breitung, Barbara, LAI-Cataloging	(DBREITUN) 3038
Peter Schanck, Director		Bromberg, Nicolette, Prog. Asst.-KS Collection	(NBROMBER) 4274
<u>MAIL ROOM</u> , 1st Level Watson	3080	Brow, Judy, LAII-ILS	(JBROW) 3960
Coburn, Galloway--if no answer, call	9063	Buckner, Gregg, OAIV-Copying Svc/Admin. Office	(GBUCKNER) 4209/3601
<u>MICROFORMS</u> , 4th Level Watson	4661	Bunch, Barry, Archivist I-Archives	4188
S. Hawkins		Burchill, Gaile, Sec. I-Science Lib.	(GBURCHIL) 5530
<u>MUSIC LIBRARY</u> , 448 Murphy	3496	Burich, Nancy, LIII-Regents Ctr. Lib	(NBURICH) 841-2147
Hitchens, Smith		Caron, Michael, Research Asst.-Maps	4338
<u>Archive of Recorded Sound</u>	3210	Carvalho, Gene, LIII-East Asian (on leave)	4669
		Cisternino, Michelle, LAI-Art Lib.	(MCISTERN) 3020
		Clark, Marilyn, LIII-Reference	(MCLARK) 3366
		Clement, Richard, LII-Special Collections	(RCLEMENT) 4334
		Clodfelter, R. Katherine, LAII-Cataloging	3038
		Coburn, Bruce, OAI-III-Mail Room	3080
		Coddington, Amy, LI-Special Coll.	4334
		Cook, Kristi, LAI-Cataloging	(KCOOK) 3038
		Cook, Muriel, LAII-Serials	(MCOOK) 3535
		Copp, Linda, LAI-Serials	(LCOPP) 3535
		Couch, Sarah, L. Assoc.-Periodicals	(SCOUCH) 3950
		Craig, Susan, LIII-Art Library	(SCRAIG) 3020

Crank, Richard, LAI-Science	(RCRANK)	5532	Miller, Mary, L. Assoc.-Cataloging	(MAMILLER)	3038
Crowe, Bill,--Dean, Admin. Office	(WCROWE)	3601	Miller, Rachel, LII-Acquisitions	(RMILLER)	3476
Cundiff, L. Hope, LAII-Acquisitions	(HCUNDIFF)	3476	Miller, Shelley, LII-SPLAT	(SMILLER)	3351
Cunningham, Susan, LAII-Cataloging	(SCUNNING)	3038	Miner, Carol, LAI-Engineering	(CMINER)	3850
Dandridge, Deborah, Prog. Asst.-KS Coll.	(DDANDRID)	4274	Mitchell, William, LIII-Special Coll.	(BMITCHEL)	433 ^d
Dibben, Carole, LAI-Serials	(CDIBBEN)	3535	Moore, Lorraine, LIII-Cataloging	(LMOORE)	30
Dienes, Jennie, LI-Documents	(JDIENES)	4660	Murrell, Dawn, LAII-Engineering	(DMURRELL)	3866
DiFilippo, Pauletter, LII-Cataloging	(PDFILIP)	3038	Neeley, James, LIII-Reference	(JNEELEY)	3366
Doll, Victoria, Prog. Asst.-East Asian Lib.	(VDOLL)	4669	Neeley, Kathleen, LII-Science	(KNEELEY)	5530/4931
Donaldson, Penny, LAI-ILS	(PDONALDS)	3960	Nugent, John, LIII-Archives		4188
Dyal, Diana, LAI-Cataloging	(DDYAL)	3038	Orth-Alfie, Carmen, LAI-Documents	(CORTHALF)	4660
Dyer, Wanda, LAI-Cataloging	(WDYER)	3038	Owens, Brenda, LAI-Circulation	(BOWENS)	4715
Elliott, Joyce, LAI-Bindery Prep	(JELLIOTT)	3753	Pardue, Beverly, Man. PA-Spec. Coll.	(BPARDUE)	4334
Emde, Judith, LI-Science Lib.	(JEMDE)	4931	Pardue, David, LI-Cataloging		3038
Eshelman, Nicholas, LI-Cataloging	(NESHELMA)	3038	Peterson, Doris, Research Asst.-Maps		4338
Evans, Linda, LAII-Reference	(LEVANS)	3366	Powell, Connie, LI-Science Lib.	(CPOWELL)	4931
Frazier, Emily, LAI-Serials	(EFRAZIER)	3535	Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	3601
Froese, Verna, LAI-Acquisitions	(VFROESE)	3476	Rake, Nancy, L. Assoc.-Cataloging	(NRAKE)	3038
Fry, Joy, L. Assoc.-Serials Cataloging	(JFRY)	3535	Readinger, Michael, LI-Special Coll.	(MREADING)	4334
Gaeddert, Barbara, LII-Cataloging	(BGAEDDER)	3038	Reed, Marianne, Systems Spec.-Science	(MREED)	5530
Galloway, Angella, OAI-ILS Room		3080	Revenew, Janet, LAII-Periodicals	(JREVENEW)	3950
Gates, Earl, LIII-Cataloging	(EGATES)	3038	Rhodes, Saralinda, LI-Reference	(SRHODES)	3366
Gibbs, George, Asst. Dean-Admin. Office	(GGIBBS)	3601	Richardson, John, LI-Cataloging	(JRICHARD)	3038
Gillespie, E. Gaele, LII-Serials	(GGILLESPIE)	3535	Ring, Richard, LII-Collection Dev.	(RICHRING)	3476
Gilliland, Sandy, Asst. to Dean-Admin. Office	(SGILLILA)	3601	Roach, Mary, LIII-Cataloging	(MROACH)	3038
Graves, Kathryn, LI-Ref	(KGRAVES)	3366	Rosenbloom, Mary, LI-Reference	(MROSENBLO)	3366
Haines, Sally, LII-Special Coll.	(SHAINES)	4334	Roubideaux, Nanette, Res. Asst.--Maps		4338
Hamilton, Susan, LAII-Acquisitions	(SHAMILTO)	3476	Saile, Cherrrie--Howey Reading Room	(CSAILE)	3404
Hamlin, Luceil, L. Assoc.-Serials	(LHAMLIN)	3535	Samuelson, Gary, OAI-ILS	(GSAMUELS)	4715
Hardin, Tommy, OAI-ILS Cataloging	(THARDIN)	3038	Schaffner, Brad, LI-Slavic	(BSCHAFFN)	3957
Hargis, Rex, OAI-ILS Admin. Office (on leave)	(RHARGIS)	3601	Schmidt, Krista, LAI-Cataloging		3038
Harsh, Bayliss, LAII-Reserve	(BHARSH)	3396	Schulte, Becky, LI-KS Collection	(BSCHULTE)	4274
Hawkins, Mary, Asst. Dean-Admin. Office	(MHAWKINS)	3601	Sconce, Norma, LAI-Cataloging		3038
Hawkins, Sherry, LAII-Microforms	(SHAWKINS)	4661	Scott, C. Christine, LAI-RCL		841-2147
Helyar, L. E. James, LIII-Special Coll.	(JHELYAR)	4334	Shartran, Stephen, LAI-ILS		3960
Hewitt, Susan, LAII-Science Lib.	(SHEWITT)	5533	Shewack, Linda, Maps Data Entry OP I		43 ⁷
Hitchens, Susan, LII-Music Library	(HITCHENS)	3496	Siegmund, Marianne, LII-Cataloging (on leave)	(MSIEGMUN)	30
Hodges, Deborah, Prog. Asst.-RCL	(DHODGES)	841-2147	Simmons, Kendall, L. Assoc.-Circulation	(KSIMMONS)	4715
Hoff, Julie, LI-Docs/Maps	(JHOFF)	4660	Slater, Alex, OAI-ILS Cataloging	(JASII)	3038
Hollingsworth, Nancy, L. Assoc.-KS Collection	(NHOLLING)	4274	Slater, Geraldine, LAII-Cataloging	(GSLATER)	3038
Hopkins, Larry, Sec. I-Special Coll.		4334	Smith, James, LAII-Music Library	(JSMITH)	3496
Hoyt, Jane, LAI-Science Lib.	(JHOYT)	4928	Snow, C. Ann, LAI-Art Library	(ASNOW)	3020
Hu, Marilyn, L. Assoc.-Science	(MHU)	4928	Spray, Christina, LAII-ILS		3960
Hudson, Mark, Research Asst.-Maps		4338	Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	3038
Husic, Geoff, LI-Serials/Cat.	(GHUSIC)	3535	Starr, Ingeburg, LAI-Documents	(ISTARR)	4660
Hyde, Ann, LIII-Special Coll.	(AHYDE)	4334	Stephens, Elizabeth, LAII-Acquisitions	(ESTEPHEN)	3476
Jaeger, Nancy, Asst. to the Dean-Admin. Office	(NJAEGER)	3601	Swartz, Denise, Acct. I-Admin. Office	(DSWARTZ)	3601
Jeffries, Carol, L. Assoc.-Acquisitions	(CJEFFRIE)	3476	Symons, Eleanor, LIII-Reference	(ESYMONS)	3366
Jones, Barbara, LIII-Reference	(BJONES)	3366	Taylor, Toni, LAI-Science Lib.	(TTAYLOR)	5532
Kehde, Edward, LIII-Archives		4188	Thompson, tahirih, LAII-Cataloging		3038
Kipp, Donna, OAI-ILS Engineering	(DKIPP)	3866	Traxler, JoAnna, LAI-Acquisitions	(JTRAXLER)	3476
Kirby, Channette, LAII-Reference	(CKIRBY)	5533	Truscello, Vickie, Prog. Asst.-Special Coll.		4334
Knox, Lorrie, LI-Science Lib.	(LKNOX)	4931	Tubby, Sara, Printer II-Bindery Prep.		3753
Koepp, Donna, LII-Documents & Maps	(DOCS/MAP)	4660	Villaca, Marcus, LAI-SPLAT		3351
Kottman, Miloche, LAII-Cataloging	(MKOTTMAN)	3038	Warren, Mary Lou, L. Assoc.-Documents		4660
Lafferty, Kathy, Sec. 1-Ks. Coll.	(KLAFFERT)	4274	Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Landon, Marilyn, LAI-Cataloging		3038	Weller, LeAnn, LII-Engineering Lib.	(LWELLER)	3866
Lathrom, Kathy, LAII-Serials	(KLATHROM)	3535	Williams, Annie, LII-Cataloging	(AWILLIAM)	3038
Leon, Lars, LAII-Acquisitions	(LLEON)	3476	Williams, Sherry, LIII-KS Collection	(SWILLIAM)	4274
Lodwick, Malcolm, OAI-ILS Acquisitions	(MLODWICK)	3476	Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3535
Lohrentz, Ken, LII-Cataloging	(KLOHRENT)	3038	Wilson, Michael, LAI-Cataloging	(MIWILSON)	3038
Lynch, John, LAI-Science Lib.	(JLYNCH)	3960	<i>Winchell, Meg, LI-Slavic</i>		
Marvin, Bob, L. Assoc.-Cataloging	(BMARVIN)	3038	<u>PROGRAMMERS (COMPUTER CENTER)</u>		
Mason, Alexandra, LIII-Special Coll.	(AMASON)	4334	Hill, Annamarie	(SP69)	0211
Mauler, Al, L. Assoc.-Cataloging	(AMAULER)	3038	Hurt, Ruth		0468
McLaughlin, Leslie, Prog. Asst.-Special Coll.	(LMCLAUGH)	4334	Kasson, Judy		4281
Mellenbruch, Jennifer, Ext. Asst.-RCL	(JMELLENB)	841-2147	Kingsbury, Patrick	(SP78)	0
Melton, Robert, LII-Special Coll./Reference	(RMELTON)	4334/3366	Michaels, Barbara	(SP72)	02
Miller, John, Automation Lib.-Science Lib.	(SPO5)	5530	Susott, Gary	(SP46)	0203
Miller, Kent, LII-Serials	(KMILLER)	3535			

Minutes of the Administrative Conference
August 27, 1991

The Administrative Conference met at 10:30 a.m. in Watson Conference Room A. Present: Sandra Brandt, Nancy Burich, Sarah Couch, Susan Craig, William J. Crowe, Vickie Doll, George Gibbs, Sandy Gilliland, Mary Hawkins, Susan Hitchens, Susan Hewitt (for Jane Hoyt), Nancy Jaeger, Donna Koepp, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Judith Emde (for Kathleen Neeley), Mary Roach, Kendall Simmons, LeAnn Weller, Sherry Williams. Absent: Gael Gillespie, Jane Hoyt, Alexandra Mason, Jim Neeley, Kathleen Neeley, Rich Ring.

Announcements

- 1) Crowe announced (unofficially) that Donna Koepp had secured a National Endowment for the Humanities grant which would be used to continue work to index and preserve maps contained in the U.S. Congressional Serials Set, 1789-1969.
- 2) Crowe announced that University Relations will take a picture of Cataloging staff to recognize the department's achievements of the past year. It is expected that one or more of the University's publications will pick up the photo for future publication.
- 3) Crowe reminded the Committee of the reception for Sandra Brandt, Rick Clement, and Mary Roach scheduled for 4:30 p.m. on Thursday, August 29th in the Summerfield Rm. of the Adams Center.
- 4) Crowe told the Committee that he had received some good news, in the form of a letter from University administration, informing him that the hiring freeze had been lifted. He also told the committee that the budget rescission had been dropped to 1%.
- 5) Crowe updated the Committee on the status of equipment requests--he said the administrative staff was working with the student programmer, Gabriel Gonzales, to build a database for evaluating the requests, and that he hoped to have some answers for staff within a month or so. Crowe said that funding from Friends of the Library and the KU Endowment Association was also being investigated for equipment purchases.
- 6) Crowe announced that he had received all but two fund-raising proposals from library staff. He also told the committee that Mike Smith, at KUEA was being helpful in identifying potential donors for the library.
- 7) Crowe told the Committee that the first Hoch Renovation committee meeting was scheduled for August 27th. The committee would be developing a space usage plan for the "new" Hoch space. Crowe handed out a copy of a table created from figures provided by Jim Ranz showing shelving trends, and a graph prepared by Nancy Jaeger.
- 8) Crowe told the committee that he was developing a planning statement which would include general goals and provide general guidelines for library development over the next decade. He will be providing copies of the draft document for review by the pertinent library committees.
- 9) Crowe announced that there had been over 100 donations to the Ranz honors fund. He said he had written a letter to Jim Ranz informing him of the effort, and the intended use for the donations. Crowe will be soliciting suggestions from the Exhibits Committee on arrangements.
- 10) Regarding the ILS situation, Crowe told the committee that he had received four responses to his request for comments on the ILS problem. He also said that he had forwarded the concerns to Del Brinkman for advice. Sandra Brandt said that she had received a survey from an ad hoc committee on ILL--other Regents and CODDL libraries are experiencing the same problems. It is hoped that modifications to the space will be completed by December 1991 for ILS to move to their new location before the beginning of the Spring semester.
- 11) Regarding Watson Library Self-Study, Crowe said he had found a chairperson for this committee and had reviewed suggestions for membership. Crowe would be reviewing the committee charge and organizational structure with the committee.

- 12) Crowe announced that he still had received only a limited number of volunteers for the agenda committee. Anyone interested in serving on that committee would have a last chance to volunteer until 5 p.m. on August 28.
- 13) Crowe told the committee that he had received a document referring to a statute which created an "information network" (Information Network of Kansas). The University would be studying the ramifications of this statute on the University and its Libraries.
- 14) Crowe announced that George Gibbs would visit, over the next few weeks, each department that has OCLC terminals so that he can generate a report about OCLC usages. John Miller said research is being done on a way to communicate with other terminals on campus and to access OCLC without OCLC terminals. Crowe told the Committee that OCLC pricing is an item on the BCR Board of Trustees agenda.
- 15) Gibbs told the Committee that the serials cancellations totalled between \$170,000 and \$175,000. Crowe said the best estimate of lost opportunities to buy books amounted to approximately 12,000 titles (over the last two years).
- 16) Crowe announced that he had drafted a document on how reassignments of staff might be done. The document was being reviewed by the Administrative staff and Human Resources. The next step will be to share the draft document with Administrative Conference and Classified Conference for comment.
- 17) Crowe opened for discussion the issue of classified staff involvement on library governance committees and the effect, if any, on departmental functions. Discussion centered around the determination of governance versus administrative committee responsibilities, and how to encourage staff participation on these committees while still getting the work done. Crowe proposed that while the specific allocation of time by a staff member for committee work must be worked out between the staff member and his/her supervisor, there should still be some basic guidelines available.
- 18) Gibbs told the Committee that a draft of the library surplus materials disposal document would be presented to University Counsel by the end of the week.

Meeting adjourned at 11:40 a.m.

Submitted by,
Rhonda L. Boose

Minutes of the Administrative Conference
September 17, 1991

The Administrative Conference met at 10:30 a.m. in Watson Conference Room A. Present: N. Burich, Sarah Couch, Susan Craig, William J. Crowe, Vickie Doll, George Gibbs, Sandy Gilliland, Bayliss Harsh, Susan Hitchens, Jane Hoyt, Nancy Jaeger, Donna Koepp, Alexandra Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Jim Neeley, Kathleen Neeley, Rich Ring, Mary Roach, LeAnn Weller, Sherry Williams. Absent: Sandra Brandt, Gaelle Gillespie, Kendall Simmons.

Announcements

- 1) Crowe told the Committee that all the departmental equipment requests were in, and that the requests were currently being reviewed by George Gibbs and Mary Hawkins. Hopefully, the administration would be able to provide department heads with answers regarding their equipment requests within the month. As soon as the evaluation process is complete, information will also be provided to departments about opportunities for swapping of "surplus" equipment.
- 2) Crowe briefed the Committee on the recent Dean's Retreat in Kansas City. The Chancellor presented his global view of Kansas higher education, the Regents' system, the Kansas legislature, the Hoch disaster, etc. Crowe believes the Chancellor is genuinely concerned about the push for central bureaucracy within the Regents' system. Chancellor Budig could, of course, give no specifics on the next steps in the process, but he expects a new mission statement for Regents institutions to be drafted by January or February 1992.

The discussion centered around the need for cooperation between KU departments, and cooperation between KU and other Regents institutions. Deans Meyen and Baumen addressed the need for better "infrastructure" of the University. There was a brief discussion of the Mission 2000 planning group, chaired by Del Brinkman. It is expected that there will be a draft document concerning long-range planning until the year 2000, produced by the end of 1991.

- 3) Crowe reviewed his proposal for the creation of a Library Publications Committee. A partial reassignment of one person might be accomplished to provide publication support (editing, suggestions, desktop publishing) for library publications. The function of a committee would be to provide assistance and support when requested. Departments would maintain responsibility for their own publications.

There was considerable discussion about what type of publications would be provided for under this arrangement (i.e. electronic--OCAT screens, outside publications, internal publications, Guides for Readers, etc.).

Crowe invited suggestions for agenda topics for Administrative Conference.

Meeting adjourned at 11:30 a.m.

Submitted by,

Rhonda L. Boose

Budget and Planning Committee Minutes
October 25, 1991

Present: S. Craig, P. Donaldson, S. Hewitt, N. Jaeger, R. Miller, S. Miller, K. Neeley, J. Richardson, and J. Waters

The October 11th minutes were altered and approved.

The committee discussed Dean Crowe's response to the Mission 2000 Statement. B&P considered sending the Mission 2000 Steering Committee an endorsement of Dean Crowe's response but decided that that was unnecessary.

The Dean will hold November meetings to review the status of the current budget and to discuss next year's budget and an unranked list of budget priorities. Staff will have the opportunity to give input on their priorities. B&P will write summaries of the meetings and distribute them to staff along with a questionnaire soliciting further feedback. The committee also drafted an announcement of the meetings for the FYI.

We then discussed what K. Neeley will present at the LFA meeting as a committee report. The report will contain the role of the committee including its new role in the fall budgeting process. The committee is also currently reviewing the Vision Statement. B&P is still conceptualizing its role in the spring budgeting process.

Work assignments were divided up among committee members. S. Craig and R. Miller agreed to act as official recorders at one budgeting meeting each. J. Richardson and S. Hewitt will draft preliminary questions for the questionnaire. P. Donaldson, K. Neeley and J. Waters will make preliminary revisions of the Vision Statement.

B&P's next two meetings are scheduled for November 1st and November 15th

Submitted by Julie Waters

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 19 September 1991

Present: Gordon Anderson, Susan Craig (Chair), Sue Hewitt, Kent Miller, Mary Miller, Bill Mitchell, Becky Schulte, George Gibbs (Ex-off.) Mary Burchill, Rich Barr (guest)
Absent: Janet Anderson-Story

Place: Art Library, room 103

Approved, after corrections, minutes of 5 September 1991.

Craig introduced Major Rich Barr of the Lawrence Fire Department. He explained his duties: City Fire Marshal, with responsibilities for fire-code enforcement, supervision of EMS (Emergency Medical Services) and situations involving hazardous materials. He then gave us an overview of the standard LFD response to any fire alarm at KU: 2 engines, 1 ladder truck and a squad (13 people), from different stations depending on where the building is located; they intend to arrive at the scene within 4 minutes. Their initial on-site procedures will vary depending on whether the building is "open" or not. Their priorities are: 1)life safety, 2)fire control, 3)property conservation. Their first effort will be directed toward evacuating the building; there will be simultaneous fire control efforts made but until the "all clear" has been issued most manpower will be engaged in making sure the building is clear of people. Library personnel can assist them by having systematically evacuated the building before their arrival and having posted staff at entrances to insure that no one has re-entered. They will re-search the building themselves, but their search to determine if it is "all clear" can be performed by one crew instead of two, thus immediately releasing a crew to begin fire control. If there is fire, they will secure a building and take control of it; they will not release it back to the occupants until they believe it safe and prudent to do so. They will enter wearing "SCBAs" (breathing apparatus) and do not want staff "help" in the structure.

Barr continued:

In case of fire, evacuation should be by way of the nearest exit. There should always be two exits available to all building occupants, a primary one and an alternative in case the primary is unusable.

Compartmentalization--achieved by wall-to-ceiling partitions, unbreached ceilings, and closed doors--is a great aid to controlling the spread of fire and it is the only way to minimize smoke damage.

Since LFD will look to conserve property as early in the fire episode as possible, the building occupants should have identified and prioritized "higher value areas." Property conservation involves 1)smoke evacuation (which actually occurs very early on: as soon as they enter a building they begin trying to force smoke out for the benefit of the firefighting crews); 2)moving property out or covering it with tarps in situ or if it is not coverable where it is, moving it to, say, a table in the middle of a room where it can then be covered; 3)getting rid of water and otherwise assisting with gross, initial-phase clean-up.

A pre-plan has been made for each campus building but they should be up-dated regularly. They include floor plans, building peculiarities, locations of stand-pipes, high-value materials, etc. They are carried with the battalion chief, not on the "first-in truck"; it carries only a "quick access plan" with barebones highlights of the pre-plan, such as location of entrances, fire-alarm panels, etc.

If you discover a fire, activate a manual pull station which will 1)notify KUPD who will roll the firetrucks and 2)sound the alarm within the building in order to begin the evacuation process. If possible always follow-up by calling 911. Only then--after the firefighters have been notified--should one attempt to put out the fire.

Most library units find it difficult to establish a fire response policy because they have different levels of staffing at different times. What might be an appropriate set of instructions for a weekday mid-morning fire when there was an abundance of senior staff on hand would not be appropriate for a late-night fire on a weekend, when only one student assistant was on duty. Barr suggested this action: 1)sound alarm; 2)go to scene, close doors, evacuate areas closest to fire, then above, then below; 3)if small, try to put the fire out. But, it was pointed out, the person on duty may not know how to use an extinguisher. Well, if you disregard the fire altogether, you take the chance that a small fire will grow and that a sprinkler head will activate, with resultant water damage. An acceptable generic course of action would be: 1)sound alarm; 2)evacuate building; 3) if staff is available, go to fire and try to extinguish it.

Yes, LFD will demonstrate the use of fire extinguishers: they furnish burn pans and fuel, we furnish extinguishers and a VCR for their classroom presentation. It will probably take one extinguisher for each four participants. [Suggestion: F.O. has to recharge extinguishers periodically so try to get extinguishers for the demo which are aged to the point of needing to be discharged prior to recharge]

The most common kind of extinguisher in use nowadays is the one charged with dry-powder; they are, generally, of universal application (that is, on A (wood, paper, etc.), B (electrical), or C (flammable liquids) fires). Be advised that they leave a wide-spread mess of white powder after they've been discharged. A Halon extinguisher (question: are they not outlawed because they are CFCs? apparently not yet) is good because it leaves no residue and does not freeze electrical and electronic components as a CO₂ extinguisher does.

Fire extinguishment is accomplished by eliminating one or more of the elements needed to support fire: 1)heat, 2)fuel, 3)oxygen. (There is also now recognized another kind of fire, that involving a chemical chain reaction, but let's talk about simple fires.) Dry powder extinguishers work by cooling to below the point of combustion; water also works as a coolant; Halon interferes with the chemical (combustion) process whereby the fuel is oxidized.

To a question regarding the puzzlingly different levels of fire extinguisher equipment in the various libraries (e.g., apparent abundance in Watson & KSRL, 1 in Law, none in Anschutz), Barr responded by saying that by code within his jurisdiction, one 2A/10BC extinguisher is required for every 3000 square feet, with a maximum travel distance of 75 feet to it. The University, however, is not his jurisdiction, rather that of the State Fire Marshal.

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 3 October 1991

Present: Janet Anderson-Story, Susan Craig (Chair), Sue Hewitt, Mary Miller, Bill Mitchell, George Gibbs (Ex-off.)

Absent: Gordon Anderson, Kent Miller, Becky Schulte, Mary Burchill

Anderson-S volunteered to sub for the recorder at the next two meetings.

Gibbs reported that Marci Francisco in Facilities Planning had reported to Nancy Jaeger that on the recently finalized Repairs and Improvements List (commonly referred to as "R & I" list), which is work to be accomplished in FY92, item no.31 is installation of emergency lights and the generators to operate them in (phase 1) several buildings including Watson and (phase 2) several other buildings including Spencer Library and Spencer Art Museum. These generators will provide 2-3 hours of operation but they will serve only the emergency lights, not the general electrical needs of the building. Details of when and how are not known but it is a comfort in light of this committee's recent facilities surveys which identify the lack of operable emergency lights as a significant problem in many library units. Francisco further reported that by some internal juggling of funds Facilities Planning was able to get lightning protection on-line for installation this year for Watson, next year for Spencer Library and Malott Hall.

Minutes of 19 September were returned to the word-processor for reprocessing.

Craig sought the sense of the committee on the presentation by the Lawrence Fire Marshal, Rich Barr, (unanimously extremely worthwhile, good for the entire staff to have heard) and asked what we had learned from it: 1)need fire extinguisher training; 2)need fire drills; 3)need to establish evacuation routes; 4)need to establish post-evacuation assembly spots for staff; 5)need to do pre-planning with the Lawrence Fire Department; 6)need to identify "save first" areas within all library units.

Since the point was clearly made by Barr that, although he could advise at the University, it was not really within his jurisdiction to do more than that; Craig wondered if we wanted to meet with the State Fire Marshal, who has jurisdiction on campus. Since we do have the opportunity to meet with one of his deputies on their annual inspections, it was decided to ask Facilities Operations to notify a building occupant when the inspection was to occur in order that we might have someone from the Libraries accompany him. We may want to consider asking the State Fire Marshal to speak to us in the future.

Craig will telephone Barr to 1)thank him, 2)remind him to send pre-planning forms, 3)check to see if he wanted to suggest any changes to the minutes and 4)ask if it would be possible to see the Fire Department's video of the Hoch fire.

A question arose about how we get fire drills started; the committee has not the power to order fire drills so implementation of regular fire drills will be one of our recommendations.

Is there evidence that lightning rods really work? Well, they're probably better than nothing.

Is Watson similar to Hoch? In some ways very similar (e.g., large open spaces, uncompartmentalized) but it is sprinkled, including--and this is important-- sprinklers in the attic.

When asked about Watson fire evacuation routes, Barr responded that people tend to leave a building by the same route they came in, which means that most will naturally gravitate toward the center stair, the least safe one. The safest exits are the "smoke tower" exits at the east and west ends of the building. Try to direct people to them. As for evacuating handicapped persons, assist them to the smoke tower furthest from the fire; once there other evacuees can assist them to the outside exit but, even if they do not get outside, they are safest in a smoke tower (so long as the doors to it remain closed). Since FD will stage their operations from that smoke tower, any handicapped persons "safe-harbored" there will have help at hand.

Should we have fire drills? Yes, for the practice, but also because running through a drill may discover problems in the procedures.

Barr then showed a video (taken by KUPD, not the one he had planned to show, taken by LFD) of the Hoch fire, intending to emphasize the impact (or, fortunately, the lack thereof) on Anschutz. Although this video did not show the fire at its height nor did it show as much of the Anschutz-side as did the LFD video, it was clear none-the-less that, from a Libraries-perspective, we were mighty lucky.

As our time in the room was running out, the video and everything else fast-forwarded; Shulte distributed, without comment, two Resources List-related handouts and the assumption was that we would continue where we left off at our next meeting (3 October, Watson Conference Room "B")

Bill Mitchell, recorder

cc: R. Barr

In the (approved) absence of both members of the local resources subcommittee, Craig called our attention to the two Schulte-handouts from last meeting, having to do with on-site emergency supplies and the local resources list. The emergency manual subcommittee had also begun making a list of emergency supplies; Craig will merge the two lists, which will remain open for additions. She would have added to the "Suggestions..." handout the establishment of calling trees; there is also a need to determine who's in charge and who constitutes the disaster recovery team.

Progress on the Watson emergency manual has been slowed somewhat by a couple of cancelled meetings. The Anschutz manual, however, has whizzed through 4 drafts, powered by hour-long meetings each Wednesday.

One of the lessons of the massive power outage a few months ago was that while key telephones do not function when the power is down, single-line phones do. Anschutz has, therefore, requested that such a telephone be installed; at the moment it is thought by N. Jaeger that they already have one but the matter is being looked into. Clearly the existence and locations of single-line telephones in the library units need to be verified and identified. The Art Library has two. Watson has one in the Cataloging Department conference room. Spencer Library has one in University Archives and one in the Map Project. There may be others...

The facilities survey subcommittee (in the person of Anderson-S) distributed the "final" facilities reports for all libraries: Watson, Law, Music, Spencer, Anschutz, Art, Engineering, Regents Center, Government Documents/Maps. These reports incorporate comments from all unit heads who responded (a couple did not, presumably because the reports were flawless). The subcommittee's next step is to set up a meeting with Mike Richardson (or deputy) to plan for the building "walk-throughs," etc. Gibbs announced his intention to attend all of these Facilities Operations walk-throughs. Another "next-step" Anderson-S would like to see accomplished is to convert these narrative reports to chart form so it will be easier to identify similar problems in different units; she believes the subcommittee will be able to do that eventually. There was general agreement that it was extremely useful to have these "Summaries and Recommendations" committed to print.

Gibbs announced that Crowe/Gibbs/Hawkins/Jaeger would be meeting today to finalize the equipment money requests; should he ask for some funds for disaster planning? Yes, some seed money will be necessary to begin implementation: say, \$1000.

At the next meeting (17 October) Candyce Waitley from Watkins Student Health Center will talk to us; at the following meeting (31 October) there will again be subcommittee reports. Both meetings will be in Watson Conference "B".

A rump meeting continued as members picked up and packed up; an idea that was hatched (and deserves some further study) was that of preparing some training videos, showing the sights and sounds of fire alarms, emergency evacuations, etc. How to do such a thing on the cheap? ...

Bill Mitchell, recorder

Library Faculty Assembly
Executive Committee: Minutes
Nov. 4, 1991

Present: K. Miller (Chair), R. Clement, B. Schulte, G. Husic, S. Gilliland, S. Miller, M. Roach

Minutes LFA Exec minutes from Oct. 12 and 28, 1991 were approved with revisions. The minutes from the following LFA committees were accepted: Budget and Planning, Oct. 11, 1991; LCPT, Oct. 14, 1991; Staff Orientation, Oct. 3 and 17, 1991; Staff Development, Oct. 16, 1991.

Announcements A second run-off election for members of CESR is required.

Committee to Review the Code (CRC)

The question of the charge for this new committee was raised and discussed. The Chair will write a draft charge for the next Exec meeting. The question of membership will still have to be considered. Rick Clement will serve as the LFA Exec liaison to this committee. His status will be as a full member.

CESR Discussion centered around the LFA meeting of Oct. 30, 1991. Since no changes were recommended for the charge which had been distributed, the charge stands as written.

Classified Conference The Chair reminded everyone that we have scheduled a meeting with the Classified Conference Executive Board on Nov. 18. He will be meeting with their Chair to firm up the agenda.

The next Exec meeting will be Monday, Nov. 11 at 10:00 a.m. in Watson meeting room A.

Submitted by Rebecca Schulte

Staff Development Committee

Minutes
Meeting of October 23, 1991

Present: Sandy Gilliland, Lorrie Knox, Susan Hitchens, Janet Anderson-Story, Carole Dibben.

Absent: Rich Ring and Julie Hoff

The SDC met at 10:30 am in Watson Conference Room A. Minutes of the October 16, 1991, meeting were approved as corrected.

Approved workshop and travel fund requests. It was discussed that it would be helpful for applicants to submit a copy of the registration form which shows the amount of the registration.

A professor from Uganda, who is also a senior medical librarian, will be visiting on campus the week of November 14-21, 1991 and SDC has been asked if they would be interested in having her come to present a talk and help defray her expenses. A possible topic for a presentation is "Library issues in Uganda, Africa and developing countries". It was decided that we would try to schedule her for a program on November 14, 15 or 20th and offer an honorarium. Lorrie will check with the Dean to see if he would like to do a reception. It was decided that this would be an appropriate activity to extend invitations to KU Medical Library, KU Law Library, Friends of the Library and NEKLS if the Spencer Auditorium is available.

It was reported that there is some interest in the use of a state van to attend ALA Winter Conference in San Antonio in January 1992. Sandy will seek the Dean's approval and if approved, will make the reservation with Motor Pool.

Offering a CPR workshop was discussed further. Watkins Hospital charges \$5/person for a 6 hour course which is currently being offered over the next 3 weeks. Concern was expressed that by the SDC offering the CPR workshop, people would feel pressured to take it and then further pressured to use CPR on the job when they do not feel comfortable doing it. It was decided to discuss these concerns with the Dean.

The next meeting will be November 6, 1991 in Watson Conference Room B.

Submitted by Carole Dibben

FYI

University of Kansas Libraries

Number 1148

November 21, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

TUITION ASSISTANCE DEADLINE ANNOUNCED

Applications for funding from the Tuition Assistance Program for the Spring 1992 semester are due in the Office of the Executive Vice Chancellor by no later than 5:00 p.m. Friday, December 6th. Any staff member who is employed in a full-time position (and has been employed in a full-time position for at least one year) is eligible to apply. If awarded, the Tuition Assistance Program covers the cost of tuition, textbooks, or other supplies required for participation in approved educational programs. Awards are limited to no more than \$25 for textbooks and supplies, and a total of no more than \$110 in all. Application forms and informational brochures are available from the Library Administrative Office, 4-3601. Contact Sandy Gilliland, the Office of the Executive Vice Chancellor (4-4904), or the Department of Human Resources (4-4946) for additional information.

Sandy Gilliland

DECEMBER 1ST PAYCHECK DISTRIBUTION DATE

As a reminder, December 1st paychecks will be distributed after 3:30 on Wednesday, November 27, 1991 (the Administrative Office will be closed on Thursday and Friday, November 28th and 29th, due to the Thanksgiving Holiday). Please inform your student assistants that if they want their paycheck before the Thanksgiving Holiday, they must come to the office between 3:30 and 5:00 on the 27th. (For those whose paychecks are direct-deposited, paychecks will be delivered to local banks on the afternoon of November 27th. As always, students and staff may leave a self-addressed, stamped envelope in the Library Administrative Office to have their paycheck mailed to them.)

Sandy Gilliland

DISCRETIONARY HOLIDAY FOR 1991

As a reminder, staff who have not used their 1991 Discretionary Holiday must do so by December 31st or it will be lost. If you are uncertain as to whether you have used the holiday, please check the leave balance information on your paycheck stub, the monthly time sheet (for those staff who receive a time sheet), or call Sandy Gilliland, 4-3601.

Sandy Gilliland

CHANGES IN PERSONNEL POLICIES AND PROCEDURES

Included in the FYI Supplement for all Library staff are copies of changes made to University policies regarding leave without, classification appeals procedures, and changes in classified employee work schedules. Questions regarding these policies may be directed to Sandy Gilliland.

Sandy Gilliland

GENERAL RESEARCH FUND PROPOSAL DEADLINE ANNOUNCED

As announced in a recent mailing to all faculty, the submission deadline for project proposals for funding from the University General Research Fund is 5:00 p.m. Monday, January 6, 1992. Eligibility requirements, proposal evaluation procedures, and proposal submission instructions are included in the mailing. Questions may be directed to the Office of Research Support and Grants Administration, 4-3126. (Additional copies of the mailing are available from that office, or from Sandy Gilliland.)

Sandy Gilliland

STUDENT TASK FORCE OPEN MEETING

The Student Task Force Committee is currently writing our first draft response to both charges given to us by Dean Crowe. The information we have been utilizing in coming up with our recommendations are survey responses received from the following; other libraries (Michigan State, Oregon, North Carolina, others, Kansas schools, Big schools), other campus departments (Housing, Parking Services, Facilities Operations, Computer Center, others), KU libraries student assistants, KU libraries full and part-time employees.

The committee has scheduled an open meeting for Friday, December 6 from 10:00 until 11:30 in Watson Conference Room A. We will be listing the committee's ideas in next week's FYI. We would invite all staff (including students). Please let your student employees know about the open meeting. In addition please feel free to call/write/e-mail any comments to any committee members. (Lars Leon, Acquisitions; Jan Altenbernd, Art Library; Gregg Buckner, Copying Services; Bayliss Harsh, Reserve; Lorrie Knox, Anschutz Science Library). Thank you.

Lars Lec

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP COMMITTEE NAMED

I am pleased to announce that the selection advisory committee for the Chancellor's Award for Distinguished Librarianship for 1992 is in place: Marilyn Clark, Sandra Gautt (representing Academic Affairs), Sandy Gilliland (ex-officio, non-voting), Shelley Miller, Mary Roach, Susan Twombly (School of Education and member of the Senate Library Committee, representing the teaching faculty), and LeAnn Weller. The first two recipients of this very special award were Alexandra Mason, Spencer Librarian and Head of the Department of Special Collections, and Mary Roach, Assistant Head of the Cataloging Department.

The deadline for receipt of nominations is 20 December 1991. Copies of the award guidelines, which have been distributed widely in the past, are available from Sandy Gilliland.

-W. J. Crowe

EXTENDED LIBRARY HOURS (DECEMBER 6-15)

Watson Library and the Anschutz Science Library will have longer weekend hours from December 6 through December 15, as follows:

Friday	8am-10pm
Saturday	9am-10pm
Sunday	noon-midnight
Monday-Thursday	8am-midnight (unchanged)

Myr Hawkins

(continued)

THANKS

My sincere thanks to all who sent cards, food, puzzle books, reading material and the visitations during my convalescent period due to my car accident. Your thoughtfulness kept me entertained for many, many hours. I have resumed work duties during a.m. hours as of 11-18-91 and if all goes well will resume full time Monday, November 25th.

Luceil Hamlin

CHRISTMAS FAMILY ADOPTIONS

It's time again . . . time to start thinking about collecting clothes, food, money and paper goods for our adopted families from Penn House. This Holiday season we have adopted two families. We will turn in donations on Dec. 10th.

Family member:	Sizes	Items desired
<u>Family No. 8</u>		
8 1/2 yr. old girl	=	8 shirt, 9 jeans, 9-11 kids stockings
5 yr. old boy	=	6 shirts, 6 bottoms, underwear-size 6, 6-9 kids sox
mom	=	large tops, 30W x 29L blue jeans

for dinner: ham, NOT turkey

paper goods, shampoo, soaps, etc.; items not covered by food stamps

Family No. 11

4 yr. old girl	=	6 T tops & bottoms; coat, size 6-7, hat & gloves; barbie doll
3 yr. old boy	=	4 T tops & bottoms, coat 4-5, hat & gloves; cars
10 mo. old girl	=	clothes 18 mos., disposable diapers -- medium
father	=	XL shirt, 34W x 33L blue jeans
mom	=	XL shirt, 36W x 33L blue jeans

blankets; paper goods, shampoo, soaps, etc.; items not covered by food stamps

Collection boxes will be in Science and Watson Catalog Dept. Contact Kerry Bower, Catalog Dept. or Judith Emde, Science if you have any questions or ideas. The items listed above are only suggestions. All types of donations are welcome.

THANKS FOR ALL THE HELP you can bring to supporting our families.

ATTACHMENTS (See FYI Supplement)

Library Faculty Assembly Minutes--Nov. 11, 1991
 Nominating & Ballot Committee Minutes--October 15, 1991
 Staff Development Committee Minutes--November 6, 1991
 Staff Orientation Committee Minutes--October 10, 1991
 Department of Human Resources Memo--"Changes in Policy of Procedure
 Policy on Staff Participation in Governance

Library Faculty Assembly
Executive Committee: Minutes
Nov. 11, 1991

Present: K. Miller (Chair), B. Schulte, R. Clement, G. Husic,
M. Roach, S. Miller

Absent: S. Gilliland

Minutes Minutes of the LFA Exec meeting of Nov. 4, 1991 were approved with corrections. LFA minutes of Oct. 30, 1991 were reviewed, a second draft is needed. Committee minutes from Staff Development, Oct. 23, 1991 and Budget and Planning, Oct. 25, 1991 were accepted.

Announcements We will be meeting with the Classified Conference Executive Board on Nov. 18. Exec is scheduled to meet with Dean Crowe on Nov. 25. Connie Powell, Chair of the Staff Orientation Committee, will be attending today's meeting with some questions concerning their charge.

Committee to Review the Code Exec discussed the membership of this new committee. Review of the charge was delayed until the next meeting.

Staff Orientation Committee Staff Orientation requested guidance concerning their charge dealing with library student assistant orientation. Kent stated that a feasibility study is needed, i.e., a data collection process which would determine the need for such a program and if it is needed, who should administer the orientation. It was suggested that the committee meet with the Dean to determine his views. Connie also requested that the mid-November deadline be changed. A new deadline was set for March 1, 1992.

The next LFA Exec meeting will be held on Monday Nov. 18, 1991 at 10:00 a.m. in Watson meeting room A.

Submitted by Rebecca Schulte

NOMINATING & BALLOT COMMITTEE

Minutes: October 15, 1991

Present: Dienes, Biggins.

Ballots for election to the Committee on Evaluation of Service & Research were tabulated. No single candidate for any of the three positions received a majority of votes cast, and a runoff election would have to be conducted.

* * * * *

Minutes: October 21, 1991

Present: Dienes, Biggins.

Ballots for the runoff election to the Committee on Evaluation of Service & Research committee were assembled and mailed off.

* * * * *

Minutes: November 11, 1991.

Present: Dienes, Biggins.

Ballots for a further (second) runoff election to the Committee on Evaluation of Service & Research (CESR) were assembled and mailed off. Results of this ballot would be tallied in time to supply the LFA Executive Committee with the results before Exec's November 25th meeting.

The Committee noted the concern expressed by Exec about the optimal grace period (and number of published warnings) that LFA members should have to remove their names from general membership ballots such as the one for CESR. This issue was taken under advisement for discussion in the near future.

Submitted by Mike Biggins

Staff Development Committee

Minutes

Meeting of November 6, 1991

Present: Lorrie Knox, Julie Hoff, Susan Hitchens, Rich Ring, Sandy Gilliland, Janet Anderson-Story, Carole Dibben.

The SDC met at 10:30 am in the Anschutz Library Seminar Room. Minutes of the meeting of October 23, 1991, were approved as altered.

It was suggested that since the cut-off date for January and February 1992 travel is November 15 that a reminder should be put in the FYI. Carole will see that it is submitted by the FYI deadline 11/6/91.

Discussed John Miller's talks on automation at KU and the library. Feedback has been very positive. Rich Ring suggested that this was something that should be done again in the future as it is helpful to new employees and those who are not new.

It was suggested that Mary Roach and George Gibbs be invited to provide a program to update staff on the new OCLC upgrade when the KU Libraries are switched over to it next spring.

Discussed the progress of the plans for a program by the visiting Ugandan librarian later this month. Mary Rosenbloom has offered to do the publicity and would appreciate assistance in mailing out the flyers. Susan Hitchens offered to help with the mailing. Lorrie reported that the tentative date she was able to set for the program is November 20 from 1:30-3:00 pm. It was pointed out that many staff members would be unable to attend this program at that time as they would be attending the Library Automation Committee open meeting. It was suggested that Lorrie try to obtain a different time, such as 3:30 pm that same day and if not possible, to try to schedule it for a morning time. Lorrie reported that she had been able to obtain approval to hold the program in the Spencer Auditorium and for a reception at Spencer following the program. The Dean will pay for the reception but we must make the arrangements. Sandy volunteered to make the arrangements.

Sandy reported that there is a 1-1/2 to 2 hour stress management program offered by Human Resources. She has told them that we would like to schedule the program for early December and has consented to be the co-presenter.

Carole reported that she had contacted Prof. John Agada, School of Library and Information Management at Emporia State University and he has indicated that he would be willing to present a program on the topic of peer, collegial and working

relationships. She is to contact him and request a copy of his vita.

Sandy received from Affirmative Action a list of programs which they are prepared to offer. They are also willing to tailor any program to fit the needs of the group or organization. It was suggested that it would be helpful for someone from Affirmative Action attend one of our meetings where we can discuss our needs and how they can be addressed by their programs.

Discussed the future of the SDC Newsletter. The committee was in agreement that it should continue on an irregular basis due to the great amount of time to prepare it, the heavy workloads of committee members and the amount of time involved in other SDC work.

Discussed that recipients of SDC travel/workshop funds are to submit a travel report and that a number of people have not submitted their reports. Susan will write a reminder to be submitted for the next FYI.

The next SDC meeting time and place will be announced later.

Submitted by Carole Dibben

Policy on Staff Participation in Governance

Some supervisors have asked questions about the extent to which an individual "non-exempt" [from overtime] staff member might use scheduled work time to participate in Library governance, especially committee work. Plainly, there is no definitive answer. In my view, this is a classic case of the best answer being "it depends". I recognize that many among us will not find this response satisfactory, but I am loath to prescribe specific percentages of time or numbers of clock hours. (Such specific measures may be necessary in some instances, but I do not believe should emanate as matters of general policy from the central Library Administration.)

After reviewing the University's stated position on staff participation in the Classified Senate, discussing this issue with other Library administrators, presenting it to the Administrative Conference, and talking with representatives of the Classified Conference Exec, I offer the following very brief statement (which will be included in a forthcoming revision of a staff handbook) as administrative guidance:

As a basic principle of how the KU Library operates, decisions about scheduling of work time--within the framework of University regulation and the law--are developed in the immediate workplace after discussions between staff and supervisor. The supervisor is responsible for the unit's carrying out of its day-to-day operations and service responsibilities, one of which is to encourage staff participation in governance.

Participation in governance is valued and is often to the benefit of the unit, as well as the Library and University. In that spirit, it is expected that, over time, contributions of staff from throughout the Library will achieve some equilibrium. Specifically, staff from all areas of the Library should be called upon to participate, so that staff of some units or departments are not away from their primary duties significantly out of proportion to their numbers.

A staff member who is asked to serve or nominated for participation in any extra-unit capacity, including governance, should always communicate with his/her supervisor. The supervisor must consider the amount of time that might be required, etc., so that such factors as the potential for shifts in workload among staff of the unit might be weighed before the staff member makes a commitment. When a commitment may extend over a long period, a supervisor may need to revisit the issue with the staff member, especially if circumstances in the work unit change.

In the case of a disagreement between a supervisor and a staff member about use of scheduled work time for governance activities, the department head, and, if necessary, the appropriate assistant dean are to be consulted.

--W. J. Crowe
14 November 1991

The University of Kansas

Department of Human Resources

November 8, 1991

MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons
FROM: Jackie R. McClain, Director of Human Resources
SUBJECT: Changes in Policy or Procedure



Attached are three recent changes in either policy or procedure related to **Leave of Absences Without Pay, Appeal of Classifications, and Changes in Employee Work Schedule.**

Should you have a question regarding any of the attached communications, please do not hesitate to contact us at 864-4280.

JRM:bw
cc: Personnel Related Staff
Attachments

Leave Without Pay Policies and Procedures

Because of a number of sensitive leave without pay situations, an administrative committee has recently reviewed the campus leave without pay policies. That review has pointed out the need for the following policy and procedural clarification and revisions which are effective immediately.

Leave Without Pay Used Intermittently With Paid Leave

There may be a number of occasions when a faculty or staff member may desire leave without pay, yet wish to utilize some of their paid leave balances (i.e. accrued sick leave and/or, for unclassified and classified staff, vacation leave) or work some of the pay period. This may be done for short periods of time.

If hours in pay status are more than 0 but less than 160 hours for 3 consecutive months, further administrative review will be required. In such situations, the Payroll Office will request administrative review by the appropriate Vice Chancellor or University Director to determine if the best interests of the University and the employee are being served with the existing leave arrangements.

It may be determined that it is best to continue the leave arrangement with a specified end date. Or it may be preferable to alter an employee's appointment percentage for the duration of the sporadic work schedule. That review and decision will be documented using the **Recommendation for Leave Without Pay Status** form (copy attached).

Use of Paid Leave Before Granting Leave Without Pay

In the interests of better fiscal management and campus consistency, it has also been decided to require the use of paid leave before granting leave without pay in some situations.

In cases of LWOP in excess of 30 days because of personal or family illness, the University will require the use of all paid sick leave before granting leave without pay. University staff may not be required to use paid vacation leave before granting leave without pay. However, such use may be mandatory in a specific case based on appropriate consultation with Human Resources for classified staff and with the appropriate Vice Chancellor/University Director's Office for unclassified staff.

In all cases of granting leave without pay for a period of 30 days or more, it will be a requirement to use existing compensatory time balances before granting leave without pay. Such compensatory time could also include holiday compensatory time for classified staff. Only non-exempt classified and unclassified staff are eligible for compensatory time, and only classified staff are eligible for holiday compensatory time.

Please feel free to contact Human Resources (864-4946) or your Vice Chancellor's/University Director's Office with any questions about these policy and procedural changes.

encl.

cc: Personnel Related Staff



THE UNIVERSITY OF KANSAS

Office of the Comptroller
Payroll (913) 864-4385
8 Carruth-O'Leary Hall
P.O. Box 587
Lawrence, Kansas 66044-0587

MEMORANDUM

Date:

To:

From: Richard A. Augustin, Assistant Comptroller, Payroll Office

Subject: Recommendation for Leave Without Pay Status

RE: Name	Position #
SS#	Appointment FTE
	Rate of Pay

The above named employee has had three consecutive pay periods in which less than 160 hours have been reported. The three consecutive pay periods to be reviewed are:

- | | | | | | |
|---------------|-----|---------|-----|---------------------|-------|
| 1. Pay period | / / | through | / / | Hours in pay status | _____ |
| | | | | Hours of LWOP | _____ |
| 2. Pay period | / / | through | / / | Hours in pay status | _____ |
| | | | | Hours of LWOP | _____ |
| 3. Pay period | / / | through | / / | Hours in pay status | _____ |
| | | | | Hours of LWOP | _____ |

Please review the above information and inform our office of your recommendation to: (1) continue the leave arrangement with a specified end date, or (2) change the employee's appointment percentage for the duration of the leave. Please return this memo with your response by _____. If you have any questions, please call me at 864-4385.

cc: Department
Payroll Clerk

DECISION:

- Continue leave arrangement with end date of _____.
- Change appointment percentage to _____ for duration of leave.

Date _____

Vice Chancellor/University Director

EXAMPLE



THE UNIVERSITY OF KANSAS

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

MEMORANDUM

Date: July 23, 1991
To: Del Brinkman, Vice Chancellor, Academic Affairs
From: Richard A. Augustin, Assistant Comptroller, Payroll Office
Subject: Recommendation for Leave Without Pay Status

RE Name John Q. Public Position # 2106C0079
SS# 515-88-9999 Appointment FTE 100%
Rate of Pay \$ 1501.00

The above named employee has had three consecutive pay periods in which less than 16 hours have been reported. The three consecutive pay periods to be reviewed are:

1. Pay period 04 / 18 / 91 through 05 / 17 / 91	Hours in pay status <u>75</u>
	Hours of LWOP <u>101</u>
2. Pay period 05 / 18 / 91 through 06 / 17 / 91	Hours in pay status <u>80</u>
	Hours of LWOP <u>88</u>
3. Pay period 06 / 18 / 91 through 07 / 17 / 91	Hours in pay status <u>83</u>
	Hours of LWOP <u>93</u>

Please review the above information and inform our office of your recommendation to (1) continue the leave arrangement with a specified end date, or (2) change the employee's appointment percentage for the duration of the leave. May we have your response by July 30, 1991. If you have questions, please call me, 864-4385.

cc: Department Biological Sciences
Payroll Clerk Ed Stamm

DECISION: 1. Continue leave arrangement with end date of 08/17/91.
2. Change appointment percentage to _____ for duration of leave

Date July 26, 1991 Del Brinkman
Vice Chancellor/University Director

Appeal Procedure for Classification Actions

This procedure is intended for use when a department disagrees with a classification decision made by Human Resources staff. This could occur when a reclassification request has been denied or when we independently reallocate a position. In either of these cases the department head would be notified by letter. The reasons for the action can be given to the department head on request. From this point the appeal process is as follows.

- 1) Within 15 working days of the denial letter, the department head should write a letter to the Assistant Director of Human Resources explaining the reasons for the appeal. The letter should include specifics about what factors were overlooked or need special consideration. A rewritten position description will be accepted with the appeal letter, only if our staff has not previously worked with the department to finalize the position description.
- 2) The above information will be reviewed by Human Resources and the situation resolved at this stage, if possible. The case may be referred to a Classification Analyst from another agency. All pertinent details and paperwork will be conveyed to the second reviewer prior to the second audit.
- 3) If after a second review, the request is denied, the reasons for denial will be presented in detail by letter to the department head within 15 working days from the date of the audit. Additional position descriptions cannot be accepted at this point.
- 4) In general, a position for which a reallocation has been appealed will not be reviewed again by Human Resources staff for at least 18 months from the date of the final denial letter. If a major change should occur in a position that has gone through the appeal and denial process, we would require at least a 6 month period between implementation of the change and another review.

It must be stressed that neither a heavy workload nor an employee's good performance are classification factors. These issues cannot be considered when reviewing a position for reclassification. The primary factors considered are how the job has changed, the level of the new duties, and the resulting overall level of responsibilities.

Changes in Classified Employee Work Schedules

Except in the case of emergency situations or the mutual agreement of the department and the classified employee, the department will provide advance notice of at least five working days to the affected employee prior to a **change in work schedule which is permanent or which shall apply for an extended period** (normally more than 2 pay periods).

Whenever possible the University will provide advance notice of five (5) working days prior to **temporary adjustments** (normally 1 or 2 pay periods or less) in working schedules.

Normally, when a classified employee who is eligible for overtime works **additional time that could result in overtime hours**, the employee may be required to take equivalent time off on an hour for hour basis in the work week or work period in which the additional time was worked without advance notice.

Exceptions to the notice provisions exist for:

- 1) Police department classified employees covered by the Memoranda of Understanding with the KUPOA shall not be required to take time off when the additional hours are the result of time worked for special events paid for by the Affiliated Corporations.
- 2) Classified service and maintenance employees covered by the Memoranda of Understanding with Local 1422 shall be entitled to advance notice of five (5) working days prior to such change.

FYI

University of Kansas Libraries

Number 1149

December 1, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

TUITION ASSISTANCE DEADLINE REMINDER

Applications for funding from the Tuition Assistance Program for the Spring 1992 semester are due in the Office of the Executive Vice Chancellor by no later than 5:00 p.m. Friday, December 6th. Any staff member who is employed in a full-time position (and has been employed in a full-time position for at least one year) is eligible to apply. If awarded, the Tuition Assistance Program covers the cost of tuition, textbooks, or other supplies required for participation in approved educational programs. Awards are limited to no more than \$25 for textbooks and supplies, and a total of no more than \$110 in all. Application forms and informational brochures are available from the Library Administrative Office, 4-3601. Contact Sandy Gilliland, the Office of the Executive Vice Chancellor (4-4904), or the Department of Human Resources (4-4946) for additional information. Sandy Gilliland

DISCRETIONARY HOLIDAY FOR 1991

As a reminder, staff who have not used their 1991 Discretionary Holiday must do so by December 31st or it will be lost. If you are uncertain as to whether you have used the holiday, please check the leave balance information on your paycheck stub, the monthly time sheet (for those staff who receive a time sheet), or call Sandy Gilliland, 4-3601. Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR FOR DECEMBER

A copy of the University's examination calendar for civil service exams offered during the month of December is being copied to all library departments. Please post or route this notice to student assistants who may be interested in civil service employment. Questions may be directed to Sandy Gilliland, 4-3601. Sandy Gilliland

SPRING SEMESTER HOURS

The schedule of library hours for the Spring semester is attached, beginning with the first day of classes and ending with summer session enrollment. Operative dates are the following:

1st day of spring classes:	Wednesday, January 15
Martin Luther King holiday:	Monday, January 5
1st day of spring break:	Sunday, March 8
Classes resume:	Monday, March 16
Last day of classes:	Friday, May 1
First day of final exams:	Tuesday, May 5
Last day of final exams:	Thursday, May 14
Commencement:	Sunday, May 17
Memorial Day:	Monday, May 25
Summer session enrollment:	Monday, June 21
1st day of summer session:	Tuesday, June 2

Mary Hawkins

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

STUDENT TASK FORCE COMMITTEE

The Student Task Force Committee would like to remind everyone about the open meeting scheduled for Friday, December 6 from 10:00 until 11:30 in Watson Conference Room A. The open meeting is for all staff (full time, part time, student assistants) that are interested in giving additional comments on student wages and benefits. The committee will be distributing by individual mail tomorrow (Tuesday) the list of ideas of what the committee is currently considering.

Lars Leon (chair, Student Task Force Committee)

CLASSIFIED CONFERENCE VACANCY, BUDGET AND PLANNING

Nominations will be accepted through December 5th for the Classified Conference vacancy on the Committee on Budget and Planning. The term will run through June 1993. Contact your group representative or Verna Froese if you would like for your name to be on the ballot.

Verna Froese

CHRISTMAS FAMILY ADOPTIONS

Please make a gift to brighten our adopted families' holiday season. This Holiday season we have adopted two families. **We will turn in donations on Dec. 10th.**

Family member:	Sizes	Items desired
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Family No. 8

- 8 1/2 yr. old girl = 8 shirt, 9 jeans, 9-11 kids stockings
- 5 yr. old boy = 6 shirts, 6 bottoms, underwear-size 6, 6-9 kids sox
- mom = large tops, 30W x 29L blue jeans

for dinner: ham, NOT turkey

paper goods, shampoo, soaps, etc.; items not covered by food stamps

Family No. 11

- 4 yr. old girl = 6 T tops & bottoms; coat, size 6-7, hat & gloves; barbie doll
- 3 yr. old boy = 4 T tops & bottoms, coat 4-5, hat & gloves; cars
- 10 mo. old girl = clothes 18 mos., disposable diapers -- medium
- father = XL shirt, 34W x 33L blue jeans
- mom = XL shirt, 36W x 33L blue jeans

blankets; paper goods, shampoo, soaps, etc.; items not covered by food stamps

Collection boxes will be in Science and Watson Catalog Dept. Contact Kerry Bower, Catalog Dept. or Judith Emde, Science if you have any questions or ideas. **We particularly need blue jeans, childrens' coats and blankets.** The items listed above are only suggestions. All types of donations are welcome.

THANKS FOR ALL THE HELP you can bring to supporting our families.

(continued)

WORDPERFECT CLASSES

Gaile Burchill will be offering another round of WordPerfect classes at the Beginning and Intermediate levels. We have tentatively scheduled four Beginning classes and four Intermediate classes for mid-December.

The tentative schedule is outlined below. Please note that this schedule may change, depending on staff response.

BEGINNING WORDPERFECT:

Thursday, Dec. 12: 9:30am - 12:30pm
1:30pm - 4:30pm

Friday, Dec. 13: 9:30am - 12:30pm
1:30pm - 4:30pm

INTERMEDIATE WORDPERFECT:

Tuesday, Dec. 17: 9:30am - 12:30pm
1:30pm - 4:30pm

Wednesday, Dec. 18: 9:30am - 12:30pm
1:30pm - 4:30pm

Staff should use the summaries below to help them choose the appropriate class.

Beginning WordPerfect:

Creating, saving, exiting, retrieving, and printing documents; cursor movement; inserting and deleting text; bolding, underlining, and centering text; moving and copying text; using the spell checker; and more!

Intermediate Wordperfect:

(Beginning WordPerfect or equivalent knowledge is required as a prerequisite.)

Searching and replacing text; text formatting options (including justification, line spacing, paper size, page numbering, and others); working with headers and footers; merge printing, using columns; and more!

WHAT YOU NEED TO DO:

Get permission from your supervisor or department head. Call to enroll in the class of your choice by contacting Gaile Burchill through e-mail or by phoning 4-5530. Classes are limited in size to six attendees per session; sessions will be filled on a first-come first-served basis.

(I would not recommend that anyone take both classes in one week unless they can take time to practice between sessions. If there is sufficient interest, perhaps we could offer Intermediate and Advanced classes in the spring.)

Marianne Reed

ATTACHMENTS (See FYI Supplement)

LFA Meeting Minutes--June 12, 1991; Oct. 30, 1991

Classified Conference Minutes--October 29, 1991

Spring Semester Hours

(continued)

LFA MEETING: MINUTES
JUNE 12, 1991

Present (according to attendance sheet): G. Anderson, Biggins, Brandt, Bromberg, Burich, Coddington, Craig, Crowe, Dandridge, Doll, Gaeddert, Gibbs, Gillespie, Gilliland, Graves, M. Hawkins, Hitchens, Husic, Knox, Lohrentz, K. Miller, S. Miller, L. Moore, Pardue, Powell, Reed, Ring, Roach, Schaffner, Schulte, Waters, S. Williams, Wilson

- 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 implementating 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

LIBRARY FACULTY ASSEMBLY

Meeting Minutes

Oct. 30, 1991

Present: Clement, J. Neeley, Craig, Gillespie, Husic, Gibbs, Mason, DiFilippo, Roubideaux, Koepp, Williams, Brandt, S. Miller, K. Neeley, Reed, Waters, Hitchens, R. Miller, Schaffner, Graves, Rosenbloom, Doll, Gaeddert, B. Pardue, D. Pardue, Biggins, Gates, Hoff, Dienes, Gilliland, M. Hawkins, Wilson, Knox, Eshelman, Jaeger, Ring, Melton, Crowe, Schulte, K. Miller.

Kent Miller, Chair of LFA, called the meeting to order. Two new members of LFA were introduced, Nanette Roubideaux and Beverly Pardue.

Minutes from the last meeting, June 12, 1991, were not reviewed. Due to an oversight, they had not been published in the FYI. These minutes will be discussed at the next meeting after they have been published.

Committee Reports

Jim Neeley, Chair of the Library Committee on Promotion and Tenure, reported that the committee had completed consideration of 2 requests for sabbatical leave and that they were preparing for 6 tenure files which are due into the Administrative Office on Nov. 4. Later in the year, LCPT will be planning a spring open meeting for up-coming candidates for promotion or tenure and they will be considering the issue of the succession of LCPT members which has caused problems in the past. Neeley added that he and Dean Crowe met the previous evening with the University Committee on Promotion and Tenure. After answering a few questions concerning our criteria, it was made apparent that UCPT had no serious reservations about our procedures. There are no librarians serving on UCPT at this time. Dean Crowe noted that the committee has a letter in their files written by him explaining our situation as librarians. He was asked a question concerning our teaching responsibilities and explained to UCPT that most librarians have no formal teaching assignment and that the librarians' performance of their primary assignment is evaluated as being analogous to teaching.

Paulette DiFilippo reported for the Staff Orientation Committee. The committee has recently distributed a survey to assist them in planning future tours and are now in the process of reviewing responses. In addition, the committee is scheduling tours for the year and is searching for a more up-to-date preservation slide show. They will also be considering one of their charges which is to investigate a library student assistant orientation program.

Kathleen Neeley, Chair of the Budget and Planning Committee, reported that Nancy Jaeger and Shelley Miller have joined the committee as ex-officio members. Budget and Planning has been asked to consider Dean Crowe's contribution to the University's "Mission 2000" statement as well as his "Vision" statement. The committee is hoping to become more involved in the fall budget process. They will be distributing a short questionnaire to solicit staff input on budget matters.

Jennie Diennes, Chair of Nominating and Ballots, reported that the committee has prepared and counted ballots for LCPT and the Committee to Evaluate Service and Research elections. A run-off election was necessary for CESR.

Brad Schaffner reported that the Salaries and Benefits Committee is working to maintain the benefits box located in Sandy Gilliland's office and they have been asked to consider the merit salary distribution process.

Lorrie Knox, Chair of the Staff Development Committee, reported that they have presented 2 programs and that they would be building other programs around communication issues. Library tours of the new University Press building and a trip to Leavenworth are also being discussed.

Kent Miller presented a report on the activities of the LFA Executive Committee. Exec has been meeting on a weekly basis, with a few exceptions. So far this year, they have made committee appointments (including 3 ex-officio appointments to standing committees) and formulated committee charges. In addition, Exec has met with Dean Crowe once a month and the Chair has met with him on a weekly basis. The committee has been involved with 2 elections, LCPT and CESR. Kent distributed copies of a draft charge for CESR and briefly outlined the recommendations which had been made by last year's CESR. He stated that Exec had balanced these recommendations against the need to provide some continuity from one year to the next. Kent noted that earlier discussions of the recommendations did not produce consensus (see LFA minutes from April 30, 1991). After discussing this issue with the Dean and much debate, Exec decided to closely follow the charge given to last year's committee. At that point in the meeting, the Chair opened the floor for discussion. Several points were made by members present including: criteria are needed to aid each year's committee in making consistent decisions, this had not been done before because the committee was not codified and therefore there was no way to vote on criteria or document it; people need to know why they received a particular rating; there is no clear understanding of the weight which should be placed on service and research by people completing the form and by the committee evaluating it; an attempt should be made to codify how the committee actually works; concern was expressed about assigning a

service and research rating without consideration of the position assignment as well; the rating itself does not provide any useful guidance which can be applied to the next year; should criteria be based on quantity or quality of work, how can that be done without reviewing the job duties, i.e., teaching may be part of a librarian's work assignment or it may be part of service and research.

Dean Crowe referred to the LFA Exec meeting of Oct. 12 where he and the committee talked at length about the intricacies of the evaluation process. He informed the membership that he is planning to write a memo to Exec about this issue, offering to work with them in an effort to simplify the evaluation process. The Dean reiterated his understanding that there is no sentiment for another Committee to Review the Entire Evaluation Process (CREEP) and that there is much frustration with this process. The Chair pointed out that these discussions will apply towards next year's evaluations, not this year's. One member voiced the opinion that we should start now to plan for next year's evaluations. The Chair again asked if there should be any changes made to the draft which he had distributed earlier. There were none but the suggestion was made that open meetings be held between members of last year's CESR and this year's committee.

At this point in the meeting the Dean made his report to the membership. He announced that he, with the counsel of the Budget and Planning Committee, would hold open meetings in November to discuss the upcoming budget process and the Library's budget position as well as it is known at this time. In January Dean Crowe will present his annual "State of the Library Address." The Dean commented on meetings which he had recently attended, EDUCOM in San Diego, Calif., the ARL meeting in Washington, D.C., and a session with Regents' Chair, Jack Sampson. He stated that the budget crisis is being felt by universities everywhere. He is continuing to meet with people around campus. Even though most of the comments which he hears are very positive, he stated that many feel that other areas in the University need attention. These opinions have been expressed particularly during Hoch Auditorium discussions.

There was no old business to discuss. New business introduced by the Chair was the need to consider Code and Bylaws revisions. It was moved and seconded that the Library Faculty Assembly Executive Committee be directed to establish an ad hoc committee to review the Code and Bylaws and offer recommendations by April 1, 1992. Discussion followed. Examples were given of current problems with the Code that need cleaning-up: the disenfranchisement of at least one member of LFA, the Dean's and Assistant Dean's appearances on the recent CESR ballot, emeritus faculty not included in mailings and ballots, should there be more LFA meetings mandated in the Code, should LCPT be required

to meet by the 1st of August, ex-officio membership and longer terms on Budget and Planning, the problem of no continuity on CESR, and the problem of co-optation as is mandated in the Bylaws. The opinion was expressed that Exec should take care of these problems as part of their committee duties rather than installing an ad hoc committee. The Chair stated that several major issues still need attention this year, including more work on the problems related to CESR and the Unclassified Professionals issue which is also unresolved. It was suggested that a standing committee be created to deal with these Code and Bylaws problems. It was also pointed out that the ad hoc committee could make that recommendation if it so desired. A vote was then taken and the motion passed 27 to 1 to create the ad hoc committee.

Additional new business was raised when one member expressed the opinion that academic libraries should become more visible to state legislators. It was suggested that Exec consider the possibility of a standing legislative committee. Dean Crowe stated that this kind of involvement could prove valuable and that ARL is becoming more active in the area of governmental relations. He also cautioned that communicating with legislators "officially" (i.e., on University letterhead, etc.) must be carefully reviewed with the administration, but that it could be done on a personal basis with no problems.

At that point the meeting adjourned.

Submitted by Rebecca Schulte

MINUTES, October 29, 1991
Classified Conference Executive Board

PRESENT: J. Anderson-Story, D. Benjamin, G. Burchill, C. Dibben, P. Donaldson, V. Froese, B. Harsh, J. Hoyt, M. Kottman, K. Lafferty, K. Simmons, A. Slater

Minutes of the September 24 Executive Board meeting were approved with corrections; the minutes of the October 9 Executive Board meeting and the meeting with Dean Crowe on October 10 were approved.

As a result of a suggestion made by Dean Crowe, the Committee on Staff Development will begin scheduling presentations around a theme. The next several speakers will be discussing some aspect of communication. John Miller will be speaking on November 1, giving an overview of automation at KU. Personal and non-verbal communication are other topics that will be scheduled through Spring 1993.

The Committee on Budget and Planning announced budget meetings scheduled for November 18 and 19. Crowe will make a presentation and answer questions from the audience. The Budget and Planning Committee is also looking at the vision statements of Deans Ranz and Crowe. The purpose of the vision statement is to express how we view our purpose as a library.

Fendall Simmons reported for the University Senate Committee on Libraries.

After looking at the results of the working conditions study, Crowe has requested that two representatives from the Personnel Committee as well as Jane Hoyt meet with him to discuss what actions might be taken to correct some of the problems identified.

LFA suggested that the Ad Hoc Committee on Joint Committees write charges for joint committees. Two charges were added for the Staff Development Committee and approved with some modifications.

The Ad Hoc Committee on Joint Committees presented their recommendations for interaction between the LFA Executive Committee and the Classified Conference Executive Board. These will be discussed at a joint meeting in November. The Classified Conference Executive Board concurred with these recommendations.

Verna Froese
Secretary
Classified Conference

Minutes of the Staff Orientation Committee
October 10, 1991

Present: Connie Powell, Chair; Paulette DiFilippo, Sandy Gilliland, Julie Hoff, Carmen Orth-Alfie, Michael Wilson.

Committee members reviewed the draft survey to department heads and supervisors. The survey will be distributed on approximately October 11th with a return date of October 21st.

The departmental tour program was discussed. Committee members reviewed and discussed the draft tour schedule, prepared by Connie. Each tour will be offered twice during the week scheduled so that staff may have a choice of days and times. The committee tentatively scheduled tours for the weeks of November 4th, 11th and 18th, and the week of December 2nd.

The committee also discussed tour publicity. Carmen agreed to work on a flier with a distinctive logo, to announce the tours. Announcements will also be placed on e-mail and in the FYI. A color theme was suggested to use on all fliers.

Submitted by,

Sandy Gilliland

THE UNIVERSITY OF KANSAS LIBRARIES
SPRING SEMESTER SCHEDULE OF HOURS: JANUARY 15 - JUNE 1, 1992

November 25, 1991

<p>ANSCHUTZ SCIENCE LIBRARY (864-4928)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 10pm Sun 1pm - midnight</p> <p><u>Exceptions & Holidays</u></p> <p>Jan. 20 Closed Mar. 8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 1pm - midnight April 25-May 13: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight</p> <p>May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>EAST ASIAN LIBRARY (864-4669) 5th Level Watson</p> <p><u>Staffed:</u> Mon-Fri 8am - 5pm <u>Closed:</u> Jan. 20, May 25</p> <p>(East Asian bookstacks open on same schedule as Watson Library bookstacks)</p>	<p>HOWEY READING ROOM 864-3404, 103 Summerfield</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun noon - 10pm</p> <p><u>Closed During Class Holidays</u></p>	<p>REGENTS CENTER LIBRARY (841-2147) 9900 Mission Rd., Overland Park, KS</p> <p>Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 10am - 5pm Sun 1pm - 5pm</p> <p><u>Hours During Class Holidays:</u> Mon-Fri 9am - 5pm Sat & Sun Closed Mar. 15 1pm - 5pm <u>Closed:</u> Jan. 20, Mar 8, May 25</p>	<p>UNIVERSITY ARCHIVES (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> Jan. 20, May 25</p> <p>LAW LIBRARY (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 11pm Fri 7:30am - 6pm Sat 10am - 5pm Sun noon - 11pm</p> <p><u>Hours Vary During Holidays:</u></p>	<p>*Circulation/Reserve Desks close 15 min. before Library closes. Bookstacks close 1/2 hr. before Library closes.</p> <p>COPYING SERVICES (864-4209)</p> <p>Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.</p> <p>REFERENCE DESK (864-3347)</p> <p><u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 1pm - 5pm Sun 1pm - 9pm</p> <p><u>Hours During Class Holidays:</u> Staffed Mon-Fri 9am - 5pm</p> <p>Not Staffed Mar. 7 Staffed Mar. 15 <u>Closed:</u> Jan. 20, Mar. 8, Mar. 14, May 16-17, May 23-25, May 30-31</p>
<p>ART & ARCHITECTURE LIBRARY (864-3020) Spencer Museum</p> <p>Mon-Thu 8am - 10pm Fri 8am - 6pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Hours During Class Holidays:</u> Jan. 20 Closed Mar. 8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 1pm - 10pm May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>FINES OFFICE (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am-4:30pm Sat 10am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 20, Mar. 7, Mar. 14, May 16, May 23, May 25, May 30</p>	<p>INTERLIBRARY SERVICES (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> Jan. 20, May 25</p>	<p>SPAHR ENGINEERING LIBRARY (864-3866) Spahr Hall</p> <p>Mon-Thu 8am - 11pm Fri 8am - 8pm Sat 10am - 5pm Sun 1pm - 11pm</p> <p><u>Hours During Class Holidays:</u> Jan. 20 Closed Mar. 7-8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 1pm - 11pm May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>WATSON LIBRARY (864-3956) (HOURS: 864-8900)</p> <p>CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS READING ROOM (864-3950)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 5pm Sun 1pm - midnight</p> <p><u>Exceptions & Holidays:</u> Jan. 20 Closed Mar. 8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 1pm - midnight Apr. 25-May 13: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight</p> <p>May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	
	<p>GOVERNMENT DOCUMENTS & MAPS (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat 10am - 5pm Sun 1pm - 10pm</p> <p><u>Hours During Class Holidays:</u> Jan. 20 Closed Mar. 8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 1pm - 10pm May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>KANSAS COLLECTION (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 20, Mar. 14, May 9, May 16, May 23, May 25, May 30</p>			
		<p>MUSIC LIBRARY (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Hours During Class Holidays:</u> Jan. 20 Closed Mar. 8 Closed Mar. 9-13 8am - 5pm Mar. 14 Closed Mar. 15 5pm - 10pm Apr. 19 5pm - 10pm May 14-24: Mon-Fri 8am - 5pm Sat & Sun Closed May 25 Closed May 26-June 1: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>SPECIAL COLLECTIONS (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 20, Mar. 14, May 2, May 9, May 16, May 23, May 25, May 30</p>		

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-7506.

FYI

University of Kansas Libraries

Number 1150

December 5, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

CLASSIFIED VACANCY

Due to Alex Slater's promotion to a Library Assistant I position within the Cataloging Department (see PERSONNEL below), the Cataloging Department has announced the availability of a full-time Office Assistant III position with the following responsibilities: 1) Cataloging of books (45%); 2) Overseeing the inputting, editing, and producing of cataloging records using the OCLC microenhancer software (30%); 3) Training and supervision of students (15%); and, 4) Assisting with the inputting of online shelflist temporary records into the Online Record Management System (10%). Minimum Qualifications: One year of experience in clerical work. Preferred Selection Criteria: Prefer at least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer person with strong interpersonal and communication skills; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, to work independently, and to maintain a steady flow of materials through the section.

The Office Assistant III classification is funded at salary range 13 on the state civil service salary scale, at a beginning annual salary of \$15,552. Library staff interested in applying for this vacancy must submit a "Request for Promotion or Transfer" form, available from Sandy Gilliland in the Administrative Office. An "Internal Application" form may also be required, if the applicant does not have a current copy on file (also available from Sandy Gilliland). A copy of the position description is available for review. Applications must be submitted by 5:00 p.m. Wednesday, December 11, 1991.

CALL FOR INTEREST IN SPECIAL ASSIGNMENT

Library staff are invited to express interest in a special one-year assignment, with option for renewal, as Publications Coordinator. Any staff member who wishes to be considered should send Sandy Gilliland a letter expressing interest, a current c.v., and a sample of his/her writing, **by 20 December**, with a copy to the immediate supervisor. Dean Crowe will review applications, with assistance from several senior members of the staff, select individuals for interview with representative groups within the Library, identify final candidates, confer with the administrators responsible for the unit where the finalists are based (to assess the consequences for the home unit), and then select the staff member to whom it would be offered.

The Publications Coordinator will be assigned office space, a microcomputer, and, if experience suggests that it would be useful, a modest number of hours of assistance from a student-employee.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

CALL FOR SPECIAL ASSIGNMENT (continued)**Publications Coordinator (Special Assignment) (25-35%)**

Plans, writes, edits and oversees the production and distribution of publications that communicate the activities and achievements of the KU Libraries to the University and the broader community and inform its users of collections, services, exhibitions and like public offerings, and policies. Publications may take the form of newsletters, handbooks, inserts, press releases, fliers, pamphlets, and guides and be issued in print and non-print formats, as appropriate. Is available, when requested, to assist in the writing, editing, or production of departmental and branch publications. Maintains liaison with other Library staff and appropriate University personnel in public relations, publications, printing, and design and with individuals who have similar responsibilities in the Library and in other University units. Keeps abreast of developments in desktop publishing and other relevant technologies and serves as a staff resource person in this area. May supervise one part-time student assistant.

Selection Criteria: Must hold a current appointment as an unclassified or classified staff member in the University Libraries and be well-acquainted with the nature of the KU Libraries' programs and services. Must demonstrate the ability to write and edit effectively for publication, organize and manage complex projects, and work well independently and with others to complete assignments under deadline. Desirable: Experience with desktop publishing. Reports to the Dean of Libraries (pending final action on formalization of this role). Note: If a member of the classified staff is provisionally offered this assignment, his/her position description will be reviewed by the Office of Human Resources to ensure that the staff member's classification would reflect overall duties and responsibilities.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF
RACE, COLOR, SEX, DISABILITY, AND, AS COVERED BY LAW, VETERAN
STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION
ON THE BASIS OF RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL
ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

Alex Slater has been promoted from an Office Assistant III position to a Library Assistant I within the Cataloging Department, effective December 18, 1991. Alex replaces Norma Sconce.
Sandy Gilliland

TIME CARD DEADLINE ANNOUNCED

Student time cards, librarian/unclassified staff absence cards, and classified staff monthly time reports will be due in the Library Administrative Office by 5:00 p.m. Thursday, December 12th.
Sandy Gilliland

AD HOC COMMITTEE ON USER SERVICES IN WATSON LIBRARY NAMED

Following is the text of a memorandum, dated December 3, 1991, from Dean Crowe to Sherry Williams, who will serve as chairperson, and Norma Bishop, Marilyn Clark, Sarah Couch, and Kathryn Graves, who will serve with her as members of an ad hoc committee on User Service in Watson Library:

(continued)

AD HOC COMMITTEE (continued)

I very much appreciate your willingness to serve (with the Library staff named below) as chairperson of a special ad hoc committee. I ask that you review the organizational structure of those units in Watson Library that provide direct service to users and prepare recommendations on how that structure might more effectively promote library service of high quality. Given the scope of this task and the press of time, I will not look for a report before the end of April 1992.

As you know, the impetus for my asking that this study be undertaken was a staff petition presented to me not too long after I arrived in 1990 seeking my attention to the level of staffing (and other resources) that has been provided for user services in Watson. I subsequently discussed this complex of issues with Mary Hawkins and George Gibbs and then with the staff petitioners, prepared a draft charge for a group to conduct such a study, and met in the spring with Library staff (again, largely staff from user service units in Watson, although other Library staff were asked to comment on the draft charge and participate in discussion) to elicit comment.

With the benefit of these contacts--and now almost 15 months of experience at KU--I believe it essential to deal with the issues raised by the staff in two phases: the first is your committee's task: to look at and make recommendations about the organizational structure (and related issues, such as intra- and inter-departmental communication) of Watson user services. The second task, the locus of which I will discuss with George Gibbs and Mary Hawkins and then with the Budget and Planning Committee, would be to examine and make recommendations about the allocation of resources across the entire Library system.

I have quite deliberately left open the scope of the committee's work. I ask only that you seek the widest possible consultation from among the staff and that we discuss your report before it is distributed more widely.

In framing questions I specifically want the committee to address, I ask that you consider--as a point of departure--some basic options for organization of Watson user services that I have come to consider (and about several of which I have heard others comment):

(1) To what extent does the East Asian Library function as a unit providing direct service to users vs. one that gives primary attention to collection development and processing of materials for the collections (including cataloging)? If the unit functions more like SPLAT and Slavic, would the East Asian Library's functioning be facilitated by shifting its administrative locus to Technical Services, thus bringing together the units that are principally related to international studies?

(2) Notwithstanding its current administrative link to Watson Reference, to what extent does the Regents Center Library function as a branch library vs. as a unit of central reference services? Should the reporting line for this library be changed to the Assistant Dean for Public Service, as recently recommended by both the head of the library and of the Reference Department?

(continued)

AD HOC COMMITTEE (continued)

- (3) To what extent would the services of the Microforms Unit (of the Reference Department) and of the Periodicals Reading Room (of the Serials Department) be facilitated or impeded by aligning them as one unit within Public Services? if so aligned, to what position should the unit report?
- (4) Should the locus of Copying Services remain with Watson Periodical Reading Room? Would Copying Services report more logically elsewhere?
- (5) Should the Circulation Department be realigned with Interlibrary Services (as an Access Services Department) and its responsibility for the Mail Room reassigned to the Serials or Acquisitions Department? Or, might Interlibrary Services be constituted as a free-standing department, reporting to the Assistant Dean for Public Services, as its head has recently recommended?
- (6) If Watson User Services were to be reorganized along these lines, i.e., into three or four principal departments: "Access Services" [or "Circulation and Interlibrary Services"], Reference, and Periodicals/Microforms, how would the heads of the departments best relate organizationally to each other and the Assistant Dean for Public Services? Should each report administratively to the assistant dean and one also be assigned coordinating duty as "Head of Watson Library User Services", perhaps on an extended (3-5 year) term appointment, as is often the case in teaching areas of the University?

FRANKFURT BOOK FAIR

The Staff Development Committee is sponsoring a brown bag session on Friday, December 13, 1991 from 12:00-1:00pm in Watson Conference Rooms A & B. Gordon Anderson will give an informal presentation on his trip to the Frankfurt book fair. Bring your lunch and your curiosity. All interested staff are encouraged to attend.

Staff Development Committee

HO HO HO!

Plans are underway for the Library's annual Holiday Party, Thursday, December 19th, 2:30 - 4:00 in Watson's West Reading Room. Several staff are hard at work planning to make this year's event enjoyable for everyone. Joy Fry and Beverly Pardue are organizing staff to decorate the room; Sherry Hawkins and LeAnn Weller are organizing food and punch; and Marianne Reed, Julie Waters, Elizabeth Stephens, and Nanette Roubideaux have volunteered to be the clean-up committee.

All staff and students are invited to attend. **Please bring your favorite holiday treat to share with the staff.** (Tables will be provided in the West Reading Room for food). Punch and coffee will be provided by KULSA.

Come anytime after 2:30 to sample holiday foods and listen to Diana Dyal and her husband, Steve Gnagy, play flute and classical guitar. Will Santa Claus make an appearance? **Other events are being planned for a special program that will begin at 3:00 p.m.** (with Al Mauler as the M.C.). Watch FYI for future announcements, and contact Annie Williams, Sandy Gilliland, or any of the staff listed above if you can help and/or have suggestions for the program.

Annie Williams/Sandy Gilliland

(continued)

FROM THE NOMINATING AND BALLOTS COMMITTEE

After an initial ballot and two runoff ballots, the members of this year's LFA Committee on Evaluation of Service and Research have been elected. They are:

Judith Emde, Librarian I
 Ken Lohrentz, Librarian II
 Nancy Burich, Librarian III

Nominating & Ballots/Mike Biggins

CLASSIFIED CONFERENCE VACANCY, BUDGET AND PLANNING

Nominations will be accepted through December 5th for the Classified Conference vacancy on the Committee on Budget and Planning. The term will run through June 1993. Contact your group representative or Verna Froese if you would like for your name to be on the ballot. Verna Froese

ASSESSMENT OF UNDERGRADUATE EDUCATION REPORT

I have asked that one copy of a lengthy report entitled "Report on the Assessment of Undergraduate Education: The University of Kansas, Lawrence Campus", which was prepared under the aegis of the Office of Academic Affairs and submitted by the University to the Board of Regents on September 15, 1991, be placed on reserve at Watson Library.

While the size of this report may not immediately encourage reading, I commend it to Library staff, especially to those of us who have direct contact with colleagues who teach undergraduate students and with students themselves. The facts and opinions that this report contains may prove most helpful as we shape the Library's service, especially our instructional programs.

The report has four sections:

- (I) "Assessment of Basic Skills Education" [i.e., English and Mathematics];
- (II) "Assessment of General Education";
- (III) "Assessment in the Major Field" [very interesting single-sheet summaries by each academic department responsible for undergraduate instruction]; and
- (IV) "Goal Attainment Study" [including information on the views of various constituencies about KU's most important priorities, how these constituencies judge KU's success, and opinions on selective admissions]

--W. J. Crowe

THANK YOU

Thanks so much for all of the help and support when my son's house burned. Your thoughtfulness was greatly appreciated.

Penny Donaldson

Dear KULSA--

Thank you for the clothes and money. I appreciate your thoughtfulness. It will come in very handy. Thank you for thinking of me.

Bruce Donaldson

(continued)

CLASSIFIED CONFERENCE VACANCY, BUDGET AND PLANNING

Nominations will be accepted through December 5th for the Classified Conference vacancy on the Committee on Budget and Planning. The term will run through June 1993. Contact your group representative or Verna Froese if you would like for your name to be on the ballot.

Verna Froese

CHRISTMAS FAMILY ADOPTIONS

Please make a gift to brighten our adopted families' holiday season. This Holiday season we have adopted two families. **We will turn in donations on Dec. 10th.** So if you'd like to help please bring items or monies by next Monday afternoon (Dec. 9th)--but preferably sooner!

Updated list of requested items still needed:

Family member:	Sizes	Items desired
<u>Family No. 8</u>		
8 1/2 yr. old girl	=	8 shirt, 9 jeans, 9-11 kids stockings
5 yr. old boy	=	6 shirts, 6 bottoms
mom	=	large tops, 30W x 29L blue jeans

canned goods

Family No. 11

4 yr. old girl	=	6 T tops & bottoms doll
3 yr. old boy	=	coat 4-5, cars
10 mo. old girl	=	clothes 18 mos., disposable diapers -- medium
father	=	XL shirt, 34W x 33L blue jeans
mom	=	XL shirt, 36W x 33L blue jeans

canned goods, blankets stamps

Collection boxes will be in Science and Watson Catalog Dept. Contact Kerry Bower, Catalog Dept. or Judith Emde, Science if you have any questions or ideas. **We particularly need blue jeans, boy's coat and blankets.** The items listed above are only suggestions. All types of donations are welcome, including money. If you'd like to help wrap gifts we will be wrapping Tuesday afternoon of the 10th in the Catalog Dept. We'd be glad to have your help (& your wrapping paper).

THANKS FOR ALL THE HELP you can bring to supporting these families in need.

STUDENT TASK FORCE COMMITTEE

The Student Task Force Committee would like to remind everyone about the open meeting scheduled for Friday, December 6 from 10:00 until 11:30 in Watson Conference Room A. The open meeting is for all staff (full time, part time, student assistants) that are interested in giving additional comments on student wages and benefits. The committee will be distributing by individual mail tomorrow (Tuesday) the list of ideas of what the committee is currently considering.

Lars Leon (chair, Student Task Force Committee)

(continued)

WORDPERFECT CLASSES

Gaile Burchill will be offering another round of WordPerfect classes at the Beginning and Intermediate levels. We have tentatively scheduled four Beginning classes and four Intermediate classes for mid-December.

The tentative schedule is outlined below. Please note that this schedule may change, depending on staff response.

BEGINNING WORDPERFECT:

Thursday, Dec. 12: 9:30am - 12:30pm
 1:30pm - 4:30pm

Friday, Dec. 13: 9:30am - 12:30pm
 1:30pm - 4:30pm

INTERMEDIATE WORDPERFECT:

Tuesday, Dec. 17: 9:30am - 12:30pm
 1:30pm - 4:30pm

Wednesday, Dec. 18: 9:30am - 12:30pm
 1:30pm - 4:30pm

Staff should use the summaries below to help them choose the appropriate class.

Beginning WordPerfect:

Creating, saving, exiting, retrieving, and printing documents; cursor movement; inserting and deleting text; bolding, underlining, and centering text; moving and copying text; using the spell checker; and more!

Intermediate Wordperfect:

(Beginning WordPerfect or equivalent knowledge is required as a prerequisite.)

Searching and replacing text; text formatting options (including justification, line spacing, paper size, page numbering, and others); working with headers and footers; merge printing, using columns; and more!

WHAT YOU NEED TO DO:

Get permission from your supervisor or department head. Call to enroll in the class of your choice by contacting Gaile Burchill through e-mail or by phoning 4-5530. Classes are limited in size to six attendees per session; sessions will be filled on a first-come first-served basis.

(I would not recommend that anyone take both classes in one week unless they can take time to practice between sessions. If there is sufficient interest, perhaps we could offer Intermediate and Advanced classes in the spring.)

Marianne Reed

CORRECTION TO SPRING SEMESTER HOURS PUBLISHED IN LAST WEEK'S FYI

There were two dates published incorrectly in last week's FYI issue. The correct dates are listed below:

Martin Luther King holiday: Monday, January 20
Summer session enrollment: Monday, June 1

Rhonda Boose

(continued)

CAMPUS ENVELOPES

I think the Xmas Grinch has stolen all ours. We are in desperate need of them in order to continue to spread glad tidings and good cheer throughout the libraries. Please send any surplus (small) campus envelopes to the Administrative Office (502 Watson). Thanks!

Rhonda

ATTACHMENTS (See FYI Supplement)

KULSA Holiday Party Announcement

Library Automation Committee Minutes--October 30, November 6, November 20, 1991

(continued)

*You are invited to attend
KULSA's
Holiday Party
to be held in the
West Reading Room, Watson Library
on Thursday, December 19, 1991
from 2:30pm to 4:00pm
(Program begins at 3:00pm)
Student assistants welcome*

Library Automation Committee
October 30, 1991

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

Minutes from the October 23 meeting were amended and approved.

The Docs sub-committee met yesterday to discuss the remaining unresolved issues in the Docs project. They will be meeting again to continue the discussion before reporting back to this committee.

The rest of the meeting was devoted to continuing to try to prioritize the list of mainframe programming projects. Copies of additional written comments and hard copies of e-mail comments were distributed at the meeting. After having a chance to review these comments, discussion began.

A significant portion of the meeting was spent discussing the memo received from Bill regarding using Inquire initially to load an external database. Bill expressed his perceptions of what the Library should do to meet expectations of University administration. The committee asked him to elaborate on his perceptions of these expectations. Bill's proposal of using the ERIC database for the first project comes from a political and budgetary level. John views this as the beginning of a logical progression for learning and using the INQUIRE product. The general opinion of members, however, was that the LAC is not the proper forum to discuss *what* database to use. The committee can only provide technical input regarding different databases.

John distributed a draft report which would be distributed via *FYI* to all Library staff for review prior to the next open meeting scheduled for November 20. In general, it proposes a three-tier programming approach. Specific comments were contributed from the committee members but, in general, the approach was agreed upon. John will update a new draft of this document for further review and comment.

Library Automation Committee
November 6, 1991

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

No minutes were presented from the previous meeting. They will be presented at a later time.

The Docs subcommittee has met again and plans to do so one more time to finish up.

The rest of the meeting was devoted to continuing to try to prioritize the list of mainframe programming projects. John distributed the third draft of the document expressing the committee's programming decisions to be published in *FYI* on November 13. The committee agreed that the form and the tone of the document were okay. Some time was then spent discussion particular wording and arrangement.

It was suggested that a proper forum to discuss what database to load initially using the INQUIRE/Text product would be a combination Collection Development Council, LAC and Public Service Heads. George will work to schedule a meeting of this group.

Using comments received today, John will draft the next version of this document to be reviewed by the committee via e-mail. It is our goal that an agreement be made on the document so that it can be printed in next week's *FYI*.

Library Automation Committee
November 20, 1991

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

Staff attending open meeting: Gordon Anderson, Judy Brow, Nancy Burich, Kathy Clodfelter, Sarah Couch, Susan Craig, Rich Crank, Paulette DiFilippo, Vicki Doll, Judith Emde, Nicholas Eshelman, Barb Gaeddert, Gaele Gillespie, Sherry Hawkins, Sue Hewitt, Joe Hewitt, Susan Hitchens, Julie Hoff, Donna Koepp, Mary Lou Warren, Sandy Mason, Al Mauler, Rob Melton, Barbara Michaels, Mary Miller, Shelley Miller, Kathleen Neeley, David Pardue, Connie Powell, Nancy Rake, Marianne Reed, Rich Ring, Mary Rosenbloom, Becky Schulte, Kendall Simmons, Alex Slater, Inge Starr, Julie Waters, Sherry Williams

This open meeting was called to allow Library staff to comment on the Library Automation Committee Mainframe Development Plan, which was published in the November 13 *FYI Supplement*. Additional comments may be provided in writing to the committee during the next week.

John reiterated that this document provides **general direction** rather than detailed specifications for what will be developed within each track. Specifications and project plans will be developed with solicited input from appropriate staff.

Next steps include finishing up the Documents project and beginning preparation for the Circulation module of the maintenance and small enhancement track. The committee will also begin to devise a system by which to oversee the operation of the proposed three track plan.

Key: C=comment; R=response; Q=question; A=answer.

- C: Is the ability to download searched information to a PC environment implicit in the designated track, use of INQUIRE/Text? If not, staff member would like to reiterate importance of a downloading feature to go along with INQUIRE access to mainframe databases.
- Q: Please explain why the ILS online request form is explicitly mentioned in the maintenance and small enhancement track.
- A: This project was listed separately on the original list of 21 possible projects. Changing it to a possible enhancement was a significant change in status, so it was thought important to specifically mention that it had not been rejected as a project, but rather moved to within another category.

Q: What exactly will be printed on the shelf list cards that will be produced?

A: The shelf list card will include the same bibliographic information as on current cards, but will show holdings information only for a single location/call number grouping. Currently, all holdings show on all shelf list cards, but that will not be the case in the future. Committee members by no means were unanimous in their approval of continued shelf list card production. Doing so, while stressing the importance the new online shelf list, was seen as a workable compromise.

Q: Will a three track system allow for sufficient programming staff time for each of the three tracks?

A: We don't know for sure. We'll have to see how it goes.

Q: Will the work with INQUIRE happen first to help train programming staff?

A: Annamarie is the only programming staff member with initial training in INQUIRE/Text and presumably she will be assigned to that track. At some future point she will train other programming staff on INQUIRE/Text. The norm may be for one person to be chiefly responsible for a particular track, but there occasionally will be more than one staff member working on a particular track at one time. We cannot be too rigid about scheduling.

Q: Is a lack of comments about loading an outside database on the mainframe going to be considered as an endorsement for this proposal?

A: Probably. Developing the capability to load citation/abstracting databases on the mainframe will begin as soon as Annamarie has time, with a goal of having a first database available by the end of the fiscal year. The meeting held last week to discuss which database to load builds on the general decision to make this the first INQUIRE/Text application. To reiterate, our goal here is to create a generalized "system" that allows us to load a variety of databases over time, both purchased from vendors and developed locally.

Q: In regard to the enlargement of the online catalog database track, do we know what order additional collections will be loaded?

A: Not yet. The committee believes that all available local machine-readable files should be loaded in this manner at some point.

C: The committee talks about developing a "system" to load mainframe databases by the end of the fiscal year, but the Dean seems to want to know what the initial database will be in the very near future.

R: True.

- Q: Is it financially responsible for use to be discussing the purchase of an outside database at a time where we are facing additional acquisitions cuts?
- R: That is a reasonable question, but in the end comes down to qualitative value judgments and to what one feels will best serve us in the future. We feel it important to move ahead with this kind of new service rather than pulling back. Recent library literature talks about the need to beware of a feeling to "retreat" due to declining resources and perhaps because of fear over inability to keep up with technology. Many suggest that we must continue to innovate to some degree in order to be able to present services that are attractive and which in turn can be used as evident in our attempts to gain additional new resources.
- C: Providing access to a mainframe database will create "expectations" from our patrons that may be hard to match.
- R: True, but we must first successfully demonstrate the product to then be able to request additional funding for expansion. This proved successful with LAN operation -- the Science LAN usage prompted additional funding for expansion to Watson.
- C: There are outside databases available that could be used with INQUIRE (separately from OCAT) to provide better access to our own collection.
- A: Yes, but in many cases, where it would be logical, loading these machine-readable records into OCAT likely would be relatively inexpensive and would provide great return. A good example is records from OCLC for major microform sets that we already own. One thing to remember is to manage our disk space. Disk space, however, continues to become cheaper and cheaper and the computer center doesn't think that providing enough for any library needs will be a major problem.
- C: In support of a previous comment concerning financial considerations of loading mainframe databases currently with acquisition cuts, this could be taken further -- we may need to provide more terminals to meet demand of our users.
- R: Yes, this may happen. We must look at the full picture. We may have to experience some pain in one area to gain in other areas (equipment.) Also, part of the strategy will be to support continued development of remote access availability.
- C: At other institutions, only certain OCAT terminals have been set up for access to mainframe database, allowing for continued access to OCAT on other terminals not being used for database searching.
- R: Yes, this is technically feasible, possibly quite simple.
- C: We need to prepare for differing responses to the choice of the mainframe database. Faculty and students most likely will prefer different choices.

- C: The Dean has made it clear that University expectations prove that we must provide an INQUIRE database now.
- C: The issue of access vs. ownership should be discussed in forums outside of the library (i.e. INQUIRE vs. journal cancellations.)
- C: We already provide access to research oriented databases available on CD.

[this was the end of the open meeting]

The committee members remained after the open meeting was disbanded to discuss the following:

Our next meeting is tentatively scheduled for December 18. Pencil it in and John will confirm it later. John suggested that the committee members continue to save Wednesday afternoons for future scheduling.

Based on the comments from the open meeting, the committee will send the mainframe development proposal as is to the Dean.

The Dean has asked this committee (as well as CDC Exec) to recommend an initial database for mainframe loading. After a discussion about whether that is an appropriate matter for act committee to do, a vote was held which resulted as follows with the Chair abstaining:

1. Recommend ERIC (no votes)
2. Recommend Enviroline (no votes)
3. Recommend Expanded Academic Index (6 votes)
4. Don't care (1 vote)
5. None of the above (no votes)

John will draft a memo to the Dean recommending Expanding Academic Index to be used as the initial database. Drafts will be reviewed via e-mail.

Mary Hawkins asked about the state of printers for public areas. The printer currently used (Canon bubblejets) are no longer in production. A search is underway for a replacement (must be quiet and emulate an IBM proprinter II.)

UPCOMING HOLIDAYS

There has been some confusion about which days in December are actually official State holidays, due to a misprint in the 1991/92 University wall calendar. For the record, the following dates are official State holidays and, as a reminder, all Library services and operations will be closed:

Tuesday, December 24, 1991
 Wednesday, December 25, 1991
 Wednesday, January 1, 1992

Please note that Tuesday, December 31, 1991 is not a holiday. Library staff should refer to the Libraries Schedule of Hours for a complete listing of Watson and branch library hours during this holiday period.

S. Gilliland

OFFICE SUPPLY HOLIDAY SCHEDULE

The Office Supply Room will not be open the week of December 23 to dispense supplies to departments. Please contact Nancy Jaeger if supplies are needed between December 23 and January 1. The Office Supply Room will be open on January 2, from 8:30 to 9:30 a.m., for departments to pick up supplies. After the holidays, the regular Wednesday morning schedule for distribution of office supplies will resume.

Denise Swartz

KU LIBRARIES TO INCREASE PHOTOCOPY CHARGES

[The following news release was sent to University Relations on December 10, 1991, three days after the Library received formal approval to institute the changes it describes. Unfortunately, neither the Kansan nor The Oread will publish an issue until the New Year. Signs and handouts for Library staff to provide to users who may have questions about this change are being distributed to all units that have photocopiers.]

Lawrence, KS, December 10, 1991--The cost of most photocopies made at the University of Kansas Libraries will increase on January 2, 1992. Copies paid for by plastic "copy card" will increase in cost from six (6) cents to seven (7) cents per copy. Copies paid for by coin on the same copiers will remain at ten (10) cents per copy.

Increased revenue will be used to meet higher expenses for paper and other supplies, the rise in the minimum wage paid to the student-employees who stock and service the copiers, and to begin a phased replacement of aging photocopiers.

The reasons for the Libraries' proposal to increase this charge were reviewed by the Senate Library Committee and the University administration before being approved. This is the first increase in price since 1987/88.

The Libraries' photocopying services are supported entirely from income received from copying, and all income from copying is used for this purpose.

(continued)

KU LIBRARIES TO INCREASE PHOTOCOPY CHARGES

Three-fourths of the Libraries' current public service photocopiers were purchased in 1987/88, and several are approaching the one million copy level and soon will need to be replaced. The first replacement copiers are to arrive by late Spring 1992.

Costs of self-service copies made on the Libraries' microform reader-printers will remain unchanged at fifteen (15) cents per copy. Charges for staff-produced paper copies from microforms will increase from twenty (20) cents per copy to twenty-five (25) cents to reflect increased costs.

--W. J. Crowe

NETWORKED INFORMATION AND SPECIAL ASSIGNMENT

As is apparent all around us, the Library has begun to take advantage of the increasing availability of textual and bibliographic databases in machine-readable form and is well into dealing with the new challenges of "networked information".

For example, within the next few months the local area network (LAN) will be expanded from Anschutz into Watson. Also, the Library has purchased the INQUIRE/Text software, which can support the searching of textual and bibliographic databases; and a variety of resources are available on the Internet and will need to be made available to KU faculty, students, and staff.

My initial proposal (last summer) to the Library Automation Committee to address the larger questions of networked information in KU Libraries was to establish a broadly based committee. Based on the Library Automation Committee's strong cautions about creating yet another committee, and given the very fluid/hard-to-define nature of the challenges associated with these changes, I have accepted the reluctance of LAC to concur in establishing yet another committee. I do believe, however, that in time our interests will necessitate defining one or more broadly based forums for consideration of networked information--perhaps as a subset of CDC and LAC.

In the meanwhile, there is a pressing need to collect and synthesize information from among various units in the Library, as well as from other libraries and providers of information, in order to make informed short-term decisions and assess how the Library might act in the future. For these purposes--and in the absence of a committee to turn to--I have taken a suggestion that came from a member of LAC that one staff member be asked to facilitate this process. It is for these reasons, that, on an entirely experimental basis, I have asked Nicholas Eshelman of the Cataloging Department to take on part-time duties for one year to assist the many individuals and groups in the Library working on networked information. At the end of that time, based on this experience, we will review the usefulness of this approach and decide if this role should be made on-going and, if so, in what form. If it is decided to create such an assignment, we would then post it internally with a well-defined set of duties to which one or more staff members might seek a long term or permanent appointment.

--W. J. Crowe

(continued)

LFA EXEC ACTIVITIES

The LFA Exec has been involved over the last few weeks in providing informal comment and feedback to Dean Crowe on a draft proposal to modify the librarians' evaluation process. This proposal has as its origin discussions on the evaluation process which took place in a general LFA meeting last spring. At the conclusion of these discussions (at this point assumed to be early in the new year), the draft proposal will be shared with all LFA members and one or more open forums will be scheduled.

kmiller

LFA COMMITTEE TO EVALUATE SERVICE AND RESEARCH

Last week's announcement of the names of those elected to CESR failed to provide one bit of information. Mary Rosenbloom was elected to the Librarian I position on CESR, but declined appointment. In accordance with the LFA Code, Judith Emde was co-opted to fill the vacancy.

kmiller

BOOKSAVER COPIER DEMO

The BookMaster Selectec Series Model 1801 copier will be demonstrated in Watson (central lobby of the 4th floor) next Tuesday, December 17 at 2:00 P.M. The vendor will leave the copier with us for the remainder of the week so individual staff members may evaluate its performance. This is a copier which has a "friendly" book support system. I encourage you join us for the formal demonstration by the vendor representative and/or to use the copier later in the week. Please let me know if you are planning to attend the formal demo by E-Mail (kmiller at UKANVM).

kmiller

WATSON LIBRARY PAPER RECYCLING PILOT PROJECT

A report by the Environmental Ombudsman's office on the results of the Watson Library Paper Recycling pilot program and an evaluation of the staff survey are included in the FYI Supplement.

R. Boose

PICTURE-BOOKS FOR CHILDREN

"Picture-books for Children: a sampling of artists, 1860-1930" is the new exhibition in the Main Gallery, Spencer Library. Drawn from holdings of more than seven thousand children's books in the Department of Special Collections, the exhibition gives a historical selection of styles and lines of development. It is made up of some eighty books showing the work of such people as Boris Artzybasheff, Randolph Caldecott, Walter Crane, W. W. Denslow, Richard Doyle, Wanda Gag, Kate Greenaway, Arthur Hughes, Maxfield Parrish, Willy Pogany, Howard Pyle, Arthur Rackham, Jessie Wilcox Smith, John Tenniel, and N. C. Wyeth.

The exhibition will run until the end of March 1992.

L. E. James Helyar

--W. J. Crowe

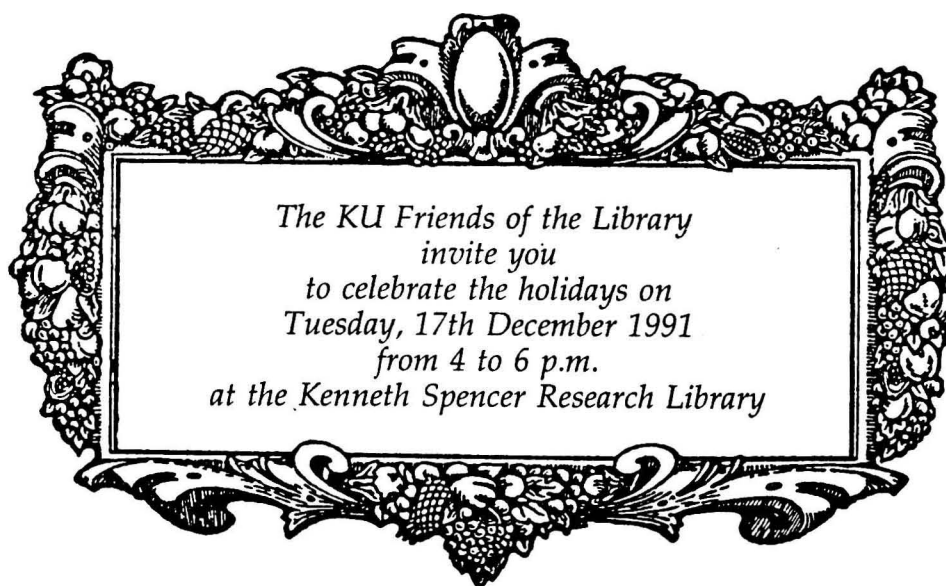
(continued)

CALLING ALL TOYS!

Last year our holiday decor was enhanced by the doll collections that several staff members loaned us. This year we thought it might be fund to display "toys" that people have at their desks, in their departments or from home (anyone for a wind-up toy parade/race?) Call Joy at 4-3535 for more information or just bring them the day of the party. (Please label for ownership.)

Joy Fry

ANOTHER PARTY



CONGRATS ON GREAT JOB!

Congratulations on a great response to our Penn House holiday adopted families. This year we collected clothes, toys, food and paper goods, toiletries, blankets and money. We adopted two families, one a mother with an 8 year old daughter and a 5 year old son; the other a family of five, mom, dad, 4 year old girl, 3 year old boy and a 10 mo. old baby girl. From the money collected we were able to purchase Wal-mart gift certificates (\$185) and Checkers Grocery gift certificates (\$120) split 40/60 between the two families. We also forwarded \$70 in direct contributions to Penn House. A turkey went to the larger family and a ham to the other. THANKS TO EVERYONE for their generous response. Special thanks to: Rhonda for all the FYI updates, the Mail Room for use of their dollies and graciously letting us traipse through their operations on repeated occasions, Susan for the turkey, Wanda, Miloche, Beverly, Joy and Judith for creative wrapping & packing, and David for toting everything.

Kerry Bower

CAMPUS ENVELOPES

I think the Xmas Grinch has stolen all ours. We are in desperate need of them in order to continue to spread glad tidings and good cheer throughout the libraries. Please send any surplus (small) campus envelopes to the Administrative Office (502 Watson). Thanks!

Rhonda

(continued)

ATTACHMENTS (See FYI Supplement)

Budget and Planning Committee Minutes -- November 1, 1991, November 15, 1991

Staff Development Committee Minutes -- November 13, 1991

Library Faculty Assembly Minutes -- Nov. 25, 1991

Inclement Weather Policy

Concept Paper #10 -- Watson Library Paper Recycling Pilot Project

Watson Library Paper Recycling Pilot Program Staff Questionnaire

(continued)

Budget and Planning Committee Minutes
November 15, 1991

Present: S. Craig, S. Hewitt, R. Miller, S. Miller, K. Neeley,
J. Richardson, J. Waters, W. Crowe (guest)

Absent: N. Jaeger

Kathleen announced that Penny Donaldson has resigned from the committee since she has accepted the internship in the reference department.

The minutes for the November 1st meeting were altered and approved.

We started the discussion on the subcommittee's revision of the vision statement. The subcommittee had completely rearranged the document so that the committee could then edit the document. A minority opinion favored the original arrangement of the document.

With the arrival of Dean Crowe, the committee began a discussion of the budget preparation and the budget meetings. Academic Affairs expects the budget requests to look similar to last year's unless specific justifications are given. The budget request process has been accelerated this year since it doesn't look like a good year. Dean Crowe distributed a hand-out showing what our request would look like with no increase.

Dean Crowe discussed his budget priorities which he will also discuss at the budget meetings. His first priority is acquisitions. This is followed by student wages. The priorities after that will be a split acquisitions request--base and one-time money. Preservation will be listed next. He will make the point that salaries are low. But the ARL statistics are late. Also, our professional staff are young. He is concerned that many of the professional staff may move on if our salaries do not improve.

Dean Crowe said that the budget issue with the most hope is the one-time equipment money. He said that we have an unfunded moral commitment to extend the LAN to the Engineering Library. What impact will mounting databases on the mainframe have on equipment needs? More printers will be needed. Someone mentioned the possibility of extending the LAN to the Government Documents Library. They seem to be in greater need of high memory CD-ROM workstations.

Someone asked about the photocopying increase. It seems to be coming along and may be in place by next semester. The increased revenue will be used to buy more photocopiers and to replace photocopiers.

The committee still wanted to distribute a questionnaire to staff

regarding the budget meetings. One of the questions will be whether or not the person completing the questionnaire had attended one of the budget meetings. The questionnaire will be short and open ended.

The next meeting of the committee will be November 22nd. It will start at 1pm and last beyond our usual adjournment time of 2:30pm.

Submitted Julie Waters

Budget and Planning Committee Minutes
November 1, 1991

Present: P. Donaldson, N. Jaeger, S. Miller, K. Neeley,
J. Richardson, J. Waters

Absent: S. Craig, S. Hewitt, R. Miller

The minutes for October 25th were approved.

N. Jaeger distributed preliminary budget reports to the committee. The reports had the following titles: FY 1992 Budget Summary as of 10\91, Budget FY 1992, FY 1992 General Use Base Budget, Student Help Allocations & Adjustments-FY '91/'92, and Libraries Salary Shrinkage Report-FY 1992. She cautioned us that since the reports deal with the current budget year, the numbers will change and then these preliminary reports should be discarded. The committee discussed the reports with the goal of a better understanding of the budget. Some of these reports will be modified and used by Dean Crowe in his November budget meetings. Committee members expressed interest in seeing how endowment, income and grant monies fit into the budget.

The next meeting will be November 15th.

Submitted by Julie Waters

Staff Development Committee

Minutes
Meeting of November 13, 1991

Present: Lorrie Knox, Tom Berger (guest), Julie Hoff, Susan Hitchens, Rich Ring, Sandy Gilliland, Janet Anderson-Story, Carole Dibben

The SDC met at 10:00 am in Watson Conference Room A. Tom Berger, Acting Director, Office of Affirmative Action, attended to discuss the seminars and workshops they offer to departments on campus. The "Communicating Across Cultures" presentation is primarily lecture with audio visual aids and includes interactive training. Mr. Berger indicated that the ideal size of a workshop is no more than 24 people. He also discussed with SDC the Americans with Disabilities Act which is being phased in over the next few years and that it will have implications at KU. He pointed out that different groups of people have different problems and they do not always agree on the best solutions to the problems. After further discussion, Lorrie suggested that perhaps the program covering "Communication with the Disabled" could best be done in the form of a panel discussion. Suggestions for panel participants included Glenn White, Tom Berger, someone from the Student Assistance Center, a member of the Architectural Barriers Committee, and Jim Neeley who is currently chair of the ALA Academic Librarians Assisting the Disabled Discussion Group. Mr. Berger also suggested that the topic, Conflict Negotiation, would be appropriate to add to our program and recommended Diana Prentice, Professor of Communication Studies, as a possible source.

Sandy reported that the Stress Management Workshop must be delayed until January or preferably February 1992. Human Resources is unable to present this workshop without her assistance and the Dean has requested the workshop be delayed due to Sandy's currently heavy workload. Sandy will schedule this workshop with Human Resources for February 1992 asking for 2 or 3 different times so all who are interested may attend.

Lorrie announced that the time for the informal talk by Maria Musoke, Senior Librarian and Professor of Women's Studies at Makerere University, Kampala, Uganda has been changed to 10:30 am, Thursday, November 20th. Due to this new time, there will no longer be a reception. Instead she will be taken out to lunch. A flyer has been made and distributed. Due to the lack of enough advance time, the Friends of the Library were not included in the mailing.

The next meeting will be at 10:30 am. on November 27, 1991, in the Anschutz Library Conference Room.

Submitted by Carole Dibben

LIBRARY FACULTY ASSEMBLY

Executive Committee Meeting: Minutes

Nov. 25, 1991

Present: K. Miller (Chair), B. Schulte, R. Clement, G. Husic,
S. Gilliland, S. Miller, W. Crowe (as guest)

Absent: M. Roach

Minutes from the Oct. 30, 1991 LFA meeting were approved with corrections.

An informal discussion took place of a very early draft of Dean Crowe's memorandum concerning annual merit evaluation of librarians and other unclassified staff. The discussion will continue at the next Exec meeting.

The next LFA Exec meeting has been scheduled for 9:30 a.m. on Wed. Dec. 4, 1991.

Submitted by Rebecca Schulte

Concept Paper #10
Watson Library Paper Recycling Pilot Project

The Environmental Ombudsman's Office has been developing a comprehensive paper recycling plan to address the the single greatest component of the university waste stream. Paper makes up 66-88% of the garbage hauled away from campus, so the plan includes campus-wide collection of a broad mix of paper to achieve maximum recycling. The main elements of the plan are: convenience of separation, collection according to an efficient and effective schedule, acceptance of a wide range of paper quality, campus-wide consistency, institutional responsibility and at least revenue neutral marketing. The concept is that to be effective, recycling must become an easy mundane task that becomes an integral part of the activities of the university.

This summer and fall we coordinated a pilot paper recycling program in the staff areas of Watson Library to test the separation and collection components of the plan. For eight weeks the library staff separated paper at their work areas and housekeeping staff collected the paper. The goal of the pilot project was to evaluate the feasibility of this collection system within the workplace and to receive input from the people involved in the program.

The program was designed to recycle paper without significantly changing the work or time requirements of library and housekeeping staff. Recycling containers were placed next to trash cans in most work areas so that staff were faced with a choice: to recycle or to discard. Housekeeping staff modified their five-days-a-week trash collection schedule to alternate paper pick-up on Tuesday and Thursday with trash pick-up on Monday, Wednesday and Friday. The alternating schedule was initiated to balance the daily time requirement and collection volume. Trash was collected daily from all common areas, including the stacks, lounges, and restrooms.

Most of the paper that passed through the library could be recycled as file stock, the grade of paper collected in the pilot project. Library staff were provided with information about what could and could not be recycled. There was very little contamination with unacceptable grades of paper or trash,

Staff perceptions of the project were monitored through personal contact and a written survey. Collection within the building seemed

to be effective. Participation was high so the amount of paper thrown away was greatly decreased. Further, most of the library staff considered trash pick-up and paper pick-up to be adequate despite some initial skepticism. In fact, many library staff members were disappointed that the pilot project would not continue permanently. Perceptions varied during the course of the project. For example, confusion among library staff about acceptable types of paper decreased as the project continued. However, the written comments received from Housekeeping staff were much more negative than the verbal comments heard early in the project.

Consolidation of the paper outside the building proved to be the most difficult part of the project. Housekeeping staff were concerned that paper consolidated inside the building was difficult to transfer to the temporary storage boxes located outside the building. This problem was specific to the pilot project because a campus-wide program of this type would require that a more efficient system to handle the paper once it had been consolidated within the building.

The alternating collection schedule has proven to be a convenient and effective system to collect the bulk of the paper generated on campus. The next step in developing a comprehensive paper recycling program is to work on handling the large volume of paper that can be collected campus-wide. This involves coordinating paper collection from outside the building, selecting an appropriate storage container to hold paper outside the building, and securing a baler and storage facility.

Paper procurement will need to be addressed to ensure that most of the paper that is generated within the university can be recycled in the university recycling program. Specifications for university paper procurement should reflect the range of papers that can be recycled in the university recycling program. Further guidelines should be set at the time that the project would start regarding the type of paper, envelopes and mailing labels that should be used to ensure maximum recycling.

10/22/91

sa

WATSON LIBRARY PAPER RECYCLING PILOT PROGRAM STAFF QUESTIONNAIRE

Although the library paper recycling pilot project has only been in operation for four weeks, we are interested in your opinions about the project at its midway point. The library staff's comments, concerns and suggestions will be essential to develop a practical and successful paper recycling program for KU. Your opinions will also enable us to continue to improve and modify the project during the next four weeks.

* Do you participate in the library paper recycling pilot project?

RESPONSE: *Sixty two of the sixty three respondents answered 'yes'.*

* Do you have a blue or white recycling container next to your specific work area?

RESPONSE: *Forty eight stated 'yes'; thirteen stated 'no'; one moved a container to desk when working; and one had a container at computer but not at desk.*

* If not, where is the nearest blue or white container in your work area placed?

A comprehensive evaluation could not be provided for this question.

* Do you prefer to have a container placed by your specific work area?

RESPONSE: *Fifty stated 'yes'; four stated 'no'; and two answered that it 'doesn't matter'.*

* Do you prefer to collect paper in the small or large blue plastic containers, the white cardboard containers or in something else? Why?

RESPONSE: *Thirty two preferred the small blue container; nine preferred the white container; three preferred something else; and fourteen stated that it 'doesn't matter'.*

* Is the size of the container you use adequate for your paper flow?

RESPONSE: *Fifty two stated 'yes'; nine stated 'usually'; and two stated 'no'.*

* If you have high-volume blue plastic containers in your work area, for what purposes are they used?

RESPONSE: *Primarily for overflow and computer paper.*

* Do you have a clear understanding of what grades of paper are acceptable and unacceptable for the pilot project?

RESPONSE: *Thirty seven stated 'yes'; fifteen stated 'usually'; and eleven stated 'no'.*

* According to the list of acceptable grades of paper for the project, please estimate the percentage of your paper waste that is recyclable.

A comprehensive evaluation could not be provided for this question.

* Is your paper pick-up (two times per week) adequate?

RESPONSE: *Fifty seven answered 'yes'; three answered 'usually'; one answered 'usually not'; and two answered 'no'.*

* Is your trash pick-up (three times per week) adequate?

RESPONSE: *Forty eight answered 'yes'; five answered 'usually'; three answered 'usually not'; and five answered 'no'.*

* Briefly describe the type of work you perform at the library.

Please list any additional comments, suggestions or concerns.

Please return completed surveys to Rhonda in 502 Watson by 9/19/91. Thanks!

printed on recycled paper

The University of Kansas

Executive Vice Chancellor
Lawrence Campus

November 14, 1991

MEMORANDUM

To: Deans, Directors and Chairpersons
From: Delbert M. Shankel, Executive Vice Chancellor
Subject: Inclement weather policy

In general, the University cannot close because of snow or other inclement weather, and employees are expected to be at work during their regular times. However, severe weather may delay or prevent employees' travel or necessitate their leaving work early. In such a case, the Governor, the Chancellor or the Executive Vice Chancellor may declare a weather emergency. If one is declared, employees will, for the announced time period, be granted administrative leave with pay to cover late arrival, early departure or the inability to get to work.

Any emergency declaration will be announced via area news media (after 6:15 a.m.), the Human Resources Dial-a-Job line (864-4623, after 6:30 a.m.), the Information Center (864-3506) and campus "calling trees" (during the workday). Employees who will be late or unable to get to work are expected to give their departments timely notice. Directors and chairpersons must determine their staffing requirements to ensure the maintenance of essential programs and activities.

Procedures for Canceling Classes or Curtailing Other Operations

Whenever forecasts or weather conditions suggest that travel in the area could become hazardous, these steps will be taken to decide whether classes or other operations will be curtailed:

1. The University Police, with the Lawrence Police, the Highway Patrol, other agencies and the National Weather Service, will monitor street and road conditions and assess the likelihood that the weather will continue. Facilities Operations will assist with the routing of emergency vehicles, etc.

2. By 5:00 a.m., Facilities Operations will report street and parking lot conditions on and near campus to the University Director of Support Services, who will then discuss conditions and anticipated changes with the Police.

3. The University Director of Support Services will make recommendations to the Executive Vice Chancellor, who will consult the Vice Chancellor for Academic Affairs and other administrators to decide whether to cancel classes or curtail other activities.

4. By 6:00 a.m., the Executive Vice Chancellor or the Chancellor will decide what to do.

5. The Executive Vice Chancellor or a designate will inform University Relations of the decision.

6. University Relations will notify the Information Center and the news media in Lawrence, Leavenworth, Kansas City, Ottawa and Topeka, and a message will be placed on the Human Resources Dial-a-Job line.

7. Should severe weather develop during the course of a workday, we will follow these same procedures to decide whether to dismiss employees early or to cancel afternoon or evening classes, and Human Resources will issue a "calling tree" for notifying staff.

8. Each department should have plans for staffing the critical 24-hour-a-day, 7-day-a-week operations so that inclement weather will not affect them.

DMS:jt

William Crowe
Dean
Libraries
502 Watson

PROMOTION AND TRANSFER LIST

State of Kansas - Department of Administration
DIVISION OF PERSONEL SERVICES
 Landon State Office Building
 900 S.W. Jackson, Topeka, Kansas 66612-1251
 913-296-4278
 TDD 913-296-4798

December 9, 1991

Current state employees who qualify for promotion or transfer are encouraged to apply for the following vacancies by contacting the appropriate agency immediately.

Positions marked with an asterisk (*) are not restricted to applications from state employees only.

The vacancies listed on the Promotion and Transfer List are announced 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.) Vacancies on this list must have been reported to the Division of Personnel Services by 5:00 p.m. on Wednesday of the previous week.

Applications will be accepted through Friday, December 13, 1991.

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
DODGE CITY		
19	Engineering Technician IV	Mike Ramirez (913) 296-3721 Department of Transportation
GARNETT		
16	Equipment Operator II	Mike Ramirez (913) 296-3721 Department of Transportation
LARNED		
15	*Bookkeeper	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
24	Corrections Counselor II (5 positions)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
22	Corrections Specialist I (6 positions)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility

Corrections Specialist I positions require that at the time of appointment the candidate must take and pass a drug screening test approved by the Division of Personnel Services, unless the candidate is currently employed in a safety sensitive position in state service.

EQUAL OPPORTUNITY EMPLOYER
 (Continued on Back)

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
LARNED (cont.)		
26	Corrections Specialist III (Relief - Varied Hours)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
Corrections Specialist III 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.		
15	Custodial Supervisor I (3 positions)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
18	Equipment Operator III	Mike Ramirez (913) 296-3721 Department of Transportation
15/17	Food Service Supervisor I (5 positions)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
13/15	*General Maintenance and Repair Technician I	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
16	Mechanic I	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
13	Office Assistant III (Typing - Classifications and Records)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
13	Office Assistant III (Typing - Located in Engineering)	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
TOPEKA		
23	*Economic Development Representative II (Assistant Coordinator - Kansas Main Street Program) (Application Deadline: Thursday, December 12, 1991) (See Page 3)	Errol V. Williams (913) 296-5055 Department of Commerce
19	Engineering Technician IV	Mike Ramirez (913) 296-3721 Department of Transportation
19	*Environmental Officer (Unclassified - Frequent Travel)	Teresa Parsons (913) 266-1462 Adjutant General's Department
27	*Health or Environmental Planning Consultant (Application Deadline: Friday, December 20, 1991)	Jo Ann Moran (913) 296-1290 Department of Health and Environment

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
TOPEKA (cont.)		
21	*Librarian I (Application Deadline: Tuesday, December 31, 1991)	Kay Jones (913) 296-2974 Historical Society
	Requires MLS Degree. Experience or coursework in original cataloging and government documents preferred.	
26	*Psychologist II <u>Necessary Special Requirements</u> 1. At time of appointment must have authority to practice in Kansas. 2. Must have completed an APA approved clinical/counseling internship (1 year). 3. Conferal of a PhD in Clinical Psychology desired.	Dee Lowe (913) 296-4321 Topeka State Hospital
13	Secretary I (Part-time)	Bev Vogel (913) 296-2353 The University of Kansas
17	Secretary III (Dictation) (Medical - Legal experience)	Pamela Dawes (931) 296-7413 Board of Healing Arts
26	*Speech Pathologist/Audiologist I	Dee Lowe (913) 296-4321 Topeka State Hospital

***ECONOMIC DEVELOPMENT REPRESENTATIVE II
Assistant Coordinator - Kansas Main Street Program**

The Department of Commerce will be accepting applications for the position of Economic Development Representative II - Main Street Assistant Coordinator, salary range 23 (\$2,112 - \$2,971) until 5:00 p.m., Thursday, December 12, 1991.

This position is the Assistant Coordinator for the Kansas Main Street Program within the Community Development Division and is responsible for planning, organizing, and implementing assigned phases of the Kansas Main Street Program. Duties includes highly advanced, responsible, professional work in promoting a comprehensive program for downtown revitalization in the context of historic preservation. The incumbent will provide advanced direction and technical assistance to community leaders and public and private officials in designated cities.

Minimum Qualifications: Education: Four year degree from an accredited college or university and one year of professional experience in economic development, planning, finance, or economics. Graduate study in business administration, urban and regional planning, finance, or economics may be substituted for the required experience at the rate of two semester hours for one month of experience.

Special Necessary Qualifications: In addition to meeting the minimum qualifications outlined above, the incumbent must have completed training in the Main Street Approach and have one year experience in the administration of a downtown revitalization program or historic preservation activity using the Main Street Approach.

Only candidates meeting the above special necessary qualification need apply. For consideration submit a letter of interest, completed state of Kansas application form, and college transcripts to: Errol V. Williams, Kansas Department of Commerce, 400 S.W. 8th Street, Suite 500, Topeka, Kansas 66603. State of Kansas application forms may be obtained at any Job Service Center.

THE KANSAS DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER

FYI

University of Kansas Libraries

Number

1152

December 19, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

COURIER SERVICE SCHEDULE

The daily courier service to the Regent's universities will suspend service from Dec. 23 through Dec. 27. Service will resume Monday, Dec. 30.

Judy Brow

INTERLIBRARY SERVICE SCHEDULE

Interlibrary Services will be closed from December 23 thru December 27. We will be moving to the West Reading Room during the week of December 30 - January 3. We will remain open during our move but will offer only minimal service. On January 6 the OCLC terminals will be moved to the West Reading room, so some Watson OCLC terminals will be down for a time on that day.

Sandra Brandt

OFFICE SUPPLY HOLIDAY SCHEDULE

The Office Supply Room will not be open the week of December 23 to dispense supplies to departments. Please contact Nancy Jaeger if supplies are needed between December 23 and January 1. The Office Supply Room will be open on January 2, from 8:30 to 9:30 a.m., for departments to pick up supplies. After the holidays, the regular Wednesday morning schedule for distribution of office supplies will resume.

Denise Swartz

DONATIONS ACCEPTED

As some of you may know, the mailroom was burglarized Monday afternoon, and Angel and B.C. were robbed of over \$300 in cash they had on hand for after-work bill paying, grocery and Christmas shopping.

If any of you would like to help, donations to help defray some of their losses are being accepted in the Fines Office. Thanks.

Kendall Simmons

ATTACHMENTS (See FYI Supplement)

Private Fund-raising Policy Memo

Budget and Planning Committee Minutes -- November 22, 1991

Staff Development Committee Minutes -- November 27, 1991

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

Staff Development Committee
Minutes
Meeting of November 27, 1991

Present: Sandy Gilliland, Julie Hoff, Susan Hitchens, Lorrie Knox, Carole Dibben

The SDC met at 10:30 am in the Anschutz Library Conference Room. Minutes were approved as changed.

Approved out of state travel fund requests.

Susan reported that Gordon Anderson is willing to do a brown bag lunch presentation on his trip to the Frankfurt Book Fair. Lorrie will try to schedule it for early December 1991.

Discussed the attendance at the Maria Musoke program. No specific reason could be pinpointed for the small attendance. Several people had indicated to committee members that they had planned to attend but were unable to come due to last minute situations which made it impossible for them to get away.

Dean Crowe has passed along a letter from Stephen Richard, a librarian in Scotland, who was a student assistant at KU during his undergraduate years. He is traveling to the US to visit libraries for discussion on the topic of performance indicators in libraries. The Dean has inquired into Mr. Richard's interest in presenting several informal presentations during his visit between 2/10/92 and 2/21/92 and he has answered in the affirmative. The SDC is interested in at least two presentations on the topics of the state of libraries in Scotland and the United Kingdom and his work with performance indicators in libraries. Lorrie will talk with the Dean further about his ideas for plans for Mr. Richard's visit.

Discussed the Communications Program. It was decided that a brochure will be designed to advertise the program. The brochure will contain specific details and include objectives for the first three events and will also list the topic and target dates for the remaining events. Then prior to each event a flyer will also be sent to notify people of the upcoming program. Target date for the first program is still February 1992. Susan will begin work on the brochure and Sandy will help as needed.

Discussed how planning/preparations for each program can be handled so that the responsibility is distributed more evenly. Since the first three programs are to be provided locally, there is little that needs to be done to prepare. We will look at what has to be done and then try to develop a plan to distribute the responsibility among committee members.

The next meeting will be at 10:30 am December 11, 1991, in the Anschutz Library Conference Room.

Submitted by Carole Dibben

The University of Kansas
William Crowe
Dean
Libraries
502 Watson

Executive Vice Chancellor
Lawrence Campus

December 13, 1991

MEMORANDUM

To: Chairpersons, ^{W.D.} Directors and Deans
From: Delbert M. Shankel, Executive Vice Chancellor
Subject: Private fund-raising policy

Individual faculty or departments should not investigate or initiate fund-raising projects without the knowledge of the central administration and the Endowment Association. Because Jim Martin has recently asked that you be informed about private fund raising, we thought it a good idea once more to communicate the University's policy, which has been in effect for some years.

The policy statement was last April edited and rearranged for emphasis and clarity. A copy is attached. Please bring this statement to the attention of all our colleagues.

Particular notice should be paid to point 4, which refers to the "Proposal for Special Purpose Fund-Raising Campaigns" form. All initiatives should begin with this form, copies of which are available from my office or from Dale Seufferling at the Endowment Association. Notice should also be paid to point 3, for it has been unauthorized approaches to "family class" private foundations that have most recently created difficulties.

As we said in April, we welcome all fund-raising ideas and the participation of appropriate faculty, staff, students or alumni in fund-raising efforts. However, if we are to succeed, we must coordinate those efforts and incorporate the expertise of our full-time fund raisers. We cannot afford either to mislead donors as to our priorities or to compete with ourselves, which is what happens when units approach a foundation without informing the administration. Thank you for your attention at this busy time of the semester.

DMS:nnj
Attachment

OFFICIAL UNIVERSITY OF KANSAS POLICY GOVERNING THE IDENTIFICATION OF PRIVATE FUND-RAISING PROJECTS AND THE SOLICITATION OF PRIVATE SUPPORT

Given the importance of private support for the University and the intrinsic role the Kansas University Endowment Association plays in encouraging and administering such support, the Association must be involved in private fund-raising activities. Thus, this policy was established.

The policy is intended to facilitate solicitations by members of the University community and to insure their success, as well as to insure coordination so that new solicitations will not jeopardize pending ones. CAMPAIGN KANSAS is the officially recognized fund-raising project of the University. Except in unique cases of high priority, necessity and potential, new projects that may compete with CAMPAIGN KANSAS will not be approved.

- 1) All requests by faculty, staff or students for private support for the University must follow normal administrative channels: from chairperson, director or dean to vice chancellor to executive vice chancellor to chancellor.
- 2) Proposals to "national class" private foundations must be coordinated with the Office of Research Support and Grants Administration, in accordance with that office's guidelines.
- 3) Discussions with, solicitations to or requests for support from "family class" private foundations (regional, family or non-corporate) must be approved by the Endowment Association.
- 4) These requests should begin with the filling out of the form PROPOSAL FOR SPECIAL PURPOSE FUND-RAISING CAMPAIGNS. As the requests pass through channels, Endowment Association staff will participate in their evaluation.
- 5) When a request for fund-raising and for any activities conducted in relation thereto by faculty, staff, students or alumni has been through channels, then the chancellor shall submit it to the executive committee of the Endowment Association.
- 6) The chancellor will convey to the executive committee, in care of the President, Kansas University Endowment Association, Lawrence, Kansas 66045, the following:
 - a) A description of proposed activities and goals.
 - b) A statement of need and the purpose for which support is sought.
 - c) The approximate dates for the solicitation.
 - d) A list of potential donors or reference to an existing, defined list such as those maintained by the Alumni Association for particular schools, departments or groups.
 - e) The institutional priority for the project, as assigned by the chancellor.

Budget and Planning Committee Minutes
November 22, 1991

Present: S. Craig, S. Hewitt, R. Miller, S. Miller, K. Neeley,
J. Richardson, J. Waters

Absent: N. Jaeger

The minutes for November 15th were altered and approved.

We discussed the report on the open budget meetings and the questionnaire which will be sent out with it. The report was accepted unaltered by the committee. A few minor changes were made to the questionnaire.

The committee worked briefly on the revision of the vision statement.

The committee folded, labeled and sorted the budget meeting reports and the questionnaires.

The next meeting will be December 6th. At that meeting the committee will analyze the questionnaires and continue to revise the vision statement. The committee will meet at 1pm on December 13th in Watson Conference Room A instead of the Anschutz Science Library. On January 3rd B&P will meet at 1pm in the Anschutz Science Library.

Submitted by Julie Waters

PROMOTION AND TRANSFER LIST

State of Kansas - Department of Administration
DIVISION OF PERSONEL SERVICES
 Landon State Office Building
 900 S.W. Jackson, Topeka, Kansas 66612-1251
 913-296-4278
 TDD 913-296-4798

December 16, 1991

Current state employees who qualify for promotion or transfer are encouraged to apply for the following vacancies by contacting the appropriate agency immediately.

Positions marked with an asterisk (*) are not restricted to applications from state employees only.

The vacancies listed on the Promotion and Transfer List are announced 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.) Vacancies on this list must have been reported to the Division of Personnel Services by 5:00 p.m. on Wednesday of the previous week.

Applications will be accepted through Friday, December 20, 1991.

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
DODGE CITY		
25	*Registered Nurse III RN License required. DESIRED: Supervisory, Administrative or Regulatory Experience.	Jo Ann Moran (913) 296-1290 Department of Health and Environment
LARNED		
26	Corrections Specialist III (Relief - Varied Hours) Corrections Specialist III 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.	Patricia Hassman (316) 285-2353 Larned Correctional Mental Health Facility
LAWRENCE		
27	*Environmental Engineer II (Application Deadline: Friday, January 3, 1992)	Jo Ann Moran (913) 296-1290 Department of Health and Environment

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
TOPEKA		
31	Chief of Services (Chief of Hazardous Waste Section) (Application Deadline: Friday, December 27, 1991) Desired: Master's degree in any of the Natural Sciences or Engineering and three years of administrative/supervisory experience in an environmental regulatory program, preferably hazardous waste management.	Jo Ann Moran (913) 296-1290 Department of Health and Environment
19	*Dietitian I *Economic Development Representative II (Unclassified Special Projects) (Application Deadline: Monday, December 30, 1991) (See Page 4)	Tim Edwards (913) 296-5341 Kansas Neurological Institute Errol Williams (913) 296-3481 Department of Commerce
13	Engineering Technician II	Mike Ramirez (913) 296-3721 Department of Transportation
27	*Health or Environmental Planning Consultant	Jo Ann Moran (913) 296-1290 Department of Health and Environment
25	Highway Maintenance Superintendent	Mike Ramirez (913) 296-3721 Department of Transportation
21	*Librarian I (Application Deadline: Tuesday, December 31, 1991) Requires MLS Degree. Experience or coursework in original cataloging and government documents preferred.	Kay Jones (913) 296-2974 Historical Society
	*Management Analyst III (Unclassified Special Projects) (Application Deadline: Monday, December 30, 1991) (See Page 4)	Errol Williams (913) 296-3481 Department of Commerce
	*Management Analyst IV (Unclassified Special Projects) (Application Deadline: Monday, December 30, 1991) (See Page 5)	Errol Williams (913) 296-3481 Department of Commerce

EQUAL OPPORTUNITY EMPLOYER
 (Continued on Back)

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SALARY RANGE	VACANT POSITIONS	CONTACT PERSON
	TOPEKA (cont.)	
15	Office Assistant IV (Desk Top Publishing) (Preparation of Marketing Materials)	Ginny McCord (913) 296-4171 Board of Agriculture
	*Policy Consultant and Staff Assistant (Unclassified Special Projects) (Application Deadline: Monday, December 30, 1991) (See Page 5)	Errol Williams (913) 296-3481 Department of Commerce
26	*Psychologist II <u>Necessary Special Requirements</u> 1. At time of appointment must have authority to practice in Kansas. 2. Must have completed an APA approved clinical/counseling internship (1 year). 3. Conferal of a PhD in Clinical Psychology desired.	Dee Lowe (913) 296-4321 Topeka State Hospital
13 (Step A)	Secretary I	Homer Johnson (913) 296-4505 Board of Indigents' Defense
15	Secretary II	Nita Hendrix (913) 296-5800 Kansas Racing Commission
	Dictation and limited travel. Must be able to pass KBI background investigation.	
26	*Speech Pathologist/Audiologist I	Dee Lowe (913) 296-4321 Topeka State Hospital
	WICHITA	
22	Engineering Technician V	Mike Ramirez (913) 296-3721 Department of Transportation

***ECONOMIC DEVELOPMENT REPRESENTATIVE II**
Unclassified Special Projects

The Department of Commerce will be accepting applications for the position of Economic Development Representative II - Unclassified Special Projects in our Office of Housing, until 5:00 p.m., December 30, 1991.

The incumbent will serve as the clearinghouse for information about housing programs; provide technical assistance to local units, sub-contractors, and other housing groups; assist with developing the Comprehensive Housing Affordability Strategy (CHAS); develop, write, and publish a newsletter; conduct training regarding the availability of housing programs; and write grants.

Minimum Qualifications: Education: Graduation from an accredited four year college or university preferable with major course work in the social sciences, public administration, public relations, or related field. Graduate study may be substituted for training.

Experience: At least two years in a governmental or quasi-governmental setting performing public relations or grantsmanship work.

Special Necessary Qualifications: Knowledge and skills in the principles of community development, responsibilities and requirements of the units of local government, and the programmatic objectives and requirements of state and/or federal grant programs are deemed necessary for successful performance.

For consideration submit a letter of interest, resume, and college transcript to: Errol V. Williams, Kansas Department of Commerce, 400 S.W. 8th Street, Suite 500, Topeka, Kansas 66603.

THE KANSAS DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER

***MANAGEMENT ANALYST III**
Unclassified Special Projects

The Department of Commerce will be accepted applications for the position of Management Analyst III - Unclassified Special Projects for the Office of Housing until 5:00 p.m., December 30, 1991.

This position's main responsibilities are developing the Housing Office's budget; providing fiscal oversight for all revenue sources; developing records and reporting system; managing forms control programs; writing formal policies and procedures; coordinating the implementation of new and revised work methods; and developing innovative methods of leveraging federal monies.

Minimum Qualifications: Education: Graduation from an accredited four year college or university with at least 20 semester hours in public or business administration, accounting, or related field.

Experience: At least two years of varied organizational and management evaluation and improvement activities, or budgeting, or related administrative experience.

Special Necessary Qualifications: Knowledge and skills in the principles of community development, responsibilities and requirements of the units of local government, and the programmatic objectives and requirements of state and/or federal grant programs are deemed necessary for successful performance.

For consideration submit a letter of interest, resume, and college transcripts to: Errol V. Williams, Kansas Department of Commerce, 400 S.W. 8th Street, Suite 500, Topeka, Kansas 66603.

THE KANSAS DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER

Unclassified Special Projects

The Department of Commerce will be accepting applications for the position of Management Analyst IV - Unclassified Special Projects for the Office of Housing, until 5:00 p.m., December 30, 1991.

The incumbent will direct all phases of the HOME and HOPE programs; organize, and direct a major program area; develop and implement various policy options in the major program areas; rate staff efficiency and program objectives; and supervise a professional staff of system and management analysts.

Minimum Qualifications: Education: Graduation from an accredited four year college or university with major course work in the social sciences, public administration, or related field.

Experience: At least two years in a governmental or quasi-governmental setting, or non-profit organization, or the housing industry including real estate.

Special Necessary Qualifications: Knowledge and skills in the principles of community development, responsibilities and requirements of the units of local government, and the programmatic objectives and requirements of state and/or federal grant programs are deemed necessary for successful performance.

For consideration submit a letter of interest, resume, and college transcript to: Errol V. Williams, Kansas Department of Commerce, 400 S.W. 8th Street, Suite 500, Topeka, Kansas 66603.

THE KANSAS DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER

***POLICY CONSULTANT AND STAFF ASSISTANT**
Unclassified Special Projects

The Department of Commerce will be accepting applications for the position of (Policy Consultant and Staff Assistant - Unclassified Special Projects) for the Office of Housing until 5:00 p.m., December 30, 1991.

The incumbent will administer the Housing Assistance Programs; serve as a member of the housing policy group and assist in developing housing policies and program design; develop the Comprehensive Housing Affordability Strategy (CHAS); plan, organize, and direct reviews of systems and methods; supervise professional staff of systems and management analysts; and performs special projects for the Chief of Housing.

Minimum Qualifications: Education: Graduation from an accredited four year college or university with major course work in the social sciences, public administration, or related field.

Experience: At least two years in a governmental or quasi-governmental setting, or non-profit organization, or the housing industry including real estate.

Special Necessary Qualifications: Demonstrated knowledge and skills in the principles of community development, responsibilities and requirements of the units of local government, and the programmatic objectives and requirements of state and/or federal grant programs are deemed necessary for successful performance.

For consideration submit a letter of interest, resume, and college transcript to: Errol V. Williams, Kansas Department of Commerce, 400 S.W. 8th Street, Suite 500, Topeka, Kansas 66603.

THE KANSAS DEPARTMENT OF COMMERCE IS AN EQUAL OPPORTUNITY EMPLOYER

FYI

University of Kansas Libraries

Number 1153

December 30, 1991

*****DEADLINE FOR SUBMISSION OF ARTICLES IS 3:00 PM WEDNESDAY*****

GREETINGS FOR THE NEW YEAR

I want to offer my very best wishes to all Library staff for a good New Year. From the darkness and cold of early winter we can of course perceive only dimly what 1992 will hold for us. We must await the outcome of much that will occur in Topeka, in Strong Hall, in the international money markets, and in the corporate offices of publishers to know how much of our future will be determined.

But there is much also that we can look forward to from our doing: the coming addition to the online catalog of tens of thousands of records for U. S. federal government publications, the expansion of the LAN to Watson and Spahr, a relocated and better equipped ILS unit, the initial uses of INQUIRE to provide access to EXPANDED ACADEMIC INDEX and other large citation databases, and celebrations of thirty-five years of the Snyder Book Collecting Contest and the addition of the KU Libraries' three-millionth volume.

In my second State of the Libraries talk I will comment on the past year and look into what I see for 1992. This presentation will be ready in late January or early February for delivery at two meetings that will be open to all Library staff. The schedule should be set in time for announcement in the next issue of FYI.

I also plan to issue in February a brief annual report that will be derived in part from the state of the libraries talk to highlight the key issues that the KU Libraries face and inform readers about the many accomplishments of the past year. Each Library staff member will receive a copy, as will all members of the FRIENDS and others in the University and wider community who have shown special interest in the KU Libraries.

Rhonda Boose will continue scheduling informal visits for me during the Spring Semester to units throughout the system to help me maintain a measure of personal contact with Library staff. I will also attempt to keep Library staff informed in brief pieces in FYI about my comings and goings (beyond the standard) to give you a better sense of what I am attempting to do on behalf of the Libraries--and, I hope, to spark some questions and discussion.

This past semester was marked by several such occasions:

- * Between September and November, I participated, as co-chair, in a series of intensive meetings of an ad hoc group charged by the Executive Vice Chancellor and the University Director of Facilities Planning to review and update the program planning document for the reconstruction of Hoch Auditorium.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)

GREETINGS FOR THE NEW YEAR (continued)

- * Early in September, I and several other members of the Libraries staff met with the Harff family to accept their contribution of the scholarly library of the late Dr. Edith Krull, a critic of the arts who was one of the relatively few women in pre-World War II Germany to earn a doctorate and who remained in the former East Germany after World War II.
- * I participated in the annual Dean's Retreat early in September.
- * I began service as a member of the "KU Resources Committee" of the Lawrence Chamber of Commerce.
- * The Council of Deans and Directors of the Libraries of the Kansas Regents Universities met to continue work on the "Regents Systemwide Access" proposal, a report on which was brought before the Board of Regents in mid-semester. Outlook still uncertain.
- * I began service as an elected member of the BCR Board, participating in two meetings in Denver, in late September and early December.
- * On September 25, I made a brief presentation on the KU Libraries as one of the speakers in "Academic Faces and Places", a staff development program of the Office of Student Affairs.
- * On October 1, I spoke briefly and answered questions at a meeting of Slavic Department faculty and representative students.
- * I began a series of informal lunch meetings with selected University and affiliated administrators, including the directors of Information Systems and Academic Computing and the director of the University Press of Kansas.
- * I participated in several meetings of the officers of the FRIENDS and in the Fall Dinner Meeting.
- * I began service as a member of the board of the Hall Center for the Humanities.
- * At mid-semester, I represented the KU Libraries at the dedication ceremony for the new addition to the library at the University of Missouri--Kansas City.
- * I (and John Miller and Jerry Niebaum of the Academic Computing) attended the 20th Annual EDUCOM Meeting in San Diego, October 14-20.
- * I participated in the Association of Research Libraries semi-annual meeting in Washington, D.C., October 22-25, and met briefly with Senator Bob Dole.

(continued)

GREETINGS FOR THE NEW YEAR (continued)

- * In late October, I traveled to Wichita to meet with a major donor to the KU Libraries.
- * I met informally with the faculty advisor to the Daily Kansan.
- * I participated in the November ceremonies dedicating the Burton commemorative plaque and shield on the fifth floor of Watson Library.
- * I served as one of a panel of reviewers for the U.S. Department of Education to screen applicants for Higher Education Act Title IIC proposals.
- * In early November, I participated in a meeting of the deans and directors of the libraries of the Association of Big Eight Universities [and some allied universities] in Fayetteville, Arkansas.
- * On November 13, I attended an informal dinner question and answer session for students resident at Oliver Hall.
- * Late in the semester, I spent considerable time meeting with interested groups in order to prepare the Libraries' budget submission by December 20th.

W. J. Crowe

ALA BROWNBAG

There is a brownbag meeting scheduled for January 13th at NOON in Watson Conference Room A for information sharing and informal discussion of the upcoming ALA MidWinter Conference in San Antonio.

R. L. Boose

WATSON LIBRARY TOUR VOLUNTEERS

The Reference Department is offering orientation tours from January 14 through January 23, 1992. All staff, classified or unclassified, are welcome to participate by leading one or more of these tours. Tours are intended to make new library users comfortable in the library and to give them basic instruction in using the library. The tours last approximately 45 minutes. If you are interested in participating, please contact Kathy Graves for the tour schedule. Thank you for your assistance.

Kathy Graves (4-3366)

CAMPUS ENVELOPES

We are in desperate need of campus envelopes. Please send any surplus (small) campus envelopes to the Administrative Office (502 Watson). Thanks!

R. L. Boose

ATTACHMENTS (See FYI Supplement)

Library Faculty Assembly Minutes--Dec. 9, 1991
Law School Library Hours

(continued)

Library Faculty Assembly
Executive Committee Meeting: Minutes
Dec. 9, 1991

Present: K. Miller (Chair), B. Schulte, R. Clement, G. Husic,
S. Gilliland, S. Miller, M. Roach

Minutes: LFA Exec minutes from Nov. 18, 1991 were reviewed, a draft will be sent to the Classified Conference Executive Board; LFA Exec minutes from Nov. 25, 1991 were approved; minutes from Budget and Planning, Nov. 1 and 15, 1991 and Staff Development, Nov. 13, 1991 were accepted.

Announcements:

1. The recent CESR runoff election results have been published in the FYI. For the record it should be known that Mary Rosenbloom was elected as the Librarian I representative to the committee but chose to withdraw her name due to unforeseen circumstances.

2. Members of the Committee to Review the Code (CRC) are: Rob Melton, Ken Lohrentz, LeAnn Weller and Rick Clement as the LFA Exec liaison.

3. Dean Crowe and the Assistant Deans will attend the next LFA Exec meeting on Dec. 16 to discuss the Dean's memorandum concerning annual merit evaluation of librarians and other unclassified staff.

The memorandum from the Classified Conference Executive Board concerning possible charges for the Staff Development Committee was raised as a topic for discussion. Kent will create a draft of LFA Exec's response for our next meeting.

It was agreed that the charge for the Committee to Evaluate Service and Research which we had developed should be sent to the new committee members.

The remainder of the meeting was spent discussing the Dean's early draft of a memorandum concerning annual merit evaluation of librarians and other unclassified staff.

The next LFA Exec meeting will be Monday, Dec. 16, 1991 at 10:00 a.m. in Watson's meeting room A.

Submitted by Rebecca Schulte

UNIVERSITY OF KANSAS

SCHOOL OF LAW LIBRARY

Interterm and Spring Term, 1992 - Library Hours

December 21 - January 13 INTERTERM HOURS
 Mon-Fri. 8:00 am - 5:00 pm
 Sat/Sun. CLOSED

(CLOSED Tues. & Wed., Dec. 24/25 and Wed., Jan. 1)

January 14 - March 6 REGULAR HOURS
 Mon-Thur. 7:30 am - 11:00 pm
 Fri. 7:30 am - 6:00 pm
 Sat. 10:00 am - 5:00 pm
 Sun. noon - 11:00 pm

(CLOSED Mon., Jan 20, Martin Luther King Holiday)

March 7 - March 14 SPRING RECESS HOURS
 Mon-Fri. 8:00 am - 5:00 pm
 Sat/Sun CLOSED

March 15 - May 3 REGULAR HOURS
 Mon-Thur. 7:30 am - 11:00 pm
 Fri. 7:30 am - 6:00 pm
 Sat. 10:00 am - 5:00 pm
 Sun. noon - 11:00 pm

May 4 - May 13 EXAM HOURS
 Mon-Fri. 7:30 am - midnight
 Sat. 8:00 am - midnight
 Sun. 10:00 am - midnight

May 14 - May 17 COMMENCEMENT HOURS
 Thur. 7:30 am - 6:00 pm
 Fri. 8:00 am - 5:00 pm
 Sat. 10:00 am - 5:00 pm
 Sun. 10:00 am - 5:00 pm

May 18 SUMMER HOURS